

Circular No.354-2015-BC-PD-46-HRDD

Date: 22-08-2015

PERMANENT UTILITY
PROMOTION FROM SUBSTAFF CADRE TO CLERICAL CADRE – 2015 – 2016
– INITIATION OF PROMOTION PROCESS

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Attention of all Employees is drawn to our Circular No.025-2014-BC-PD-07-IRD dated 28.01.2014 containing the Policy for promotion from Substaff to Clerical Cadre.

It is proposed to initiate the process for promotion from substaff cadre to Clerical cadre to fill up 250 vacancies in Clerical cadre for the year 2015 – 2016, in terms of the Memorandum of Settlement dated 25.01.2014 signed with Syndicate Bank Employees' Union. The Policy for promotion from sub staff to Clerical Cadre is furnished in **Annexure - 1**.

The Channel-wise vacancies are given below:

Channel	% of vacancies	No of Vacancies
A	35%	88
B	65%	162
Total		250

1. VACANCIES:

1.1 The vacancies in Clerical cadre earmarked for promotions from Sub Staff cadre are **250**.

1.2 The State-wise vacancies to be filled up by promotion are as follows:

Sl. No.	State	No. of Vacancies			Sl. No.	State	No. of Vacancies		
		A	B	Total			A	B	Total
1	Andhra Pradesh	7	13	20	12	Madhya Pradesh	1	3	4
2	Assam	1	1	2	13	Maharashtra	8	15	23
3	Bihar	1	3	4	14	Orissa	2	4	6
4	Chandigarh	-	1	1	15	Punjab	1	1	2
5	Delhi	6	10	16	16	Rajasthan	1	3	4
6	Gujarat	3	5	8	17	Tamilnadu	6	9	15
7	Goa	1	1	2	18	Telangana	5	8	13
8	Haryana	2	5	7	19	Uttar Pradesh	11	21	32
9	Himachal Pradesh	-	1	1	20	Uttaranchal	0	1	1
9	Jharkhand	1	1	2	21	West Bengal	3	5	8
10	Karnataka	22	40	62					
11	Kerala & Lakshadweep	6	11	17	Total vacancies		88	162	250

1.3 Sub staff Employees working in States where vacancies are not identified may apply for promotion in any other State. In the event of their selection, their posting as Clerks shall only be in the State opted by them.

1.4 **Cut-off date:** The date for reckoning eligibility for the purpose of this promotion process is 01.07.2015.

2. ELIGIBILITY:

- 2.1 **Channel 'A'**: Employees in the Sub Staff cadre who have completed 25 years of service including probationary period as on the cut off date, are eligible for consideration for promotion under this Channel.
- 2.2 **Channel 'B'**: Employees in the Sub Staff cadre who have completed 05 years of service including probationary period as on the cut off date, are eligible for consideration for promotion under this Channel.
- 2.3 **Employees who are eligible to apply under Channel – 'A' can opt for Channel – 'B', but not vice-versa.**
- 2.4 Full time permanent employees in the Sub Staff cadre shall only be considered provided they satisfy the eligibility criteria.
- 2.5 Part-time employees drawing full scale wages and Part Time Employees on scale wages are **not eligible** for considering for promotion.
- 2.6 Service for this purpose will be calculated from the date of joining as full time Subordinate Staff.
- 2.7 In respect of employees in the Sub Staff Cadre who have been recruited against reserved posts, meant for, weightage for the Defence services will be given proportionately in the ratio of 5:1, i.e., at the rate of one year of service for each completed block of five years, subject to a maximum of 02 years after they have rendered at least three years actual service in the Bank after recruitment.

3. ONLINE TEST UNDER CHANNEL – 'B':

- 3.1 It has been proposed to conduct Online Test to the eligible candidates under Channel – 'B' on **Sunday, the 11.10.2015** at various centers.
- 3.2 The Test Centers and other details will be informed to the candidates separately.
- 3.3 The Online Test will be conducted by Institute of Banking Personnel Selection (IBPS), Mumbai.
- 3.4 The test will be of one hour and forty minutes duration and will carry 100 marks.
- 3.5 The Online Test will have the following structure: The nature of online test will be objective.

Sl. No.	Name of the subject	No. of Questions
1.	Practical Banking & Computer Awareness	60
2.	Numerical Ability & General English	40
Total		100

- 3.6 Substaff Employees who secure **40% or more marks** in aggregate (35% or more in the case of SCs/STs) in Online Test will qualify for ranking. Candidates securing below the stipulated minimum as above shall be treated as not qualified.
- 3.7 The question paper will be in bi-lingual form, i.e., English and Hindi.

- 3.8 The Test venue, date and time will be informed to the candidates separately while issuing Call letter.
- 3.9 Detailed guidelines to answer the Test will be issued to the candidates along with the Call letter.
- 3.10 Candidates are required to produce the Call Letter duly attesting their specimen signature by the Head of the Branch/Office along with the acknowledged copy of the application while reporting for Online Test unfailingly.
- 3.11 Request for change of centre will not be considered under any circumstances.

4. RESERVATION:

- 4.1 Reservation for SC/ST/PWD candidates will be provided as per Post Based Rosters, in terms of Government guidelines.
- 4.2 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 and/or are liable for disciplinary action.

5. DISCIPLINARY PROCEEDINGS:

- 5.1 Employees against whom disciplinary proceedings are pending shall be eligible to participate in the promotion process and in case he/she is found suitable for promotion, his/her promotion shall be kept in abeyance till the disciplinary proceedings are concluded.
- 5.2 In case he/she has been found not guilty in the proceedings, he/she shall be promoted within one month from the date of disposal of the disciplinary proceedings.
- 5.3 An Employee whose result is kept in abeyance and who is subsequently punished for Gross Misconduct under the provisions of Bipartite Settlements shall forfeit the promotion.
- 5.4 An Employee who has been punished for Gross Misconduct under the provisions of 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.
- 5.5 The provisions under paras 5.3 and 5.4 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 participating in the promotion process for more than twice in respect of a particular disciplinary action.

6. SUBMISSION OF BRANCH REPORT:

- 6.1. Regional Offices are requested to indent sufficient number of forms to report the performance of all Sub Staff Employees working in their Region and send to the Branches/Offices. Typewritten/Xerox copy of Branch Report may be used if printed forms are not available. A specimen of the Branch Report Form is enclosed as **Annexure - 2**.
- 6.2. Branches/Offices are required to submit the Branch Report for the year 2014 - 2015, i.e., as on 31.03.2015 of each Sub Staff employee to their respective Controlling Offices immediately.
- 6.3. Controlling Offices shall ensure that the Branch Reports are received from all the Branches/Offices in respect of all Subordinate Employees and keep ready the Reports of all subordinate employees who apply for promotion, for sending to HO: HRDD at short notice.

7. SUBMISSION OF APPLICATIONS:

- 7.1. All eligible employees in Substaff Cadre who are desirous of being considered for promotion have to submit applications to their Head of the Branch/Office on or before **05.09.2015**. **Applications received after the last date shall not be considered.**
- 7.2 Employees who are on sabbatical/special leave are not eligible to participate in the promotion process even if, they are otherwise eligible.
- 7.3 **The applications must be submitted in the prescribed form as per Annexure – 3** in quadruplicate, duly completed by the candidate. Incomplete applications are liable to be rejected.
- 7.4 **Head of the Branch/Office shall inform immediately by speed post, the date of test and the last date for submission of applications to the employees who are on leave/training/under suspension, by the fastest mode besides informing telephonically where telephone number is provided. Employees who are on leave/training/under suspension shall send their applications through their respective Branch/ Office only.**
- 7.5 Head of the Branch/ Office shall scrutinize the applications and certify the eligibility of the candidates by filling the relevant columns in all the copies of the applications and send the original along with a copy of the applications to the respective Controlling Offices, with a list of applications received, so as to reach them on or before **08.09.2015** positively. Controlling Offices should enter the number of candidates applied for promotion in the portal and send the copy of the application along with Annexure to HO: HRDD to reach by **12.09.2015**.
- 7.6 Offices to whom applications are to be submitted are as follows:

Sl. No.	Employees working in	Applications to be sent to
1.	Branches/Offices including RIs, Training Centers, CAOs, FGMOs	Respective Regional Office
2.	Departments in Corporate Office	CO : GAD : Bangalore
3.	Departments in Head Office/SIBM & T&IBD	PD : PAD, HO : Manipal

- 7.7. The Head of the Branch/Office before sending the applications shall scrutinize the applications received and
- Shall ensure that the applications are complete in all respects.
 - Verify whether the candidate fulfills the eligibility criteria relating to service, age, qualification, caste, etc., as mentioned in the circular.
 - Certify the eligibility.
 - Send the original and second copy of application of eligible Employees** to the Office mentioned under para 7.6 above, together with a channel-wise/category-wise list of applications received i.e., SC, ST, OBC, or GEN.
 - The third copy of the application may be retained in the Branches/Office file.
 - The Head of the Branch/Office or his/her deputy shall give an acknowledgement to the employee on the fourth copy of the application with full signature and Branch/ Office seal.
- 7.8 The Regional Offices/HO: PD: PAD/CO: GAD shall acknowledge the applications received from the Branches/Offices clearly indicating the number of applications received by them separately under **Channel - A and Channel - B**. The Branches/Offices on their part should follow up the matter with respective Controlling Offices and obtain the acknowledgement unfliningly.

7.9. The Regional Offices/HO: PD: PAD/CO: GAD shall process the applications and eligibility of the employees shall be properly ensured. Guidelines in the matter are being issued to them separately.

8. TIME SCHEDULE FOR SUBMISSION OF APPLICATIONS:

- | | |
|---|-------------------|
| a) Last date for submission of applications by Eligible employees to their respective Branch/Office | 05.09.2015 |
| b) Branch/Office to inform the number of SC/ST/OBC Employees seeking Pre-Promotion training to the Controlling Office by | 05.09.2015 |
| c) Branches/Offices to send applications to Controlling Offices to reach by | 08.09.2015 |
| d) Controlling Offices should verify the application and punch the data in the portal provided for the purpose on or before | 12.09.2015 |

9. Pre-promotion training for SC/ST/OBC:

- a. All SC/ST/OBC Employees who have applied for promotion will be nominated for pre-promotion training.
- b. The pre-promotion training of 06 days duration for the employees under Channel –‘B’ and 04 days duration for the Employees under Channel –‘A’ will be conducted tentatively from Second week of September 2015.
- c. The intimation for pre-promotion training will be sent by the concerned Regional Offices/HO: PD: PAD/CO: GAD in consultation with the respective Training Centre/ SIBM: Manipal.
- d. Two days hands on training on computer application will be given to General candidates also.
- e. Head of the Branches/Offices are required to ensure that SC/ST/OBC Employees called for pre-promotion training are relieved without fail.
- f. **Branches/Offices shall inform to their respective Regional Office/HO: PD: PAD on 05.09.2015 itself, the channel-wise number of SC/ST/OBC and General Candidates applied for promotion.**
- g. *The Regional Offices/HO : PD : PAD/CO GAD shall furnish the total number of SC/ST/OBC and General Employees who have applied for promotion to SIBM : Manipal/concerned Training Centre and HO : HRDD over telephone/Fax/E-mail on 07.09.2015 itself without fail, after ascertaining the exact numbers from the Branches/Offices, so as to arrange for pre-promotion training.*

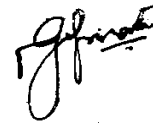
10. GENERAL:

- 10.1 Seniority for the purpose of determining the length of service and preparing the selection list shall be the date of joining the Bank as Full Time Employees in Sub-Staff cadre. If the date of joining is the same, the date of birth shall be the deciding factor for seniority.
- 10.2 Employees who apply for promotion will not qualify for final selection if they do not appear for the interview or Online test as the case may be as prescribed in the policy.
- 10.3 Employees who are selected for promotion in the process shall join at the place of posting as probationary Clerks 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.

- 10.4 The vacancies arising on account of declining/forfeiture of promotion will be filled up from the merit list of the respective channel or vice versa.
- 10.5 Any employee who feels that his/her case has not been properly dealt with may prefer an appeal to the General Manager (P) within 45 days of the publication of the promotion results and the same will be placed before the Committee constituted by the Executive Director and the decision of The Committee is final and binding.
- 10.6 TA/HA will be paid for appearing for the Online Test as per rules. Branches/Offices shall relieve the candidates sufficiently early to enable them to appear for the Online Test.

Head of the Branch/Office is advised to bring the contents of this circular to the notice of all Substaff in the Branch/Office, besides displaying a copy of the same in the Notice Board. A copy of the circular shall be mailed to 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 available.

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



(GOPINATH T IYER)
GENERAL MANAGER (HR)

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ANNEXURE – 1**Policy for promotion from Substaff cadre to Clerical Cadre**

1. There will be **two** Channels of Promotion, viz.,
 - a. Channel - ‘A’ – Interview Channel
 - b. Channel – ‘B’ – Written Test Channel

The vacancies earmarked for each Channel will be as under:

CHANNEL – ‘A’ - Interview Channel – 35%

CHANNEL – ‘B’: Written Test Channel – 65%

2. The eligibility criteria, points for seniority, Educational Qualifications, Interview and Branch Report are given here below:

Channel	A	B
Particulars	Interview Channel	Written Test
Eligibility	Employees in the Sub staff cadre who have completed 25 years of service including probationary period, as on the cut off date.	Employees in the Sub staff cadre who have completed 05 years of service including probationary period, as on the cut off date.
Points for Written Test	No Written Test	100
Points for service	25	25
Educational Qualification	05	05
Points for Interview	45	--
Points for Branch Report	25	20
Total Points	100	150
Vacancies earmarked	35% of vacancies declared	65% of vacancies declared

- 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/PWD category will be provided as per the Government guidelines in force from time to time.
3. Full time permanent Employees in the Sub-Staff cadre shall only be considered provided they satisfy the eligibility criteria as above.
 4. Part-time Employees drawing full scale wages and Part Time Sweepers on scale wages are not eligible for considering for promotion.

5. Service for this purpose will be calculated from the date of joining as full time Subordinate Staff.
6. **Selection Procedure:** The Employees who have applied under Channel – ‘B’, i.e., Written Test Channel have to appear for a Written Test. The Written Test will be conducted by the Bank/External Agencies, such as IBPS, etc. The modalities of Written Test will be as decided by the Bank. The Test will be of one hour and forty minutes duration and will carry 100 marks.
7. **The final merit list will be prepared on the basis of points secured by the candidates under the following Parameters.**

CHANNEL – ‘A’:

Branch Report	25
Service	25
Interview	45
Educational Qualification	05
Total	100

CHANNEL – ‘B’:

Written Test	100
Branch Report	20
Service	25
Educational Qualification	05
Total	150

8. **Points for service will be awarded as follows:**
- a. **Channel - A:** After 25 years of service – 02 points for each completed year of service with a maximum of 25 points in all.
- b. **Channel - B:**
- 05 points for service upto 10 years of service and
 - 01 point for each completed year of service thereafter, subject to a maximum of 25 points.

9. Weightage for Educational Qualification:

- Those who have passed 10th Standard/SSC/SSLC/Matriculation - 02 points
- Those who have passed 10+2/intermediate/PUC/HSC - 05 points

The points secured for Educational Qualifications, subject to a maximum of 05 points, will be taken while drawing the merit list.

10. Points for Branch Report will be awarded by a Committee constituted for the purpose by the General Manager (P).**11. Disciplinary Proceedings:**

- a. Employees against whom disciplinary proceedings are pending shall be eligible to participate in the promotion process and in case he/she is found suitable for promotion, his/her promotion shall be kept in abeyance till the disciplinary proceedings are concluded.

- b. In case he/she has been found not guilty in the proceedings, he/she shall be promoted within one month from the date of disposal of the disciplinary proceedings.
- c. In the case of any Employee whose result is kept in abeyance and is subsequently punished for Gross Misconduct under the provisions of Bipartite Settlements, the Employee shall forfeit the promotion.
- d. An Employee who has been punished for Gross Misconduct under the provisions of 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.
- e. The provisions under paras 11. (c) and 11. (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 particular disciplinary action.

12. 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 Managing Director and Chief Executive Officer and in his absence, the Executive Director is required for effecting all promotions.

13. General:

- a. Vacancies shall be declared State-wise on the basis of percentage of Employees in sub-staff cadre in the State to the total number of Employees in the Sub-Staff cadre of the Bank. However, if no vacancy is declared in any State, the Employees of that State can opt to appear for the promotion process in any other State within the Region and if selected, they will be posted within that State.
- b. In the event of two or more Employees secure the same points then the inter-se seniority, i.e., the date of entry to the sub staff cadre will be the deciding factor. If the date of entry to the sub staff cadre is the same, the date of birth shall be the deciding factor for seniority.
- c. Employees who are selected for promotion in the process shall join at the transferee Branch as Probationary Clerk on a pre-determined date 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.
- d. Employees are eligible for TA/HA for appearing for the Written Test.
- e. Unfilled vacancies, if any, under any one of the Channels of promotion on account of non-availability of suitable candidates, will be transferred to the other Channel of promotion.
- f. Vacancies arising on account of forfeiture/declining of promotion shall be filled up from the merit list of the respective Channel or vice- versa, strictly in the order of merit.
- g. Government guidelines on reservations for SC/ST/PWD shall be followed. In respect of Ex-Servicemen Employees who have been recruited against reserved posts, weightage for the Defence services will be given proportionately in the ratio of 5:1 i.e., at the rate of one year of

service for each completed block of five years, subject to a maximum of 2 years after they have rendered at least three years actual service in the Bank after recruitment.

- h. 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 constituted by the Executive Director and the decision of the Committee is final and binding.

- 14. This policy shall be reviewed by both the parties as and when necessary.

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ANNEXURE - 2**SyndicateBank
Head Office: Manipal****Branch Report (Sub Staff)****For the Period from 01.04.2014 to 31.03.2015****I. Bio-data****Strictly Confidential**

a) Name :	b) Employee No.:
c) Designation :	d) Branch/Office:
e) Qualification :	f) Date of Birth :
g) Date of joining :	h) Region :
i) Work experience :	

II. Rating of Qualities:

No.	Check list of Qualities	Outstanding	Good	Average	Poor
1.	Punctuality in attending Office and Discipline				
2.	Co-operation and Team Spirit				
3.	Capability/willingness for shouldering additional workload during staff shortage/office exigencies				
4.	Knowledge of duties for which the employee is responsible				
5.	Ability to complete the work allotted in time and house keeping				
6.	Ability to work with least supervision				
7.	Handwriting and neatness in work				
8.	Courtesy towards customers and colleagues				
9.	Integrity and sincerity				
10.	Capability for assuming higher responsibility				

III. Leave and Health Record:

No.	Leave availed during the last one year	No. of days	No. of times
1.	Leave availed other than CL/UCL		
2.	Leave on loss of pay and allowances		
3.	Unauthorized absence (other than strike)		
Major health problems, if any :			
Assessment with regard to his/her health/leave record is *Excellent/Good/Satisfactory/Poor (*Strike out whichever is not applicable)			

IV. Deposit Mobilized/NPAs recovered during the last one year:

1.	Deposit Mobilized (₹ in lakhs)
2.	NPAs recovered (₹ in lakhs)
3.	Awards won in Deposit Mobilisation/NPA Recovery/Others, specify.
We certify that the above fact has been informed to RO/HO and proper record to this effect has been maintained in his/her IF at the Branch/Office.	

V. Special Features:

i.	
ii.	
iii.	
We certify that the above is the qualitative assessments made by us taking into account his/her performance, skill/customer service and various other aspects involving Business/ image of the Branch.	

Branch/Office:

Date:

Dy./Asst./Branch Manager**Head of the Branch/Office**

ANNEXURE – 3**APPLICATION****PROMOTION FROM SUB STAFF TO CLERICAL CADRE – 2015 - 2016****Ref: Circular No. 354-2015-BC-PD-46-HRDD dated 22-08-2015.**

In terms of circular referred to above, I wish to be considered for promotion from Sub Staff to Clerical cadre.

1	Name									
2	Employee No.									
3	Designation									
4	Branch/Office									
5	Date of Birth									
6	Date of joining the Bank									
7	Recruited as	Attender/PTS								
8	Date of joining as Full Time Employee/Date of promotion to Sub Staff cadre									
9	Educational and Professional Qualification as on 01.07.2015									
	Class Studied	Name of the School								
		Month/Year of Passing								
		% of Marks obtained								
10	Category (Tick appropriate Column)	<table border="1"> <tr> <td>SC</td> <td>ST</td> <td>OBC</td> <td>GEN</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	SC	ST	OBC	GEN				
SC	ST	OBC	GEN							
11	Whether original Caste Certificate has already been produced									
12	Whether Physically handicapped? If so, nature of handicap									
a.	Visually impaired (VI) / Hearing impaired (HI) / Orthopedically challenged (OC)									
b.	Percentage of Physical Deformity as certified by the District Medical Board									
13	If Ex-Serviceman									
a.	Whether recruited in the reserved quota									
b.	No. of completed years of service in Armed Forces									
c.	Completed years of service in the Bank as on 01.07.2015									
d.	Weightage of service available at 5:1 ratio									
14	State opted for Promotion (indicate only one state)									
15	Applied for promotion under:	Channel 'A' / Channel 'B' (Strike out whichever is not applicable)								

I hereby certify that the information given 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.

Date:

Signature of the Employee

P.S: Please note that all the columns should be filled in with appropriate information. If any column is not applicable, it should be indicated with abbreviation 'NA' against said column.

To

The General Manager/Dy. General Manager/Asst.General Manager,
Regional Office/T & IBD: Mumbai/HO: PD: PAD/CO: GAD **

We certify that Shri/Smt._____ is eligible to appear for the promotion process under Channel ____, in terms of **circular No. 354-2015-BC-PD-46-HRDD dated 22.08.2015.**

Date:

Seal

HEAD OF THE BRANCH/OFFICE

**Strike out whichever is not applicable.

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