

I. STARTERS, MOVERS & FLYERS

APPOINTMENT, PROBATION, CONFIRMATION, PROMOTIONS :

All appointments in, and promotions to the officers' grades shall be made by the Competent Authority in accordance with the policy or / guidelines if any, laid down on this behalf by the Central Board or Executive Committee.



APPOINTING / PROMOTING AND APPELLATE AUTHORITY :

| Promotion for | Appointment/Promoting Authority | Appellate Authority |
|---------------------|---------------------------------|-------------------------|
| JMGS - I | GM (NW) | No provision for Appeal |
| JMGS I to MMGS II | GM (NW) | CGM |
| MMGS II to MMGS III | GM (NW) | CGM |
| MMGS III to SMGS IV | CGM | DMD & CDO |
| SMGS IV to SMGS V | CGM | DMD & CDO |

PROBATION :

- Probationary Officer / Trainee Officer 2 years
- Others promoted to JMGS-I 1 year
- Any other person appointed to any grade including the JMGS-I [Law / Security Officers / Engineers, etc.] 2 years. In case of contract appointment as decided by the concerned Appointing / Promoting Authority.



Confirmation :

- On satisfactory completion of training, an officer shall be confirmed in the Bank's service. In case of a direct appointee he may be required to pass a test in a language other than his mother tongue.
- If in the opinion of the Competent Authority, an officer has not satisfactorily completed training the officer's probation may be extended by a further period not exceeding one year.
- In case of Probationary Officers, they have to pass a screening test for confirmation. Those who get 75% mark in the screening test will be confirmed as Scale II officers.

PROMOTION :

PROMOTION YEAR: Each financial year beginning 1st April and ending 31st March.

DATE OF EFFECT : From the date of declaration of result or date of approval of the promotions by the Appointing/Promoting Authority.

OPTION : Such of those officers who do not find themselves well equipped to participate in the Normal Channel or Merit Channel, may opt out of the promotion exercise for the concerned promotion year, or for more than one year, at their volition, by submitting an application on the lines of the format given in Circular CL/CirDO/P&HRD/51/2003-2004 dated 15th September 2003. In the absence of their option, the Bank will presume that the officer wishes to participate in the promotional process. If he does not later on participate in the entire promotion exercise or absents himself at any of the stages thereof, he will be deemed to have lost one chance, irrespective of the reason for which the officer absents himself. Officers upto SMG Scale-V may also opt out of participating from all future promotions, by submitting a letter on the specified format. The officers exercising such option would not be permitted to participate in the process for promotion to next higher grade in future. However, this category of Officers may review their option and give willingness to participate in future promotion process to the next higher grade after expiry of two (2) years from the date of option to opt out.

ZONE OF CONSIDERATION : All Officers who qualify the eligibility criteria and have not opted out of the promotion process not exhausted all chances etc; shall constitute Zone of Consideration. Separate Zone of Consideration will be there for Normal and Fast Track Promotion.

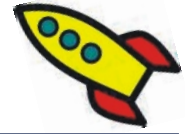
ZONE OF SELECTION (ZOS) : All the officers in Zone of Consideration will be listed in the descending order of merit and number of officers twice (2 times) the number of vacancies taken from top of the merit list will form the ZOS. In case more than one officer secures the marks equivalent to cut off mark, all such officers will enter the ZOS even if the number exceeds the stipulated 2 times. However, if there are common candidates qualifying for inclusion in the ZOS for Merit Channel as well as for Normal Channel, the ZOS for Normal Channel would be increased by the number of such common candidates.

MEDICAL EXAMINATION : All promotions to MMG Scale-II and above will be subject to medical fitness of the officers selected for promotion.

CONCESSION TO SC/ST OFFICERS : SC/ST Candidates who qualify in written test and are Senior enough in the Zone of Consideration so as to be within the number of vacancies will be placed in the select list without interview.

SCREENING PROCESS : Officers in JMGI who have completed two years of service in this grade are eligible for consideration of placement in MMG II under screening process as applicable to PO/TO.

ELIGIBILITY FOR PROMOTION UPTO SCALE-V



MERIT CHANNEL

| Eligibility | MMG II | MMG III | SMG IV | SMG V |
|--|--|---|---|---|
| Service as on the date of eligibility | 4 years | 3 years | 3 years | 4 years |
| Residual Service as on date of eligibility | 2 years | 2 years | 2 years | 2 years |
| CAIIB requirements | NIL | NIL | NIL | NIL |
| Min. score in AARF in each of the last 4 years | Total of 320 in best 4 out of last 5 years | Total of 240 in best 3 out of last 4 years | Total of 270 in best 3 out of last 4 years | Total of 360 in best 4 out of last 5 years |
| No. of Chances | 6 | 6 | 6 | 6 |
| Mandatory assignment requirements | NIL | 2 Yrs of Rural/SU and Operational/ Line assignments | 3 Yrs of Rural/SU and 2 years of independent line assignments | Completion of relevant mandatory assignments required for promotion to Scale IV |
| Written Test | 50% | 50% | NIL | NIL |
| AARF | 40% | 40% | 40% | 40% |
| Interview | 10% | 10% | 25% | 25% |
| I S C | NIL | NIL | 35% | 35% |



"There's no noise with the promotion, but you do get to change your oyster."

SENIORITY CUM MERIT CHANNEL

| Eligibility | MMG II | MMG III |
|--|----------|---------|
| Service as on the date of eligibility | 10 years | 9 years |
| Residual Service as on date of eligibility | 2 years | 2 years |
| CAIIB requirements | NIL | NIL |

| Eligibility | MMG II | MMG III |
|--|--|--|
| Min. score in AARF in each of the last 4 years | Min. of 50 in each of best 4 out of last 5 AARFs | Min. of 50 in each of best 4 out of last 5 AARFs |
| No. of Chances | 6 | 4 |
| Mandatory assignment requirements | NIL | 2 Yrs of Rural/SU and Operational/Line assignments |
| Written Test | Not applicable | Not applicable |
| AARF | 75% | 75% |
| Interview | 10% | 10% |
| Seniority | 15% | 15% |

OPERATIONAL / LINE / INDEPENDENT ASSIGNMENT

| | |
|--------------------------------|--|
| Operational Assignments | FO/Mgr(Opr)/MOD/Dy.Mgr of Divn./Br.Mgr./IBTO in Foreign Office/OIC (Computers)/System Administrator/ Project Officers at C&C Dept./RMPB |
| Line Assignment | Line Assignment |
| Independent Line Assignment | Independent Line Assignment |

The following positions at BPR Outfits are considered as Line assignments:

- a) Manager (Sanctions) at RACPC

The following positions at BPR Outfits are considered as Operational assignments:

1. Credit Officer (RCPC)
2. Inspection Officer (RCPC)
3. CSO (Support Officer to RM (ME))
4. RMPB
5. Sr. Marketing Executive, HLST
6. Team Leader, MPST
7. Sr. Marketing Executives (MPST)
8. City Case Officer (SARC)
9. CRO in redesigned Office
10. Relationship Manager (NRI)



DEBARMENT POLICY :

- a. Officers who fail to appear in interview without reasonable cause will be deemed to have forfeited an opportunity for promotion for the relevant year only.
- b. In case of unconditional or conditional refusal of promotion, the officers would be entitled to withdraw the same after a lapse of two years from the date of the letter. On such withdrawal, the officer would be considered for promotion in normal course, till such time the officer would be debarred from officiating chances.
- c. The Sealed cover procedure is applicable in respect of promotions to the next higher grade/scale only to the officers in JMG I to SMG V against whom disciplinary action is pending or contemplated.

