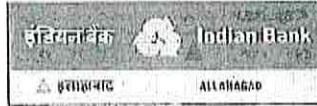


MAIN : HRMD- 13/2022-23



DT. 05-05-2022

SUB : HRD - 12

CO: HRM  
DEPARTMENT

FILE M-3 S-303

**SUB: PROMOTION FROM CLERICAL CADRE TO OFFICER CADRE (JMG SCALE- I),  
PROMOTION OF SUB-ORDINATE CADRE STAFF TO CLERICAL CADRE AND  
SELECTION OF SPECIAL ASSISTANTS**

We are happy to inform that with a view to fulfill the organizational needs as well as aspirations of staff members in the Clerical and Sub-staff Cadre for career growth, a fresh Settlement has been entered into between the Bank Management and the All India Joint Committee (FIBEU & AIABECC) on 21.04.2022.

The terms and conditions of the settlement is as follows:

**PART - A**

**PROMOTION FROM CLERICAL CADRE TO OFFICER CADRE - JMG SCALE - I AND  
DIRECT RECRUITMENT OF OFFICERS IN JMG SCALE-I**

**1. VACANCIES**

- 1.1. The Bank may identify and declare vacancies in the Officer cadre -JMG Scale I. Out of such identified and declared vacancies,
  - a) 25% will be filled up by Direct Recruitment of Probationary Officers [excluding Specialist cadre];
  - b) 40% will be filled up by internal promotion from Clerical cadre through Merit Channel; and
  - c) 35% will be filled up by internal promotion from Clerical cadre through Seniority-Cum-Merit Channel.
- 1.2. In the case of non-availability of eligible employees under Seniority-cum-Merit channel 1.1(c), the remaining vacancies shall be allotted to Merit Channel 1.1(b) and filled up accordingly. Even thereafter, if there are any unfilled vacancies, those vacancies shall be allotted to Direct Recruitment. The vacancies will be communicated to All India Joint Committee (FIBEU & AIABECC) and filled-up accordingly.

- 1.3. However, the Government of India guidelines, if any, issued from time to time regarding filling-up of vacancies through Direct Recruitment of Probationary Officers and for internal promotions will be reckoned.

## 2. ELIGIBILITY NORMS

- 2.1. The eligibility for promotion process of the confirmed employees shall be:

Channel	Completed years of active service in the clerical cadre as on the relevant date	
	General Category	SC / ST Category
Merit	2	2
Seniority-cum-Merit	5	4

- 2.2. No employee shall be eligible for promotion if the employee is aged over 58 years as on the relevant date [i.e. 1st April of the financial year (April-March) in which vacancies arise]. In the case of employees belonging to SC/ST/Person with Benchmark Disability categories, the age shall be relaxed by one year.
- 2.3. Educational Qualification: The fulfillment of Educational qualification including JAIIB/CAIIB & any Certification Courses as stated in this settlement will be as on the last date of submission of Application for promotion.
- 2.4. Minimum qualification will be Graduation as defined in the Bi-partite Settlement in any discipline for Merit Channel.
- 2.5. Candidates may choose to apply under i) Merit Channel and/or ii) Seniority-cum-Merit Channel, subject to fulfillment of required criteria. The application of an employee who has applied under both channels, will be processed first under 'Merit Channel' and if not promoted under 'Merit Channel', then the application under 'Seniority-cum-Merit Channel' will be processed.

## 3. ONLINE AND/OR WRITTEN TEST

- 3.1. There will be a common Online Test and / or Written Test for Merit Channel as well as Seniority-cum-Merit Channel.
- 3.2. The Test will be conducted by the Bank / an External Agency and it will consist of questions by way of Objective Type Test in English, Practical Banking, CBS Operations etc.
- 3.3. Circulars will be issued mentioning the date of the Test and inviting application from eligible Clerical Employees for participating in the promotion process.
- 3.4. Depending upon the requirements, the Bank may administer Online Test and / or Written Test.



#### **4. ALLOCATION OF MARKS**

- 4.1. Allocation of marks for both Seniority-cum-Merit Channel and Merit Channel shall be as under:

Particulars	Seniority-cum-Merit Channel	Merit Channel
WRITTEN TEST / ONLINE TEST	90	80
PERFORMANCE APPRAISAL#	10	5
INTERVIEW	--	10
EDUCATIONAL QUALIFICATION	--	5

# Average of marks in Performance Appraisal for the preceding two years

- 4.2. Allocation of marks for educational qualification(s) under Merit Channel shall be:

EDUCATIONAL QUALIFICATION	MAXIMUM MARKS SHALL BE CAPPED AT 5 FOR MERIT CHANNEL
JAIB	1
CAIB	2
POST GRADUATION	2
ANY APPROVED CERTIFICATION COURSES [As per the latest Capacity Building Policy of the Bank]	1 MARK FOR EACH COURSE

#### **5. QUALIFYING MARKS**

- 5.1. The minimum qualifying marks shall be reckoned on the basis of total marks obtained in the Online Test and / or Written Test and the Performance Appraisal shall be:

Channel	Minimum Qualifying Marks	
	General Category Employees	SC / ST Category Employees
Merit	50%	45%
Seniority-cum-Merit	40%	35%

- 5.2. Executive Director in Charge of HR will however have the discretion to reduce the qualifying marks.

#### **6. PRE-PROMOTION TRAINING FOR EMPLOYEES BELONGING TO SC/ST/ OBC / PERSON WITH BENCHMARK DISABILITY**

In terms of the Government Guidelines, pre-promotion training for employees belonging to SC / ST / OBC / Person with Benchmark Disability categories will be conducted for the eligible employees.

## **7. ZONE OF CONSIDERATION**

The Zone of consideration for calling the employees under Merit Channel for interview will be maximum at 1:3 on the basis of minimum qualifying marks obtained. Executive Director in charge of HR shall be the Competent Authority to reduce the Zone of Consideration.

## **8. INTERVIEW PANEL**

- 8.1. The Interview Committee / Panels for promotion under Merit Channel shall be as under;

Interview Panel Members* – Based on the requirements, interview panels with each panel comprising of	
Chairman,	One Asst. General Manager
Members	Two Chief Managers

\* One of the panel members shall be SC / ST representative.

- 8.2. General Manager (CDO) is authorized to finalise the number of panels and the composition of interview panel members.

## **9. DEPARTMENTAL PROMOTION COMMITTEE (DPC) & COMPETENT AUTHORITY**

- 9.1. The promotion under Merit Channel shall be recommended by the DPC. General Manager (CDO) shall nominate the members of DPC.

- 9.2. The Competent Authority for effecting the promotion as under;

DPC	Competent Authority
A Committee comprising of one Deputy General Manager and two Assistant General Managers will be nominated by the General Manager (CDO). The Deputy General Manager will be the Chairman of the Committee.	General Manager (CDO)

\*One of the members of DPC shall be SC / ST representative.

## **10. PROMOTION LIST**

The merit list of candidates eligible for promotion under each channel shall be drawn as detailed below:

### **i) Merit Channel:**

After reckoning the minimum qualifying marks, the merit list of the candidates will be drawn strictly on the basis of the total marks obtained (Written Test + Performance Appraisal + Interview + Educational Qualification) in the descending order, based on which the vacancies under the Merit channel shall be filled up.



## **ii) Seniority-Cum-Merit Channel:**

After preparing the Merit List for Merit channel as above, the list of candidates to be considered for promotion in the Seniority cum Merit Channel will be drawn after reckoning the minimum qualifying marks. The minimum qualifying marks scored will be taken only for qualifying purpose.

Out of this list, the rank will then be drawn on the basis of clerical service seniority giving weightage of one mark for each completed year of service.

On the basis of the rank list thus arrived, the vacancies under the Seniority cum Merit Channel shall be filled up in the descending order. When there is a Tie, Seniority will be based on Date of Birth. In case their date of birth is same, the candidate who has acquired higher educational qualification and had already been updated in the records of the Bank will be considered senior.

The Management will publish the names of the Employees who have been promoted under Merit and Seniority-Cum-Merit Channels along with the marks obtained by them in the Test. Simultaneously, such information will also be communicated to the All India Joint Committee (FIBEU & AIABECC).

The residual vacancies (Dropouts) that may result due to the candidates not accepting the offer of promotion from the already drawn up Merit/Rank List for both the channels will be filled up within 6 months from the date of publication of result.

## **11. PERIOD OF PROBATION**

On accepting the offer of promotion from clerical cadre, the period of probation shall be one year from the date the Employee assumes charge as an Officer.

In case of the Promotee Officer whose performance is not up to the level of the expectations of the Management but who can show improved performance if given a further chance, the probationary period shall be extended for three months and if found suitable on the expiry of the extended period, such Promotee shall be confirmed in Officers' cadre.

## **12. FIXATION/FITMENT OF BASIC PAY ON PROMOTION**

It will be as per the IBA Fitment Formula as amended from time to time.

## **13. NON ACCEPTANCE OF OFFER OF PROMOTION**

13.1. An employee, who has been selected for Promotion but has not accepted the offer of promotion, has to give such non-acceptance in writing to CO:HRM department within 10 days from the date of offer of promotion failing which the offer for promotion shall be deemed to have been accepted.

13.2. Those who have not accepted and not joined at the place of posting shall be

debarred from participating in the immediate next promotion process.

#### **14. REVERSION**

- 14.1. An Employee on promotion to Officer Cadre may opt for reversion within six months from the date of promotion by giving reasons and the Management may at its absolute discretion consider such request. In the event of acceptance of such request, he/she shall not be eligible to participate in the immediate next promotion process.
- 14.2. An Employee on promotion to Officer cadre will be reverted to the Clerical cadre in the following circumstances:
  - i) In case the performance of the Employee during the probationary period is found not satisfactory, then the Management will have the right to revert the Employee to the Clerical cadre after providing reasonable opportunity for him / her to improve upon.
  - ii) At any point of time in the course of entire promotion process or even after publication of final result of promotion, if it is found that the candidate is / was ineligible for participation in the promotion process or is / was not entitled to get promotion for reasons whatsoever, his / her candidature / promotion will be cancelled. In case the candidate is already promoted, he / she shall be reverted to the cadre from which he / she was promoted.
- 14.3. On reversion, the employee will be fixed at the pay scale in the Clerical cadre as if he/she had continued in the cadre to which he/she is now reverted. However, he / she will cease to draw special pay, if any, paid prior to his/her promotion.

#### **15. JOINING TIME**

- 15.1. If an Employee had not availed by himself / herself the joining time at the time of his / her relieving from the present place of posting on promotion, he / she may avail the same subject to prior approval from the Appropriate Authority within a maximum period of six months from the date of joining at the new station on promotion.
- 15.2. An Employee shall be entitled for Traveling Allowance as per Bank's Rules as applicable to Officers for joining at the place of posting.

#### **16. ACCELERATED PROMOTION FOR OUTSTANDING SPORTS PERSONNEL**

The accelerated promotion for personnel recruited under the Sports Category shall be as per the Bank's Sports Policy approved in the Board.



## PART B

### PROMOTION OF SUB-ORDINATE CADRE TO CLERICAL CADRE AND DIRECT RECRUITMENT TO CLERICAL CADRE

#### 1. VACANCIES

- 1.1. The Bank may identify and declare the vacancies in the Clerical cadre. Out of such identified and declared vacancies;
- a) 75% will be filled by Direct Recruitment of Clerks.
  - b) 25% will be filled up by internal promotion from Sub-staff Cadre to Clerical cadre.
- The said 25% of vacancies shall be filled up in the modalities prescribed below;
- i) 80% of such vacancies shall be filled up by promoting employees in the order of seniority in service out of the employees who have passed 10th Std. and above.
  - ii) 20% of such vacancies shall be filled up by promoting employees in the order of seniority in service out of the employees who possess the qualification below 10th Std.
- 1.2. In the case of non-availability of eligible employees under category 1.1.(ii) above, the remaining vacancies will be allotted to category 1.1.(i) and filled-up accordingly.

Even thereafter if there are any unfilled vacancies, those vacancies shall be allotted to direct recruitment.

#### 2. ELIGIBILITY FOR PROMOTION

- 2.1. All the confirmed Sub-staff members including Full Time Sweepers (FTS) / Permanent Part Time Sweepers (PPTS) [after conversion of their service into Full Time] shall be eligible to participate in the process of promotion to clerical cadre in case he / she fulfils any of the following criteria on the last date prescribed for inviting application, if;
- a. He / she is a Matriculate/10<sup>th</sup> Std, 10 + 2 or Graduate & above with 3 years of service
  - b. He / she is less than Matriculate/ 10<sup>th</sup> Std, with 6 years of service
- 2.1 The minimum service requirement in the Bank shall be three years to the employees belonging to Ex-servicemen category who have acquired Graduation / Post-graduation as defined in the Bi-partite Settlement.
- 2.2 All confirmed sub-staff members who have acquired Graduation / Post Graduation as defined in the Bipartite Settlement and have qualified in the test as prescribed in clause 3, hereunder of this Settlement will be promoted as Clerks within overall vacancies identified under Clause 1.1(b)(i) hereinabove.

- 2.3 No employee shall be eligible for promotion if the employee is aged over 58 years as on the relevant date [i.e., 1st April of the financial year (April-March) in which vacancies arise]. In the case of employees belonging to SC/ST/ Person with Benchmark Disability categories; the age shall be relaxed by one year.

### **3 ONLINE AND/OR WRITTEN TEST**

- 3.1 All the eligible Sub-staff employees who take part in the promotion process will have to appear for an Online Test and/or Written Test and a CBS Practical Test. The Online Test and/or Written Test will consist of Objective and / or Descriptive test in the subjects Basics of Banking and Practical Test on Computer Operations in CBS environment.
- 3.2 To qualify for promotion, an employee has to obtain minimum marks of 40% and above each in the subjects of Fundamentals of Banking and Computer operations in CBS environment. However, the minimum qualifying marks for SC / ST employees will be relaxed as per the Government of India guidelines to the extent of 5%. The promotions will be effected based on the rank list drawn on the basis of service seniority of those employees who have qualified in both the tests. The rank list on the basis of service seniority to the vacancies declared.

### **4 NON-ACCEPTANCE OF OFFER OF PROMOTION**

An employee, who has appeared for the Written Test and got selected in promotion but has not accepted the offer of promotion, has to give in writing such non-acceptance to CO:HRM department within 10 days from the date of offer of promotion. Those who have not accepted / not joined at the new place of posting shall be debarred from participating in the immediate next promotion process.

### **5 PERIOD OF PROBATION**

On promotion from Sub-staff cadre, the period of probation shall be six months from the date the Employee assumes charge as a Clerk.

### **6 REVERSION**

- 6.1 An Employee on promotion to Clerical Cadre may opt for reversion within six months from the date of promotion by giving reasons and the Management may at its absolute discretion consider such request. In the event of acceptance of such request, he/she shall not be eligible to participate in the immediate next promotion process.
- 6.2 An Employee on promotion to Clerical cadre will be reverted to the former cadre from which he / she was promoted in the following circumstances:
- i) In case the performance of the Employee during the probationary period is found not satisfactory, then the Management will have the right to revert the Employee to the former cadre after providing reasonable opportunity for him/her to improve upon.



- ii) At any point of time in course of the entire promotion process or even after publication of final result of promotion, if it is found that the candidate is / was ineligible for participation in the promotion process or is / was not entitled to get promotion for reasons whatsoever, his / her candidature / promotion will be cancelled. In case the candidate is already promoted, he / she shall be reverted to the cadre from which he / she was promoted.

6.3 On reversion, the employee will be fixed at the pay scale in the former cadre as if he/she had continued in the cadre to which he/she is now reverted. However, they will cease to draw special pay, if any, paid prior to his/her promotion.

## **7 FIXATION/FITMENT OF BASIC PAY ON PROMOTION**

It will be as per the IBA Fitment Formula as amended from time to time.

## **8 PRE-PROMOTION TRAINING TO ELIGIBLE EMPLOYEES**

Pre-promotion training for all eligible Sub-staff employees will be conducted.

## **COMMON TERMS AND CONDITIONS FOR PART A AND PART B**

### **1. DISQUALIFICATION CLAUSE**

- 1.1. Employees who have been found guilty of gross misconduct and awarded the punishment 'stoppage of increment' / 'brought down to a lower stage' shall not be eligible for promotion during the 'period/effect/rigour of punishment'. Employees who have been awarded any punishment lesser than 'stoppage of increment' / 'brought down to a lower stage' shall be eligible to be considered in the next promotion process.
- 1.2. The following employees shall be permitted to participate in the promotion process subject to their fulfilling of all other eligibility conditions;
  - a) Employees under suspension
  - b) Employees against whom disciplinary proceedings are pending
  - c) Employees against whom prosecution has been launched in a court of law/ sanction of prosecution has been issued.

After going through the promotion process set out in the Settlement, if such Employees are found to be eligible otherwise for promotion, the result of promotion process would be kept in a 'SEALED COVER'.

- 1.3. In the event of the Employee being exonerated of all the charges of misconduct in Domestic Disciplinary Proceedings / Court Proceedings or in the case of 'Honorable Acquittal' in the Criminal Proceedings / Court Proceedings and in the event of the Disciplinary Authority treating the period of suspension as one on duty, the 'SEALED COVER' shall be opened and acted upon. In such cases, the Employee shall be deemed to have been promoted for the purpose of seniority from the date when his/her immediate junior was promoted and he/she shall be fitted in the basic pay to

which he/she would have been entitled had no disciplinary proceedings been instituted against him/her. But the Employee will not be entitled to receive any arrears of salary on account of such notional promotion/fitment. If the Employee is awarded punishment in the departmental proceedings or acquitted in the Criminal proceedings by giving benefit of doubt or on technical grounds or convicted in the criminal proceedings, the 'SEALED COVER' shall not be acted upon. Such Employees will be considered for promotion in the normal course, as per the provisions of this settlement.

- 1.4. Where the departmental proceedings or court case have not been completed within two years from the date of the charge sheet / filing of the case and if such Employee is not under suspension, his / her case may be reviewed to consider the following:
  - a) Whether the charges are grave enough to warrant continued denial of promotion and the promotion of the Employee will be against public interest.
  - b) Whether there is no likelihood of the case coming to conclusion in the near future.
  - c) Whether the delay in finalization of the proceedings, whether departmental or in a court of law, is not directly or indirectly attributable to the Employee concerned.
- 1.5. After such consideration of the facts enumerated above, in case it is decided to promote him/ her, he / she shall be promoted on an adhoc basis in the next available vacancy after the expiry of the two years period from the date of charge sheet / filing of court case, if he / she is otherwise eligible for promotion. In case the departmental proceedings or court case has arisen out of investigation conducted by the CBI, adhoc promotion shall be given after taking the CBI's view into account. Such adhoc promotion shall be subject to the following two conditions:
  - i) The promotion is being made purely on adhoc basis and the adhoc promotion will not confer any right to the Employee for claiming regular promotion;
  - ii) The promotion shall be valid until further orders and the Bank reserves the right to cancel the adhoc promotion and revert him / her to the post from which he / she was promoted anytime.
- 1.6. If the Employee is exonerated from the charges of gross misconduct or honourably acquitted by the court, his / her promotion will be regularized from the date of his /her adhoc promotion. If the Employee is not honourably acquitted and acquitted on technical grounds, the adhoc promotion will be reviewed by the bank and appropriate decision will be taken. As a result, he / she will be reverted to his / her original cadre and the fitment should be given in the stage as if he / she had been continued in the same cadre to which he / she is reverted based on the decision taken by the Disciplinary Authority regarding the period of suspension. After such reversion, he/she may be considered for future promotion in the usual course as per the provisions of this Settlement.



## **2. WEIGHTAGE OF SERVICES FOR MERGED/AMALGAMATED TAKEN OVER BANKS**

In the case of employees of amalgamated /merged /taken over Banks, their services shall be determined by extending to them a weightage for their past service in the erstwhile Bank in the ratio of 1:1 meaning thereby that their entire service will be reckoned from the date of entry into the erstwhile Bank.

## **3. WEIGHTAGE OF SERVICE SENIORITY FOR AWARD STAFF EMPLOYEES BELONGING TO EX-SERVICEMEN CATEGORY**

- 3.1. In determining the service seniority of Ex-servicemen in the Bank for considering for promotions, a maximum of two years' weightage will be given on the basis of the past service in the Defence services in the ratio of 1:5 [i.e, for every completed five years of service in Defence services weightage of one year will be given subject to a maximum of two years]. The above weightage shall be given only once in the career to secure promotion from one cadre to another.
- 3.2. The above weightage will be given after the ex-servicemen have rendered at least three years of actual service in the Bank.

## **4. RESERVATION OF VACANCIES**

The reservation of vacancies shall be;

SCHEDULED CASTE: 15.00%  
SCHEDULED TRIBE: 7.50%

## **5. COMMUNICATION OF VACANCIES**

The Management will communicate to the All India Joint Committee (The Federation of Indian Bank Employees' Union and All India Allahabad Bank Employees' Co-ordination Committee), the vacancies in the Officer-JMG Scale I / Clerical cadre before the commencement of the promotion process.

## **6. GOVERNMENT GUIDELINES**

Any guidelines issued by the Government of India / Statutory Body from time to time in regard to promotion of Employees / extension of certain concessions for Employees belonging to SC/ST/ Person with Benchmark Disability, OBC, etc., as applicable will be followed.

## **PART - C**

### **SELECTION OF SPECIAL ASSISTANTS**

The Bank would make a maximum provision for 300 Special Assistant posts every year commencing from the year 2022-23. However, the number of Special Assistants in the Bank shall not exceed 1549 at any point of time.

Confirmed Clerical candidates who have put in 8 years of active Clerical Service as on the relevant date (as on the date of 01st April of the Financial Year (April-March) in which vacancies arise) shall be eligible to apply in response to the Circular issued in this regard.

The same shall be filled in the following manner:

- a) 50% of the Special Assistant Post shall be offered and filled on All India Seniority basis.
- b) 50% of the Special Assistant Post shall be filled on the basis of the State level Seniority of the Employees working in the respective States.

Special Assistant vacancies under State Seniority shall be arrived in proportion to the number of branches categorized under Scale II & above branches in the State.

Selection will be based on the clerical service seniority among the candidates who apply for the post and are found eligible.

Drop out vacancies, if any, shall be filled up from the list already prepared as detailed above within 6 months from the date of publication of result.

Duties to be performed by the Special Assistants will be as per the industry level Bi-Partite Settlement.

### **PAYMENT OF SPECIAL PAY FOR TEMPORARY PERFORMANCE OF DUTIES OF SPECIAL ASSISTANT**

In case of leave vacancy at a branch, the branch to assign duties of Special Assistant on temporary basis to the senior most clerical staff posted (other than on deputation) in the branch. Special Pay applicable for such duties on temporary basis shall be paid to the incumbent if the employee has performed the duty of special assistant for a minimum of three days in a month.

When an employee who is already drawing special pay either regularly or temporarily has been asked to perform duties carrying higher special pay, such incumbent will draw the difference of amount between the two during the relevant period



## **GOVERNMENT GUIDELINES**

Any guidelines issued by the Government of India / Statutory Body from time to time in regard to promotion of Employees / extension of certain concessions for Employees belonging to SC/ST/ Person with Benchmark Disability, OBC, etc., as applicable will be followed.

## **INTERPRETATION**

In respect of any difference or dispute in regard to the clarification on interpretation of any of the clauses in the Settlement, it will be mutually discussed and settled by the parties to this Settlement.

## **DURATION**

It is agreed by both the parties that this Settlement shall be valid for a period of three years and shall continue even thereafter until the Settlement is replaced by another mutually agreed Settlement.

