

Circular No.435-2015-BC-PD-55-HRDD

Date: 16-10-2015

PERMANENT UTILITY

**APPOINTMENT OF TEMPORARY EMPLOYEES IN SUBSTAFF CADRE
(ATTENDER/PART TIME SWEEPER)**

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Further to the Circular No.34/2006/BC dated 24.02.2006 on the captioned subject, a need is felt to issue this circular covering comprehensive guidelines issued by Government of India and procedure to be followed while forming panel of temporary Attenders and Part Time Sweepers.

- ❖ Each Region has to assess the requirement of vacancies and publish the advertisement in **local news paper, display in Bank's website & notice board of Regional Office. Regional Offices shall place indent with District Employment Exchange.**
- ❖ All the recruitment rules are to be followed without any deviation including reservation provisions.
- ❖ Application received from Candidates in response to news paper advertisement, display in website & notice board and indent from the employment exchange are to be accepted, eligible candidates are to be called for interview and panel to be formed.
- ❖ The eligibility criteria and mode of selection is detailed as below:

ATTENDER:

FORMATION OF TEMPORARY ATTENDERS PANEL - Guidelines

- **Under no circumstances, local candidates or candidates who are not in the Panel shall be engaged as temporary Attenders. Panel formed after 01.07.2015 without advertisement in local news paper, display in Bank's website & notice board of Regional Office and indent from District Employment Exchange are invalid.**
- Regional Offices have to seek approval of HO: HRDD before issue of advertisement in local news paper by sending draft of the advertisement.
- **Cut off date:** The date of eligibility for age & qualification for the post is to be clearly specified.
- **Indent to be placed with local employment exchange as per annexure-VIII-A.**
- **Employment Exchange Registration is compulsory.**
- **Qualification:** A pass in 8th Standard and Candidates should **not have passed intermediate or 12th or 10 + 2 Examination.**
- **Age requirements:** Minimum 18 years, Maximum 26 years. The relaxation in upper age limit is as follows:
 - i) Scheduled Caste/Scheduled Tribe candidates by 5 years.
 - ii) Other Backward Classes candidates by 3 years.
 - iii) Persons with Disabilities (PWDs) category candidates (a) by 15 years for SC/ST (b) by 13 years for OBC and (c) by 10 years for General.

- iv) Ex-Servicemen by 3 years plus the usual period of service in the Defence Forces subject to a maximum age of 50 years.
 - v) Widows, divorced women and women legally separated from their husbands and who are not re-married - Up to the age of 35 years (up to 40 years for members of Scheduled Castes and Scheduled Tribes).
- Required percentage of candidates belonging to SC/ST/OBC/PH/Ex-servicemen Category shall be drawn, while preparing the final Panels.
 - The State-wise percentage of reservation for SC/ST/OBC as per **Annexure - III**.
 - The reservation for Physically Handicapped is 3% (1% each for OH/VH/HI) and Ex-servicemen candidates at 24.50% shall be provided on horizontal basis.
 - Profiles of the empanelled candidates are to be prepared by obtaining relevant information as per **Annexure-II**, duly verifying the Educational and Caste/Community Certificate/Employment Registration Number.
 - The Panels thus prepared may be named as “**Panel – year**”.

SELECTION PROCEDURE:

- The ideal number of candidates to be empanelled in each District Panel may be fixed based on the following criteria:

In a district where the number of branches is less than 5, two candidates plus existing vacancies in the Attender cadre are sufficient. In case of branches more than 5, 50% of the number of Branches/Offices plus existing vacancies in Attender cadre are sufficient. In other words, if there are 40 Branches/Offices and there are 5 clear vacancies in the district, 50% of the number of branches comes 20 plus number of clear vacancies mentioned as 5. Thus the number of candidates for empanelment comes to 25.

- The Interview Committee may consist of an Asst. General Manager/Chief Manager, an Officer in MMGS – II or MMGS – III belonging to SC/ST and OBC Category and an Officer in MMGS – II or MMGS – III belonging to Minority Community. One of the members of the Committee shall be a lady Officer.
- After scrutinizing the application, eligible candidates to be called for interview for short listing for district wise panel.
- The empanelment of candidates belonging to OBC in the reserved category is subject to obtaining OBC certificate in the Central Government format as per Annexure VI.
- In respect of PWD candidate, please ensure that their disability will not come in the way of normal discharge of attender's duties.
- Select the candidates based on their **merit & reservation provisions** and record the details of selected candidates in **Annexure-IV**.
- The **Annexure –IV** shall be drawn in the following order:
 - ◆ **Annexure – IV shall be prepared District-wise and details of the candidate's should be listed as per merit and to be sent to HO: HRDD (both hard & soft copy) for approval with the following details / certificate.**

The date of cut off: dd/mm/yyyy

“Confirm that you have verified the age and educational qualification of the selected candidates and found eligible for the post.”

(Not to send the scoring sheet / attendance sheet to HO: HRDD)

- After obtaining approval of the District-wise selection list from HRDD, details shall be maintained in a Ledger District-wise and shall be updated as and when temporary entrustment is given by the Branches / Offices. The Branches/Offices shall inform the temporary entrustment given by them to the Regional Offices, so as to enable them to update the Register. Individual Folio may be allotted to each candidate.

Note: All the formats (Annexure-I-A, II, III, IV, V, VI, VII & VIII-A) mentioned above may be downloaded from HRDD: HO CBS node no. 10.56.111.122).

PART TIME SWEEPERS:

FORMATION OF TEMPORARY BADLI PTS DISTRICT-WISE PANEL – Guidelines

- **Under no circumstances, local candidates or candidates who are not in the Panel shall be engaged as temporary Part Time Sweepers. Panel formed after 01.07.2015 without advertisement in local news paper, display in Banks website & notice board of Regional Office and indent from District Employment Exchange are invalid.**
- Regional Offices have to seek approval of HO: HRDD before issue of advertisement in local news paper by sending draft of the advertisement.
- **Cut off date:** The date of eligibility for age & qualification for the post is to be clearly specified.
- **Indent to be placed with local employment exchange as per annexure-VIII-B**
- **Employment Exchange Registration is compulsory.**
- **Qualification:** A pass in 5th Standard and Candidates should **not have passed intermediate or 12th or 10 + 2 Examination.**
- **Age requirements:** Minimum 18 years, Maximum 26 years. The relaxation in upper age limit is as follows:
 - i) Scheduled Caste/Scheduled Tribe candidates by 5 years.
 - ii) Other Backward Classes candidates by 3 years.
 - iii) Physically Handicapped category candidates (a) by 15 years for SC/ST (b) by 13 years for OBC and (c) by 10 years for General.
 - iv) Ex-Servicemen by 3 years plus the usual period of service in the Defence Forces subject to a maximum age of 50 years.
 - v) Widows, divorced women and women legally separated from their husbands and who are not re-married - Up to the age of 35 years (up to 40 years for members of Scheduled Castes and Scheduled Tribes).
- Required percentage of candidates belonging to SC/ST/OBC/PH/Ex-servicemen Category shall be drawn, while preparing the final Panels.
- The State-wise percentage of reservation for SC/ST/OBC as per **Annexure - III.**
- The reservation for Physically Handicapped is 3% (1% each for OH/VH/HI) and Ex-servicemen candidates at 24.50% shall be provided on horizontal basis.

- Profiles of the empanelled candidates are to be prepared by obtaining relevant information as per **Annexure-II**, duly verifying the Educational and Caste/Community Certificate/Employment Registration No.
- The Panels thus prepared may be named as **“Panel – year”**.

SELECTION PROCEDURE:

- The Interview Committee may consist of an Asst. General Manager/Chief Manager, an Officer in MMGS – II or MMGS – III belonging to SC/ST & OBC Category and an Officer in MMGS – II or MMGS – III belonging to Minority Community. One of the members of the Committee shall be a lady Officer. They shall Interview the eligible candidates and prepare the Panel, as per Merit.
- After scrutinizing the application eligible candidates to be called for interview for short listing for district wise panel.
- The empanelment of candidates belonging to OBC in the reserved category is subject to obtaining OBC certificate in the Central Government format as per Annexure VI.
- In respect of PWD candidate, please ensure that their disability will not come in the way of normal discharge of PTS duties.
- Select the candidates based on their **merit & reservation provisions** and record the details of selected candidates in **Annexure-IV**.
- The **Annexure –IV** shall be drawn in the following order:
 - ◆ **Annexure –IV shall be prepared District-wise and details of the candidate’s should be listed as per merit and to be sent to HO: HRDD (both hard & soft copy) for approval with the following details / certificate.**

The date of cut off: dd/mm/yyyy

“Confirm that you have verified the age and educational qualification of the selected candidates and found eligible for the post.”

(Not to send the scoring sheet / attendance sheet to HO: HRDD)

- After obtaining approval of the District-wise selection list from HRDD, details shall be maintained in a Ledger District-wise and shall be updated as and when temporary entrustment is given by the Branches / Offices. The Branches/Offices shall inform the temporary entrustment given by them to the Regional Offices, so as to enable them to update the Register. Individual Folio may be allotted to each candidate.

Note: All the formats (Annexure-I-B, II, III, IV, V, VI, VII & VIII-B) mentioned above and guidelines may be downloaded from HRDD: HO **CBS** node no. 10.56.111.122).

All the Offices/Branches are advised to follow the above guidelines scrupulously

Clarification required, if any, about this circular may be sought from **PERSONNEL DEPARTMENT-HUMAN RESOURCE DEVELOPMENT DIVISION** at Head Office, Manipal through their respective Regional Office as per extant guidelines



**(GOPINATH T IYER)
GENERAL MANAGER (P)**

NAFBY:YRSIO:YRUML
Check Word

ANNEXURE-I-A**(Appointment Order format for Temporary Attenders)**

Branch/Office:

Ref. No.

Date:

Shri/Smt.....

.....

.....

(Address)

Dear Sir/Madam,

Sub: Temporary appointment as an Attender in sub-staff cadre.

<<<<O>>>>

1. We are pleased to offer you appointment as an Attender on purely temporary basis from _____ to _____ during the leave period of Sri _____ Who is granted leave from _____ to _____ during regular vacancy.
2. Your temporary employment ceases at the close of office hours on _____ and no separate relieving order/letter will be issued.
3. The place of posting, period of appointment and the details of salary payable are given below:
 - Place of posting:
 - Period:
 - Working Hours:
 - Basic Pay: Rs..... per month.
 - Dearness Allowance: At the rate in force
 - House Rent Allowance: At the rate in force
4. This appointment is subject to all rules and regulations governing the staff of the Bank. You will keep confidential all affairs of the Bank, its employees and customer.
5. This is purely temporary appointment and does not entitle you for a regular appointment in the service of the Bank or any preferential treatment on that behalf.
6. No Travelling Allowance shall be paid to report at the place of posting.
7. The Bank can terminate your services at any time, without giving any reason whatsoever.
8. If you are agreeable to the terms and conditions of this appointment, you shall report for duty at the place of posting on the appointed date, before commencement of working hours.
9. In case you do not report for duty at the place of posting on the appointed date, this offer of appointment stands cancelled.

Yours faithfully,

Accepted the above terms and conditions

Head of the Branch/Office**(Signature & Date)**

c.c: The Regional/Dy./General Manager, Regional/GM's Office:.....: for information

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ANNEXURE –I-B**(Appointment order format for temporary Part Time Sweepers)**

Branch/Office:

Ref. No.

Date:

Shri/Smt.....

.....

.....

(Address)

Dear Sir/Madam,

Reg: Temporary appointment as a Part Time Sweeper in Sub Staff cadre.

<<<<O>>>>

1. We are pleased to offer you appointment as a Part Time Sweeper on purely temporary basis from _____ to _____ during the leave period of Shri/Smt. _____, who has been granted leave from _____ to _____ in the regular vacancy.
2. Your temporary employment ceases at the close of office hours on _____ and no separate relieving order/letter will be issued.
3. The place of posting and period of appointment are given below:
Place of posting: Period: From _____ to _____
4. The appointment is subject to all Rules and Regulations governing the staff of the Bank. You will keep confidential all affairs of the bank or any preferential treatment on that behalf.
5. You shall sweep and wet mop dailysq .ft. of office premises along with the incidental Work like fetching water, removing cob webs, dusting/cleaning furniture, cleaning/wiping Windows/grills and other incidental works.
6. You shall perform any other duties of the cadre that may be assigned to you by the Manager/Head of the Department/Office as the case may be from time to time, within your normal total working hours per week.
7. Your normal working hours per week shall be..... and you will be paid wages as under: (Please indicate the scale wages as per the area of the branch/office i.e. Full scale, ¾ scale, ½ scale, 1/3 scale whichever is applicable depending upon the carpet area of the branch/office) In addition to this you will be paid D.A. and HRA at the rate in force.
8. Your actual daily timings for the work shall be from _____ a.m./p.m to _____ a.m./p.m. However, these are subject to change by the Bank from time to time with the prior intimation in the exigencies of the office.
9. This is purely temporary appointment and does not entitle you for a regular appointment in the services of the Bank or any preferential treatment on that behalf.

10. No travelling allowance shall be paid to report at the place of posting.
11. The Bank can terminate your services at any time, without giving any reason whatsoever.
12. If you are agreeable to the terms and conditions of this appointment, you shall report for duty at the place of posting on the appointed date, before commencement of working hours.
13. In case you do not report for duty at the place of posting on the appointed date, this offer of appointment stands cancelled.

Yours faithfully,

Accepted the above terms & conditions

Head of the Branch/Office

(Signature & date)

c.c: The Regional/Dy./General Manager, Regional/GM's Office, _____ for information.

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ANNEXURE- II**SyndicateBank****Regional Office:**

NAME IN FULL (in CAPITALS)												
Father's Name												
Permanent Address	Village/Town											
	Taluk/Tehasil											
	District											
	State				PIN Code							
Home Town												
Contact No.		Telephone:				Mobile No:						
Date of Birth (with proof)						Gender	Male		Female			
Category (Tick √)		SC		ST		OBC		GEN				
Name of the Sub-Caste/ Tribe/Community						Sl. No. In Central Govt. List						
Enclose copy of caste, tribe, and community or disability certificate as the case may be.												
Whether you are an Ex-Serviceman (YES OR NO)		If yes, no. of years of service In Defence Service				Date of discharge						
Whether you are a Physically Disabled Person (YES OR NO)		If Yes, nature of Disability -Visual, Orthopedic, Hearing Impairment				Percentage of disability						
Marital Status		Single		Married		Widowed		Divorced				
Nationality						Religion						
Educational Qualification, if any. Furnish copy of relative proof												
Languages known		Read										
		Write										
		Speak										
Whether your name has been Registered with the Employment Exchange. If so, furnish details & copy of the certificate.						Registration NO. & Date						
Whether relative of any of our staff. If so, furnish the Name, Emp. No. Designation & relation												

Whether you have been Engaged/worked as	Designation	Yes or No	Date of FIRST engagement	Remarks	
	Scavenger				
	Badli Sweeper				
	Temp. Attender				
	Pigmy Agent				
	Water Boy				
Details of Temporary engagements	Branch		Engaged as	No. of days worked	
	BIC	Name		Year	No. of days
BRANCH presently working					
Whether your name is included in the panel					
Whether you have raised any Industrial Dispute, if so , furnish full details along with copies of relevant papers					
Whether you have filed any Writ Petition, if so , furnish full details along with copies of relevant papers					
Were you ever removed, discharged/dismissed/ Made to resign from such service in the past? If so, please give details					
Whether you are ready to work in any of our branches in the District/near by Districts.					
Present Employment Details, if presently not working as temporary attender					

I, hereby declare that the above statements are true, complete and correct and also that no facts have been suppressed. It is understood that Temporary engagements offered to me is based upon the truthfulness of the statements made herein and in the event of any information being found false or incorrect at a later date, my temporary engagement / appointment are liable to be terminated. I further state that I am willing to be posted to any of the Branches/Offices of the Bank.

Place:

Date :

SIGNATURE

Information furnished above is duly verified with the records available with us.

Sr/Manager

Personnel Cell, RO:

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ANNEXURE – III**SYNDICATEBANK****PERSONNEL DEPARTMENT
HUMAN RESOURCE DEVELOPMENT DIVISION
HEAD OFFICE: MANIPAL****Statewise Clerical, Attenders & PTS Reservation Percentage**

Sl. No.	STATE	RESERVATION PERCENTAGE		
		SC	ST	OBC
1.	ANDAMAN & NICOBAR	0	8	27
2.	ANDHRA PRADESH	16	7	27
3.	ARUNACHAL PRADESH	1	45	0
4.	ASSAM	7	12	27
5.	BIHAR	16	1	27
6.	CHANDIGARH	18	0	27
7.	CHATTISGARH	12	32	6
8.	DADRA & NAGARHAVELI	2	43	5
9.	DAMAN & DIU	3	9	27
10.	DELHI	15	7.5	27
11.	GOA	2	0*	18
12.	GUJARATH	7	15	27
13.	HARYANA	19	0	27
14.	HIMACHALA PRADESH	25	4	20
15.	JAMMU & KASHMIR	8	11	27
16.	JHARKHAND	12	26	12
17.	KARNATAKA	16	7	27
18.	KERALA	10	1	27
19.	LAKSHADWEEP	0	45	0
20.	MADHYA PRADESH	15	20	15
21.	MAHARASHTRA	10	9	27
22.	MANIPUR	3	34	13
23.	MEGHALAYA	1	44	5
24.	MIZORAM	0	45	5
25.	NAGALAND	0	45	0
26.	ORISSA	16	22	12
27.	PONDICHERY	16	0	27
28.	PUNJAB	29	0	21
29.	RAJASTHAN	17	13	20
30.	SIKKIM	5	21	24

Sl. No.	STATE	RESERVATION PERCENTAGE		
		SC	ST	OBC
31.	TAMILNADU	19	1	27
32.	TRIPURA	17	31	2
33.	UTTAR PRADESH	21	1	27
34.	UTTARANCHAL	18	3	13
35.	WEST BENGAL	23	5	22

GOA: * 12% FROM 4.7.2007

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ANNEXURE – IV**SyndicateBank****PERSONNEL DEPARTMENT
REGIONAL OFFICE:****Details of Candidates in the temporary Attenders/PTS Panel**

NAME OF THE DISTRICT:

STATE:

Sl. No.	Name of the Candidate	Sex	Cat.	Date of Birth	Educational Qualification	Permanent Address with District and Pin Code No.	Contact No. Telephone or Mobile	Employment Registration Details		
								Name of the Exchange	Registration No.	Date of Registration
1										
2										
3										
4										
5										
6										

Senior Manager**Chief Manager****Note:** Prepare separate annexure for Attenders and Part Time Sweepers

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ANNEXURE-V**STATEMENT ON ENGAGEMENT OF TEMPORARY ATTENDER/PTS DURING THE MONTH _____ 20....****NAME OF THE BRANCH:****BIC:**

Sl. No.	Name of the Regular Employee on Leave	Whether Attender/ PTS	Carpet Area of the Branch/ Office	Name of temporary employee	SC/ST/OBC/ PH/ Ex-Serviceman	Education Qualification	Date of Birth	Nature of duties (Attender/ PTS)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Date of first appointment as Attender/ PTS as per records	Whether sponsored by Employment Exchange and empanelled	No. of days worked during the month	Total wages paid	Ref. No./ Date of entrustment letter	Total No. of days worked since January 2005	Total No. of days worked so far
(10)	(11)	(12)	(13)	(14)	(15)	(16)

Place:

Date:

Asst. Manager/Manager**Head of the Branch/Office****To: RM/DGM/GM RO/GMO Personnel Cell _____ (To be submitted in duplicate)****FOR OFFICE USE AT RO/GMO**

The entrustment as above is approved / The entrustment is not approved for the reasons*:

(* Strike off which is not applicable, Mail duplicate to the Branch)

Place:

Date:

MANAGER SENIOR MANAGER/CHIEF MANAGER REGIONAL/DY./GENERAL MANAGER

To: The Branch Manager, _____ Branch

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ANNEXURE-VI**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari.....
son/daughter of of village/town
.....in District/Division.....in the State/Union Territory
.....belongs to the
Community which is recognised as a backward class under the Government of India, Ministry of
Social Justice and Empowerment's Resolution No.....
dated.....*. Shri /Smt /Kumari.....
and /or his/her family ordinarily reside(S) in the District/division
of theState/Union Territory. This is also to certify that he /she does
not belongs to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the
Government of India , Department of Personnel & Training O.M. 36012/22/93- Estt(SCT) dated
08.09.1993**.

Date:**District Magistrate/Deputy Commissioner etc.****Seal**

*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended form time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of Representation of the People Act. 1950.

ANNEXURE-VII**FROM: RO/GM'S OFFICE:**

Entrustment of Temporary Attender duties						
No. of Branches which engaged Temporary Attenders			No. of Temporary Attenders engaged below 90 days since 01.01.2005	No. of Temporary Attenders engaged above 90 days and below 180 days since 01.01.2005	No. of Temporary Attenders engaged above 180 days since 01.01.2005	Total wages paid during the quarter
Month	No. of Branches	No. of Temp. Attenders				

Entrustment of Temporary PTS duties						
No. of Branches which engaged Temporary PTS			No. of Temporary PTS engaged below 90 days since 01.01.2005	No. of Temporary PTS engaged above 90 days and below 180 days since 01.01.2005	No. of Temporary PTS engaged above 180 days since 01.01.2005	Total wages paid during the quarter
Month	No. of Branches	No. of Temp. PTS				

Date:**SR.MANAGER/CHIEF MANAGER****REGIONAL/DY/GENERAL MANAGER****FORWARDED TO: PA: PAD (PS): HO MANIPAL**

ANNEXURE –VIII-A**Requisition form to be used when calling for applications from Employment Exchanges**

1.	Name of the Office/Department and address					
2.	Name and Designation of the Indenting Officer					
3.	Telephone and Fax No.					
4.	Name and Designation of the Officer to whom applicants should report					
5.	Date, Time and Place of Interview					
6.	Designation of the post		TEMPORARY ATTENDERS			
7.	Scale of pay and allowances :		Rs.9560-325(4)-410(5)-490(4)-570(3)-655(3)-18545 (20Years) plus applicable allowances			
8.	Duties of ATTENDERS		The Attenders are expected to discharge their routine duties and the routine duties rest on custom and usage that is in the vogue in the Branch/Office			
9.	Place of work		Any Branch/Office in the District			
10.	Age Eligibility criteria as on.....					
	Category	Lower Age Limit	Upper Age Limit			
	GEN	18 Years	26 Years			
	SC	18 Years	31 Years			
	ST	18 Years	31 Years			
	OBC	18 Years	29 Years			
	Physically Handicapped	18 Years	41 Years for SC/ST 39 Years for OBC & 36 Years for General			
	Ex-Servicemen	18 Years	29 Years + the usual period of service in the Defence Forces subject to a maximum age of 50 Years.			
Widows, divorced women and women judicially separated from their husbands and who are not re-married	35 years	40 years for SC/ST 38 years for OBC 35 Years for GEN				
11.	No. of candidates actually to be empanelled					
	SC	ST	OBC	GEN	PH	Ex-serviceman
12.	Essential Qualification		Minimum : A pass 8 th Standard Maximum : Should not have passed Intermediate or 12 th or 10 + 2 Examination.			
13.	Whether willing to wait and consider applicants from other Exchange Areas, in case local candidates are not available?		Yes			
14.	Any other information considered relevant		The selected candidates will be placed in the Panel for entrustment of temporary Attender duties in the leave vacancies. They will not be appointed in the Bank on permanent basis immediately. As and when vacancies arise, they will be appointed on permanent basis according to District seniority and the Employment Exchange will be intimated after their appointment.			

Signature of the Indenting Officer

ANNEXURE –VIII-B**Requisition form to be used when calling for applications from Employment Exchanges**

1.	Name of the Office/Department and address					
2.	Name and Designation of the Indenting Officer					
3.	Telephone and Fax No.					
4.	Name and Designation of the Officer to whom applicants should report					
5.	Date, Time and Place of Interview					
6.	Designation of the post		Temporary PTS			
7.	Scale of pay and allowances : *(See Foot Note)		Rs.9560-325(4)-410(5)-490(4)-570(3)-655(3)-18545 (20Years) plus applicable allowances			
8.	Duties of Part Time Sweepers		The PTS are expected to do sweeping and wet mopping. Sweeping includes cleaning; removing cob webs; dusting chairs, tables etc., daily and cleaning windows/grills once a week or often. Wet mopping includes fetching water for the purpose. Those willing to do Sanitary work relating to urinals and toilets and perform all the aforesaid duties are to be given preference.			
9.	Place of work		Any Branch/Office in the District			
10.	Age Eligibility criteria as on.....					
	Category		Lower Age Limit		Upper Age Limit	
	GEN		18 Years		26 Years	
	SC		18 Years		31 Years	
	ST		18 Years		31 Years	
	OBC		18 Years		29 Years	
	Physically Handicapped		18 Years		41 Years for SC/ST 39 Years for OBC & 36 Years for General	
	Ex-Servicemen		18 Years		29 Years + the usual period of service in the Defence Forces subject to a maximum age of 50 Years.	
11.	No. of candidates actually to be empanelled					
	SC	ST	OBC	GEN	PH	Ex-serviceman
12.	Essential Qualification		Minimum : Should be a literate so that he/she can read, understand & sign attendance register and preferably should have passed V Standard Maximum: Should not have passed Intermediate or 12 th or 10 + 2 Examination.			
13.	Whether willing to wait and consider applicants from other Exchange Areas, in case local candidates are not available?		Yes			

14.	Any other information considered relevant	The selected candidates will be placed in the Panel for entrustment of temporary PTS duties in the leave vacancies. They will not be appointed in the Bank on permanent basis immediately. As and when vacancies arise, they will be appointed on permanent basis according to District seniority and the Employment Exchange will be intimated after their appointment.
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***Scale-wage depends upon the number of hours of work they are required to put during the week. It may be Consolidated Wages, 1/3, 1/2, 3/4 or Full Scale in the running scale wage commensurate with the carpet area of the Branch/Office for sweeping and wet mopping.**

Signature of the Indenting Officer

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