

Circular No.001-2016-BC-PD-01-HRDD

Date: 01-01-2016

TEMPORARY UTILITY

PROMOTION FROM CLERICAL TO OFFICER CADRE IN JMGS – I – 2016 – 2017

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It has been proposed to initiate a process for promotion from Clerical to Officer cadre in JMGS-I for filling identified vacancies, in terms of the promotion policy Settlement dated 25.01.2014 entered into with Syndicate Bank Employees' Union, circulated vide Circular No. 24-BC-PD-06-IRD dated 28.01.2014. The detailed policy is furnished in the **Annexure-1**.

The Channel-wise vacancies are given below:

Channel	% of vacancies	No. of Vacancies
A – Interview Channel	40%	360
B – Online Test Channel	60%	540
Total		900

The general features of the Promotion process are given below:

- 1. Cut-off date:** The cut-off date for reckoning eligibility for the purpose of this promotion process is 01.01.2016.
- 2. Eligibility:**
 - a. Channel – ‘A’:** Employees in the Clerical cadre who have completed 25 years of service including probationary period as on 01.01.2016.
 - b. Channel – ‘B’:** Employees in the Clerical cadre who have completed 3 years of service including probationary period as on 01.01.2016.

Note: Employees who are eligible to apply for promotion under Channel – ‘A’ can opt for Channel – ‘B’, **but not vice versa**.
- 3. Online Test under Channel – ‘B’:**
 - a.** It has been decided **to conduct Online Test for eligible Employees under Channel – ‘B’ on 14.02.2016 at various Centres**. The Online Test Centre, Venue of the Test, Time of Test will be informed to the Employees separately.
 - b.** The Online Test will be conducted by the Institute of Banking Personnel Selection (IBPS), Mumbai.
 - c.** The question paper will be in bilingual form.
 - d.** The nature of Online Test will be objective.
 - e.** The Online Test carries 100 questions and each question carries one mark each. There may be negative marks for incorrect answers in the Online Test.

- f. The duration of the Test will be 90 minutes.
- g. The minimum qualifying marks in the Online Test shall be 40% in aggregate (35% for SCs/STs). Only those candidates who secure minimum qualifying marks will be called for interview.
- h. Candidates securing marks below the stipulated minimum as above shall be treated as not qualified.
- i. Guidelines for answering the Online Test will be circulated separately.
- j. Eligible candidates who apply for promotion will receive Call Letters intimating the Roll number, the time and the venue of the Online Test before first week of February, 2016. If any eligible Employee who had applied for promotion under Channel – ‘B’ and does not receive Call Letter before the scheduled date, he/she may contact HO: HRDD through the respective Branch/Office.
- k. Candidates are required to produce the Call Letter while reporting for the Online Test unfailingly.
- l. Request for change of centre will not be considered under any circumstances. Regional Offices/FGMOs/ HO: PD: PAD/CO: GAD shall ensure that transfer/deputation/training, etc., are avoided during the corresponding period, if such an action is likely to result in requests from the Employees concerned for change in the Online Test Centre.

4. Reservation:

- a. Reservation for SC/ST/PWD candidates will be provided as per Post Based Reservation Rosters, in terms of the extant Government guidelines.
- b. If the claims of the candidates belonging to SC/ST/PWD category are proved to be false at a later date, they will be reverted to Clerical cadre besides being liable for disciplinary action.

5. Pre-promotion training for SC/ST/OBC candidates:

- a. All eligible SC/ST/OBC Employees who have applied for promotion will be nominated for pre-promotion training.
- b. The pre-promotion training will be conducted at SIBM, Manipal and various Training Centres.
- c. The intimation for pre-promotion training will be sent by the concerned Regional Office/ CO: GAD/HO: PD: PAD. **Head of the Branch/Office shall ensure that SC/ST/OBC candidates called for pre-promotion training are relieved in time to attend it.**
- d. Regional Offices/CO: GAD/HO: PD: PAD shall allot suitable training batch and venue of training in consultation with Training Centres/SIBM: Manipal and issue nomination letters to the eligible SC/ST/OBC Employees.

6. Disciplinary Proceedings:

- a. Any Employee against whom vigilance cases/disciplinary proceedings are pending shall be eligible to participate in the promotion process. In case he/she is found eligible for promotion, his/her promotion shall be kept in abeyance till the vigilance case/disciplinary proceedings are disposed off.
- b. In case, he/she is found not guilty in the enquiry, he/she shall be promoted within one month from the date of the decision is given after completion of the enquiry.

- c. In the case of any Employees whose result is kept in abeyance and is subsequently punished for Gross Misconduct under the provisions of Bipartite Settlements, he/she shall not be eligible for promotion.
- d. An Employee who has been punished for 'Gross Misconduct' under the provisions of the Bipartite Settlements shall not be eligible for participation in the promotion process for a period of 24 months from the date of infliction of punishment as at the date of reckoning the eligibility, i.e., 01.01.2016. For example, those who have been punished for Gross Misconduct on or after 02.01.2014 will not be eligible to participate in the promotion process.
- e. The provisions under para 6. c. and 6. d. above shall not apply if the punishment awarded is for Minor Misconduct or if the punishment awarded is 'Warning' for Gross Misconduct. In any case, Employees cannot be debarred from participating in the promotion process more than twice in respect of a particular disciplinary action.

7. Submission of Branch Report [PD 8 (R)]:

- a. All the Branches/Offices are advised to submit the [PD 8 (R)] Reports for the years 2012 – 2013, 2013 – 2014 and 2014 – 2015, i.e., as on 31st March, in respect of all Employees in the Clerical cadre to the concerned Regional Offices/CO:GAD/HO:PD: PAD, if already not submitted. A specimen of [PD 8 (R)] form is enclosed as **Annexure-2** as ready reference. **The soft copy of PD-8 format can be downloaded from HO: HRDD Node No. 10.56.111.122/d\$/PD8 folder.**
- b. Regional Offices/CO: GAD/HO: PD: PAD shall ensure that [PD 8 (R)] Reports are received from all the Branches/Offices in respect of all non-subordinate Workmen Employees on or before 11.01.2016 without fail. If necessary, Regional Offices/CO: GAD/HO: PD: PAD may send sufficient number of [PD 8 (R)] forms to the Branches/ Offices.
- c. The Regional Offices/CO: GAD/HO: PD: PAD shall submit the copies of the [PD 8 (R)] Reports of all the Employees who have applied for promotion under both Channel – 'A' and Channel – 'B' for the years 2012 – 2013, 2013 – 2014 and 2014 – 2015 to HO: HRDD, so as to reach on or before 15.01.2016 without fail, retaining original in the Individual File of the concerned Employee.

8. Submission of Applications:

- a. **All eligible Employees in Clerical cadre who are desirous of being considered for promotion have to submit their Online application on or before 11.01.2016 through MIS portal only (<http://172.18.200.162/cl2off/>).**
- b. Those eligible candidates, who do not have FCR password, have to apply for the FCR password to CO: DIT immediately.
- c. The Online application format through MIS portal will be made available with effect from 01.01.2016.
- d. Instruction for filling online application will be made available in MIS Portal.
- e. Once the application is submitted by the candidate and pressed the submit button, he/she will not be allowed to make any corrections thereafter. After submitting the application, please take 3 copies of the application and send one copy to RO, one copy should be retained at Branch and one copy to be retained by the applicant.

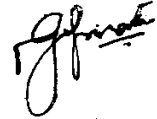
- f. **Employees who are on Special Leave are not eligible** to participate in the promotion process, even if they are otherwise eligible.
- g. Head of the Branches/Offices shall immediately inform by Speed Post besides telephonically where telephone number is available, the date of the Online Test and the last date for submission of applications, to the Employees who are on leave/ training/under suspension.
- h. Employees who are on leave/training/under suspension shall send their applications through their respective Branch/Office to their Regional Office under **copy to HO: HRDD by 11.01.2016.**
- i. In the case of Employees who are on deputation to other Organisations, such as, SIRD, RUDSETI, RRB, Central/State Governments, etc., Regional Offices/CO: GAD/HO: PD: PAD in whose geographical area the concerned Employee is working shall make arrangements to inform them about the initiation of the promotion process and inform them to submit their physical applications through their respective Branch/Office to their Regional Office under **copy to HO: HRDD by 11.01.2016.**
- j. The data of the Employees who have applied for the promotion shall be sent to the concerned Regional Offices/CO: GAD/HO: PD: PAD by HO: HRDD for correction of data, if any. If there are any changes in the data submitted by the candidate, the same shall be brought to the notice of HO: HRDD immediately for making necessary corrections.

9. General:

- a. Seniority for the purpose of ascertaining the eligibility, determining the length of service and for preparing the selection list shall be the date of joining the Bank as Probationary Clerk. If the date of joining is the same, the date of birth shall be the deciding factor for inter-se seniority.
- b. Employees who apply for promotion will not qualify for selection, if they do not appear for the Online Test/Interview, as the case may be, as prescribed in the Policy.
- c. Eligible Clerical cadre personnel who have applied for promotion under Channel – ‘A’ will be called for interview. There is no Online Test under this category.
- d. Employees who are selected for promotion in the process shall join at the place of posting as Probationary Officers on a pre-determined date unless specified otherwise and the promotion will be effective from that date. Employees who fail to join the place of posting on the scheduled date shall forfeit promotion.
- e. The vacancies arising on account of declining, forfeiture of promotion, etc., before joining the place of posting will be filled up from the merit list of the respective Channel or vice versa.
- f. No TA/HA will be paid to the candidates appearing for the Online Test. However, TA/HA will be paid to the candidates called for the interview as per the existing rules.
- g. Any Employee who feels that his/her case has not been properly dealt with, may prefer an appeal within 45 days from the date of publication of the promotion result. The same shall be placed before the Committee of General Managers constituted by the Executive Director and the decision of the Committee of General Managers will be final and binding.

Head of the Branch/Office is advised to bring this circular to the notice of all the Employees in the Branch/Office by circulating it, besides displaying a copy of the same in the Notice Board. A copy of the circular shall be sent to the Employees who are on sanctioned leave/on training/those under suspension, etc., to their last recorded address by Speed Post, besides telephonic intimation where telephone number is disclosed/available.

Clarification required, if any, to this Circular may be sought from **PERSONNEL DEPARTMENT, HUMAN RESOURCE DEVELOPMENT DIVISION** at Head Office, Manipal through the respective Regional Office as per the extant guidelines.



(GOPINATH T IYER)
GENERAL MANAGER (P)

BNIOT:YRPPY:YRUBR
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ANNEXURE-1**POLICY FOR PROMOTION FROM CLERICAL TO OFFICER CADRE IN JMGS - I**

The parties discussed the modalities relating to filling up of the vacancies in Officer cadre in JMGS – I by way of promotion of Employees in Clerical cadre. The parties have agreed to the following in respect of promotion from Clerical Cadre to Officer Cadre in JMGS - I:

1. There will be **two** Channels of Promotion, viz.,
 - a. **Channel - ‘A’** – Interview Channel
 - b. **Channel – ‘B’** - Online Test Channel
2. The eligibility criteria, points for Online Test, Service, Educational & Professional Qualifications, Interview and Branch Report. etc., are given here below:

Channel	A	B
Particulars	Interview Channel	Online Test
Eligibility	Employees in the Clerical cadre who have Completed 25 years of service including probationary period, as on the cut-off date.	Employees in the Clerical cadre who have completed 3 years of service including probationary period, as on the cut-off date.
Points for Online Test	No Online Test	100
Points for service	15	15
Points for Educational & Professional Qualifications	10	10
Points for Interview	50	25
Points for Branch Report	25*	25*
Total Points	100	175
Vacancies earmarked	40% of vacancies identified.	60% of vacancies identified

(*) Average marks awarded for PD - 8 (Revised) Report for the immediate preceding 3 years.

- The cut- off date for the above purpose is the first date of the quarter in which the process is initiated.
- Employees who are eligible to apply under Channel – A can opt for Channel – B, **but not vice-versa. An Employee can opt for only one channel of promotion, as per his/her eligibility.**
- Out of the vacancies declared for promotion, reservation/relaxation to Employees belonging to SC/ST Category will be provided as per the Government guidelines in force from time to time.

3. Channel ‘A’ – Interview Channel:

- 3.1 Clerical cadre personnel who are eligible and apply for promotion under this Channel will be called for interview. There is no Online Test under this category.

- 3.2 All such Employees who attend the interview and secure not less than 40% marks in the interview (35% in case of SC/ST) shall be ranked on the basis of the aggregate of points secured by them under the following parameters:

Service	15
Educational & Professional Qualification	10
Interview	50
Branch Report	25
Total	100

- 3.3 Points for service will be awarded at the rate of 1 point for each completed year of service above 25 years with a maximum of 15 points. Weightage for Ex-Servicemen will be provided as per Para 6.0.
- 3.4 Points for Educational & Professional Qualifications will be awarded as given in Para 5.0.
- 3.5 Points for interview and Branch Report will be awarded by the Committee/s constituted for the purpose, by the Competent Authority.
- 3.6 The candidates shall be selected for promotion strictly on the basis of rank secured in the merit list, to fill up the vacancies earmarked under this Channel, subject to reservation provisions, in terms of extant Government guidelines.
- 3.7 Unfilled vacancies, if any, under this channel on account of non-availability of suitable candidates will be transferred to Channel – ‘B’, i.e., Online Test Channel.

4. Channel ‘B’ – Online Test Channel:

- 4.1 Clerical cadre personnel who are eligible and apply for promotion under this Channel shall appear for a Online Test consisting of one combined paper carrying 100 marks, covering following subjects:

a) Computer Knowledge & Financial Awareness	: 30
b) Banking Law & Practice and Manual of Instructions	: 50
c) General English.	: 20

Total Marks : 100

The test will be of Objective Type.

- 4.2 **Clerical cadre personnel who secure 40% or more marks in aggregate (35% or more marks in the case of SCs/STs) in the Online Test will be called for interview.**
- 4.3 Points for service will be awarded at the rate of 1 point for each completed year of service above 3 years, with a maximum of 15 points. Weightage for Ex-Servicemen will be provided as per Para 6.0.
- 4.4 Points for Educational & Professional Qualifications will be awarded as per para 5.0.
- 4.5 Points for Interview and Branch Report will be awarded by the Committee/s constituted for the purpose, by the Competent Authority.

4.6 All such Clerical Employees who qualify in the Online Test and attended the Interview shall be ranked on the basis of the aggregate of points secured by them under following parameters:

Service	15
Educational & Professional Qualification	10
Online Test	100
Interview	25
Branch Report	25
Total	175

Thereafter the candidates shall be selected strictly on the basis of their ranking in the merit list for filling up the vacancies earmarked under this Channel, subject to reservation provisions, in terms of extant Government guidelines.

4.7 Unfilled vacancies, if any, under this Channel on account of non-availability of suitable candidates will be transferred to Channel – ‘A’ i.e., Interview Channel.

5.0 Points for Educational and Professional Qualifications:

5.1 Points for Educational and Professional Qualifications under both **Channel –‘A’ & Channel – ‘B’** will be awarded as follows, subject to a maximum of **10 points**:

Qualification	Points
Post Graduation/Double Graduation/Post Graduate Diploma in Computer	02
CAIIB - I / JAIIB	03
CAIIB - II	05
Total	10

5.2 Only Double Graduate Degrees / Post Graduate Degrees / Post Graduate Diploma in Computers awarded by recognized Universities under the UGC Act will be considered for awarding points.

5.3 Educational and Professional Qualifications acquired as on the cut-off date will be considered.

6.0 Weightage for Ex-Servicemen:

As per the Government guidelines, Ex-servicemen Employees who have been recruited against reserved posts will be granted weightage in the ratio of 5:1, i.e., one year of service for each completed block of 5 years in defence services subject to a maximum of two years, after they have rendered at least three years actual service in the Bank after recruitment. The weighted service will be counted for the purpose of deciding the eligibility criteria and awarding the points for service. However, such of those Ex-servicemen Employees who have already exercised their option, in terms of Circular No.27-92-BC dated 05.02.1992 and Special Assistants are not eligible for reckoning of such weightage for the purpose of promotion from Clerical to Officer cadre.

7.0 Competent Authority:

1.	For constitution of Interview Committee/s	General Manager (P)
2.	For constitution of Committee for awarding points for Branch Report	General Manager (P)
3.	Finalisation of merit list / release of Promotions	General Manager (P)
4.	For considering request for reversion	General Manager (P)

However, approval of the Chairman & Managing Director and in his absence, the Executive Director is required for effecting all promotions.

8.0 General:

- 8.1 Employees who acquire CA / ICWA / ACS qualification will be promoted to Officer Cadre immediately after the 1st working day of the succeeding month, against the request for promotion from the respective candidates, subject to provisions under Para No.9. Such promotions will be outside the total vacancies declared by the Bank during the promotion process.
- 8.2 In case of a tie in the aggregate points for ranking, then inter-se seniority, i.e., the date of entry to the clerical cadre shall be the deciding factor.
- 8.3 Seniority for the purpose of determining the length of service and for preparing the selection list shall be the date of entry to the Clerical cadre. If the date of entry to the Clerical cadre is the same, the date of birth shall be the deciding factor for seniority.
- 8.4 Employees who are selected for promotion in the process shall join at the transferee Branch/training centre as Probationary Officer on a pre-determined date and the promotion will be effective from that date.
- 8.5 The vacancies arising on account of declining, forfeiture of promotion, etc., before joining the place of posting will be filled up from the merit list of the respective Channel or vice-versa.
- 8.6 Requests from Employees seeking reversion/declining of promotion may be considered by the Competent Authority, i.e., General Manager (P) solely at his discretion if received before completion of one year from the date of promotion. If such requests are considered, the same shall be subject to the following conditions:
 - a) He/she shall not be eligible for consideration for promotion for the subsequent 3 promotion processes or 24 months whichever is earlier, from the effective date of promotion.
 - b) He/she shall be posted to any Branch/Office where the vacancy is available within the State/ Union Territory where he/she was working at the time of promotion.

9.0 Disciplinary Proceedings:

- 9.1 Any employee against whom Vigilance cases/Disciplinary proceedings are pending shall be eligible for appearing the Online test and interview. In case he/she is found eligible for promotion, his/her promotion shall be kept in abeyance till the Vigilance case/ Disciplinary proceedings are disposed off.
- 9.2 In case he/she has been found not guilty in the enquiry, he/she shall be promoted within one month from the date the decision is given after completion of the enquiry.
- 9.3 In the case of any Employee whose result is kept in abeyance and is subsequently punished for Gross Misconduct under the provisions of Bipartite Settlement, he/she shall not be eligible for promotion.
- 9.4 An employee who has been punished for "Gross Misconduct" under the provisions of the Bipartite Settlement shall not be eligible for participation in the promotion process for a period of 24 months from the date of infliction of punishment as at the date of reckoning the eligibility.

- 9.5 The provisions under para 9.3 and 9.4 shall not apply if the punishment awarded is for Minor Misconduct or if the punishment awarded is 'Warning' for Gross Misconduct. In any case, Employees cannot be debarred from appearing for the promotion process for more than twice in respect of a particular disciplinary action.
10. Any Employee who feels that his/her case has not been dealt with properly may prefer an appeal within 45 days from the date of publication of the promotion results and the same will be placed before the Committee of General Managers, constituted by the Executive Director and the decision of the Committee of General Managers is final and binding.
11. This policy shall be reviewed by both the parties as and when necessary.

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ANNEXURE-2
SYNDICATEBANK

HEAD OFFICE: MANIPAL (KARNATAKA STATE)

PD 8 (Revised)

PERFORMANCE APPRAISAL
(Non-subordinate workmen)

From 01.04.0000 to 31.03.0000

Strictly Confidential

- I. a) Name :
- b) Employee Number : c) Designation :
- d) Qualification : e) Date of Birth :
- f) Branch/Office : g) Date of joining :
- h) Region : i) Date of joining as
Probationary Clerk :

j) Name of the Departments in which he/she has worked during the year:

Sl. No.	Department/Section	From	To
i.			
ii.			
iii.			

II.

Sl. No.	Check List of Qualities	Rating			
		Outstanding	Above Average	Average	Below Average
1.	Punctuality in attending Office and Discipline				
2.	Co-operation and Team Spirit				
3.	Capability for assuming more responsibility during staff shortage				
4.	Knowledge of duties for which the employee is responsible				
5.	Ability to complete the allotted work in time and House Keeping				
6.	Ability to work with least Supervision				
7.	Knowledge of systems and procedures				
8.	Handwriting and neatness in work				
9.	Dependability and sense of belonging to the Organisation				

10.	Courtesy towards customers and colleagues				
11.	Integrity and sincerity				
12.	Role in improvement in various aspects of Branch/Office functioning				

	Leave availed during the year	No. of Days	No. of Times
III	Leave availed other than Casual leave/UCL		
	Leave on Loss of Pay and Allowances		

	Unauthorised Absence	No. of Days	No. of Times
IV	Unauthorised absence other than on strike		
	Our assessment with regard to his/her health and leave record is: (Mention: Excellent/Good/Satisfactory/Poor.)		

V. DEPOSIT MOBILISED/NPAs RECOVERED DURING THE YEAR:

- i) Deposit Mobilised (₹ in lakhs) :
- ii) NPAs recovered (₹ in lakhs) :
- iii) Awards won, if any, in Deposit Mobilisation/NPA Recovery:

Remarks if any:

We certify that the above fact has been informed to Regional Office//HO/CO and proper record to this effect has been maintained in his/her I F at the Branch/Office.

VI. SPECIAL FEATURES:

- i)
- ii)
- iii)

We certify that the above is the qualitative assessment made by us taking into accounts his/her performance/skill/customer service and various other aspects involving Business/image of the Branch/Office.

ASST. MANAGER/MANAGER

Branch/Office:

Date:

ASST. MANAGER/MANAGER/SENIOR MANAGER

HEAD OF THE BRANCH/OFFICE

ANNEXURE-3

Channel Opted

Emp. No.

APPLICATION

**Promotion from Clerical to Officer Cadre in JMGS - I – 2016 - 2017
(Circular No. 001-2016-BC-PD-01-HRDD dated 01.01.2016)**

In terms of Circular referred to above, I wish to be considered for promotion from Clerical to Officer Cadre in JMGS – I:

1	Name			
2	Employee No.			
3	E-mail ID			
4	Mobile No.			
5	Designation			
6	Branch/Office			
7	Date of Birth			
8	Age as on 01.01.2016			
9	Joined the Bank as	Sub Staff /Clerk		
10	Date of joining to the Bank			
11	Date of entry to Clerical Cadre			
12	No. of days loss of pay on UAA or break in service due to any reason.			
13	Completed years of service in Clerical cadre as on 01.01.2016			
14	If Ex-serviceman,			
a.	Whether recruited under reserved quota			
b.	No. of completed years of service in Armed Forces			
c.	Completed years of service in the Bank as on 01.01.2016			
d.	Weightage of service available at 5:1 ratio (Maximum 2 Years)			
e.	Whether availed any relaxation available to Ex-servicemen in the past			
15	Total Service as per 13 and 14 d.			
16	Eligible points for service			
17	Channel of promotion process opted for (Employees shall tick only one column)	<table border="1"> <tr> <td>Channel – ‘A’</td> <td>Channel – ‘B’</td> </tr> </table>	Channel – ‘A’	Channel – ‘B’
Channel – ‘A’	Channel – ‘B’			

Educational and Professional qualifications which are eligible for points only, to be included below					
18	Educational and Professional Qualification as on 01.01.2016 which ranks for qualification marks.				
	Name of the Degree/ Diploma	Name of the University	Month/Year of Passing	Marks	
	Graduation				
	Graduation/ Post Graduation				
	PG Diploma in Computer				
	CAIIB-I/JAIIB	IIBF			
	CAIIB – II	IIBF			
Eligible points under Qualification (Furnish correct information)					
19	Category (Tick appropriate Column)	SC	ST	OBC	GEN
20	Whether original Caste Certificate has already been produced	Yes/No			
21	Whether Persons with Disability (PWD)? If so, furnish nature of disability				
a.	If YES, indicate whether, Visually impaired (VI) / Hearing impaired (HI) /Orthopaedicaly challenged (OC)				
b.	Percentage of Physical deformity as certified by the District Medical Board				
22	Whether punished for Gross Misconduct after 02.01.2014		Yes/No		
23	Whether declined promotion earlier? (If so, give details)				

I hereby certify that the information furnished by me as above is true and correct. I am fully aware that I am liable for reversion and/or disciplinary action, if the information furnished by me is found to be incorrect. I am also aware that if selected for promotion, I am liable to be transferred anywhere in India.

Further I hereby confirm that I have furnished correct data as above with regard to points for service & also furnished the correct educational qualification acquired by me as on 01.01.2016.

Date:

Signature of the Employee