

HRM Mission - "To create a culture of learning, innovation and team work."

HRM Vision - "To be recognized as a preferred employer and provider of innovative and result oriented human resources services, policies and systems."

Circular No. CHO/PAS/01 /2025-26

Date: 30-10-2025

CIRCULAR TO ALL BRANCHES/OFFICES

Sub: Initiation of Promotion process from Clerical Cadre to Officers' Cadre in JMGS- I for the year 2025-26

Introduction:

Bank has decided to initiate Promotion to Officers' Cadre in Junior Management Grade Scale-I from Clerical Cadre for the year 2025-26. Accordingly, applications for promotion under Merit Channel and Seniority Channel are invited from the eligible members of staff in Clerical Cadre in terms of Promotion Policy Settlement for Workmen Staff 2024.

The cut-off date of the eligibility criteria would be as on 31-03-2025 in terms of Promotion Policy Settlement for Workmen Staff 2024.

Government Guidelines on Reservation

1. The directives of the Government of India regarding reservation of posts for candidate/employee belonging to SC, ST and PwBD as in force, from time to time, would be applicable in case of promotion from Clerical Cadre to Officers' Cadre in JMGS-I.
2. For the purpose of seniority in promotion from Clerical Cadre to Officers' Cadres in JMGS-I, the Ex-Servicemen recruited/re-employed against reserved posts in clerical cadre, weightage for the period of service rendered by them in the Defence Services will be allowed in the ratio of 5:1 subject to a maximum of two years after they have rendered at least three years actual service in the Bank from the date of recruitment/re-employment. This benefit will however be available only for one promotion process during the entire service career of an individual employee, i.e., either at the time of promotion from Subordinate Cadre to Clerical Cadre or from the Clerical Cadre to Officers' Cadres in JMGS-I or for assignment against any special pay carrying posts in Clerical/Subordinate Cadre. The Ex-servicemen are required to exercise their option for the purpose and option once exercised will be final and no change thereafter will be allowed.

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Accordingly, the Branch Manager/Zonal Manager/Establishment Section at HO should certify while forwarding the application of Ex-Servicemen candidate that they have not availed such facility on prior occasion, in accordance with Para 6.4 of Promotion Policy Settlement for Workmen Staff 2024.

3. Candidates belonging to SC/ST/Physically challenged categories will be given relaxation of one year in respect of minimum length of service criteria in merit and seniority channel as mentioned under Part 2 in Para-2.4.4 of the Promotion Policy Settlement for Workmen Staff 2024.

Application Procedure

Applications for promotion to Officers' Cadre in JMGS-I under Merit Channel and Seniority Channel are invited from members of staff in Clerical Cadre who fulfill the eligibility criteria. **For detailed eligibility criteria and other guidelines, please refer to Part-II of Promotion Policy Settlement for Workmen Staff 2024.**

Eligible employees in Clerical Cadre who are willing to participate in the Promotion Process should submit the application **ONLINE** as per the time schedule mentioned in this circular. Form for submission of online application will be available in **HRMS** as under:

HRMS → Self Service → Promotion for Award Staff

Applicant should ensure genuineness/correctness of all data in HRMS before applying. Only verified credentials of applicant in HRMS will be considered. Any variation/suppression observed afterwards may lead to debarment from promotion process at any stage.

Candidates desiring to apply in more than one Channel i.e. Merit Channel and Seniority Channel are to submit only one application and should positively indicate the same by selecting the appropriate option.

Guidelines for verification of Promotion Application

1. Respective Zonal Office and Establishment Cell, Head Office to ensure the genuineness of each and every data from service folder of the respective employee while verifying the Promotion Application.

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If any of the particulars furnished by the concerned employee, in their application form as submitted by them is not in agreement with the data recorded in the service record, the same should be brought to the notice of the concerned employee to enable them to submit original copies of certificates/mark sheets in support of their data in the Application form immediately. Concerned Branch Heads/Zonal Heads/Departmental Heads in Head Office should verify such original copies of certificates / mark sheets and update the records at their end.

2. As the application of promotion process is online, therefore there is no need to send hard copies to Head Office. However, respective Zonal Office and Establishment Cell, Head Office to keep a **copy of the Promotion Application form** in the service folder of the respective employee, after due verification at their end.
3. Branches/Zonal Offices/Departmental Heads at Head Office should invariably ensure that the time schedule for submission of application forms mentioned herein below is strictly adhered to.

General conditions

1. Branch Head/Zonal Head/Departmental Head at Head Office should ensure proper communication of the above information to all concerned employees under their respective jurisdiction, including employees on leave/deputation/suspension.
2. A pass in any one or two subjects (like Special BA) after Graduation would not be treated as a full-fledged Degree as well as Double Graduation.
3. If the centers for the Written test/Interview fall outside the station at which the employees are posted, they should be relieved well in time, taking into account the normal time required for journey to the station where the test/interview is to be conducted and in such an event the employees would be eligible for travelling expenses (to and fro) as provided under the Bank's TA rules.
4. In case employees, appearing in the written test/interview, on scrutiny, are subsequently found to be ineligible to participate in the promotion process or ineligible to appear in the written test/interview for promotion in terms of the Provisions of the Promotion Policy Settlement for Workmen Staff 2024 thereafter, they shall stand automatically disqualified for promotion.

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Key dates regarding promotion from Clerical cadre to Officers' cadre in JMGS-I:

Online Application Form available in HRMS from	30-10-2025
Last date for submission of online application	10-11-2025
Last date of Online verification by Zonal Office/Establishment Cell, HRM, HO	11-11-2025
Date of Written Test (ONLINE)	07-12-2025

Further, the details regarding number of vacancies will be shared in due course.

All Branches/Offices are advised to take a careful note of the contents of this circular and a copy of it should be displayed on the notice board of all branches/offices for information of all concerned.


(Nagendra Mohan Jaiswal)
Deputy General Manager
Human Resources Management

