

Circular Letter No – HR/REC/2022-23/6

Date : 21.10.2022

To,

THE HEADS OF ALL BRANCHES/OFFICES IN JAIPUR CIRCLE
CC ESTABLISHMENTS IN GEOGRAPHICAL AREA OF JAIPUR CIRCLE

Dear Sir/Madam,

STAFF : AWARD
PROMOTION YEAR 2023-24
PROMOTION FROM CLERICAL TO JMGS-I
(TRAINEE OFFICER CHANNEL)
ONLINE EXAMINATION SCHEDULED TO BE HELD ON 01.01.2023 (SUNDAY)

Please refer to Corporate Centre e-Circulars Nos. CDO/P&HRD-IR/102/2015-16 dated 03.03.2016, CDO/P&HRD-CDS/77/2017-18, dated 28.12.2017 and CDO/STU-MNDTRY LEAR/3/2022-23 dated 01.07.2022.

2. It has been decided to conduct the online written examination for promotion year 2023-24 for promotion from Clerical Cadre to JMGS-I under Trainee officer channel in Online mode **(Objective and Descriptive)** on **01.01.2023** (Sunday) in Morning Session. Please arrange to send to your Controllers the particulars and recommendations of eligible employees in Clerical Cadre working at your Branch/Office on the enclosed proforma (Annexure-II) along with a copy of up-to-date service sheets on COS 392 and the Performance Appraisal Grades (Cohort Grades) for the year ended on **31.03.2021 & 31.03.2022** respectively. The eligibility criteria for the captioned promotion has been detailed in **Annexure - I**.

3. The date of eligibility for the promotion year 2023-24 will be **1st April, 2023**.

4. In this connection, it has been decided that employees who fulfill the eligibility criteria for the captioned promotion but do not find themselves well equipped to participate in the promotion exercise, may opt out of the promotion process for the concerned promotion year, at their volition by submitting an application in writing on the lines of **Annexure A** (please refer to e-circular No. CDO/P&HRD-IR/114/2011-12 dated 28.03.2012). Please, therefore, ensure that application for opt out (as per Annexure A) is collected from the candidates who do not wish to appear in the captioned examination and placed in their service file.

5. The examination will be conducted completely in online mode, where the objective tests will be conducted fully online followed by the descriptive test. The Questions of Descriptive Paper will appear on the computer screen and the candidates will be required to write the answers in the space provided in blank answer sheets to be provided by the IBPS. For pattern of written examination, please refer e-circular No CDO/P&HRD-IR/102/2015-16 dated 03.03.2016.

6. The number of vacancies for the above promotion will be determined by the Corporate Centre.

मानव संसाधन विभाग

Human Resources Department

स्थानीय प्रधान कार्यालय, तिलक मार्ग

Local Head Office, Tilak Marg,

0141-2256415

सी-स्कीम, जयपुर-302005

C-Scheme, Jaipur -302005

0141-2256417

7. In case a candidate belongs to Scheduled Caste/Scheduled Tribe/OBC category, please satisfy yourself by reference to the relative original certificate before incorporating information against item No. 10 of Annexure-II.

8. Please ensure to send the recommendations of the eligible employees to your Controllers latest by **10.11.2022** positively as the pre-examination training for eligible SC/ST candidates is to be completed before the online examination. If no employee is eligible for the captioned promotion, please send NIL statement. In case, name of any eligible employee is omitted, the responsibility for not submitting his/her particulars will rest with respective Branch Manager/Head of the Department.

9. In this connection, we advise that in order to adhere to the existing category-wise reservation policy as per Govt. of India guidelines, it is important to allot/generate correct roll number to the eligible candidate as per the category to which he/she belongs. Accordingly, utmost care has to be exercised by the dealing officials while compilation/feeding of data to mention the correct category code to which candidate belongs to. It may be impressed upon them that there should be no discrepancy in allotting the correct category code, as there will be no opportunity for us to verify the category after generating roll number. Hence adequate precautions need to be taken by the concerned official to ensure correct mentioning of category code in the data of the candidate.

10. It is pertinent to mention that incorrect/incomplete data provided by Administrative Offices may lead serious repercussion with regard to eligibility of the candidates. Therefore, we request you to instruct the concerned officials to exercise utmost care while submitting data with special emphasis on DOB, DOJ, Caste Category, CAIIB/JAIIB position, No of attempts, Channel Name (Viz. Merit/Normal cum Seniority/Both). The period of EOL/extended probation shall not be counted as eligible service for seniority and promotion.

11. The controllers are requested to send the names of all the eligible candidates in EXCEL File as per Structure given in Annexure-II in soft and hard copies thereof latest by **20.11.2022**. The centre-wise number of candidates may please be intimated to us by 10.11.2021 to enable us to advise Corporate Centre for booking of venues for online written test.

12. Please ensure meticulous compliance of these instructions.

Yours faithfully,

Sd/-
(Bhupendra Joshi)
Deputy General Manager & CDO

मानव संसाधन विभाग

Human Resources Department

स्थानीय प्रधान कार्यालय, तिलक मार्ग

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POLICY FOR PROMOTION FROM CLERICAL CADRE TO JMGS-I (TRAINEE OFFICER)

- (i) **Eligibility**: - All clerical cadre employees (excluding Record Keepers, Record Keepers-cum-Assistant (Cash), Godown Keepers, Bill Collectors and Assistant (Cash) promoted from Subordinate Cadre) fulfilling other eligibility criteria will be eligible to appear for the test for promotion as JMGS- I under Trainee Officer channel.
- (ii) **Acquiring Roles Based Certification & Mandatory e-Lessons are mandatory vide Corporate Centre e-Circular No. CDO/STU-MNDTRY LEAR/3/2022-23 dated 01.07.2022.**
- (iii) **Minimum Service**: **4 Years with JAIIB or
3 Years with CAIIB**
(for both General as well as SC/ST employees) as on 1st April of the promotion year (i.e. **01.04.2023**).
- (iv) **Minimum Qualification**: Graduation from a recognized university as on 1st April of the promotion year (i.e. 01.04.2023).
- (v) **Upper age limit**: - General candidates: not exceeding 40 years, SC/ST candidates: 45 years as on 1st April of the promotion year (i.e. 01.04.2023).
- (vi) **Number of chances**: - There will be 4 chances. A candidate may appear for the test 4 times or till he reaches the prescribed age limit, whichever is earlier.
- (vii) **Allocation of marks:-**
- | | | |
|-----|--|------------------|
| (a) | Written Test | 60 Marks |
| (b) | Performance Appraisal | 10 Marks |
| (c) | Additional Qualification (Courses and institutes recognized by AICTE/UGC viz. MBA, Diploma in Banking, Finance, HR, Business Management, Marketing, Treasury, Intermediate CA/ICWA | 05 Marks |
| (e) | Completion of 75 e - lessons | 05 Marks |
| (d) | Personal Interview | 20 Marks |
| | TOTAL | 100 Marks |
- (viii) **Qualifying Marks:-**
- (a) **Written Test**:- Minimum 65% for General Candidates and 60% for SC/ST candidates.
- (b) **Personal Interview**:- Minimum 40% for General candidates and 35% for SC/ST candidates (minimum 8 marks out of 20 for General candidates and 7 marks out of 20 for SC/ST candidates)
- (ix) **Vacancies**: - As sanctioned by Corporate Centre.
- (x) **Zone of Selection**: - Based on the performance in the written test, candidates will be called for interview in the ratio of 2 candidates for every vacancy in the descending order of merit. This will form the zone of selection.

IMPORTANT NOTE. The utmost care should be taken with regard to :-

- No of Attempts already availed.
- Service Eligibility Criteria (after reducing unauthorized/EOL period where applicable)
- Minimum and Maximum Age
- JAIIB/CAIIB Qualification (candidates are ineligible if they do not possess either of these qualification).
- Category of Candidates Viz SC/ST/OBC/GEN (to be verified from service file).
- Disciplinary/Vigilance Case Pending/Contemplated.

BRANCH/OFFICE/DEPTT.: _____

MODULE : _____

ROLL NO. : _____

PROMOTION TO TRAINEE OFFICERS: 2023-2024
RECOMMENDATIONS ON ELIGIBLE CANDIDATES

1. FULL NAME (IN CAPITAL LETTERS) :
(AS PER SERVICE SHEET)
2. P.F. INDEX NO. :
3. PRESENT DESIGNATION :
4. a) Date of Birth :
- b) Age (as on 1st April, 2023) : _____ Years _____ Months _____ Days
5. a) Date of Appointment in the Bank :
- b) Date of Appointment in Clerical Cadre :
6. a) Total Service as on 01.04.2023 : _____ Years _____ Months _____ Days
(IN CLERICAL CADRE)
- b) PERIOD OF EXTRA ORDINARY LEAVE
SANCTIONED ON LOSS OF PAY NOT COUNTED
FOR SENIORITY (PL GIVE DATES & PERIOD
OF EOL SANCTIONED) AND/OR PERIOD OF
SUSPENSION, IF TREATED AS SUCH : _____ Years _____ Months _____ Days
(AVAILED UPTO 01.04.2023)
- c) NET LENGTH OF SERVICE IN
CLERICAL CADRE (AS ON 01.04.2023) : _____ Years _____ Months _____ Days
7. Educational Qualifications : _____
(As on 01.04.2023)
8. Position of CAIIB : JAIIB/CAIIB, DATE OF RESULT : _____
9. Additional Qualifications
(Courses and institutes recognised by AICTE/UGC) :
(Viz. MBA, Diploma in Banking, Finance,
HR Business Management, Marketing, Date of Result :
Treasury, Intermediate CA/ICWA
10. Whether the employee belongs to SC/ST/OBC: **SC/ST/OBC/GEN**
Category. If yes, please state the correct
Category (copy of Caste Certificate must
be enclosed)
11. Whether the employee belong to PWD, if yes : **OH/HI/VI**
Please mention sub category
12. Whether the service of scribe is required YES/NO
13. Whether Extra time is required YES/NO
14. Whether the employee is an ex-serviceman : YES/NO
(the relevant guidelines in this regard to
be followed).
15. Total Number of Chances availed :
(up-to Promotion Year 2022-2023)
(Please do not leave this column Blank.
If not availed any chance, 0 must be fill.)
16. E - MAIL ID :
(SHOULD NOT BE LEFT BLANK)
17. MOBILE NO.

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(SHOULD NOT BE LEFT BLANK)
18. BANK :
(Write the Name of the Bank e.g. SBI/SBS/SBIn/SBM/SBP/SBBJ/SBT/SBH/BMB

Signature of Employee

Contd.....2....

19. Whether the employee has been given any adverse Remarks. If so, please give details thereof :
- I. Whether any disciplinary action is contemplated against him/her for an offence amounting to fraud, misappropriation of money, forgery or any other act which prima facie amounts to criminal misconduct. :
 - II. If so, please furnish details of the offence :
 - III. In the above case, if the employee has been charge-sheeted/advised in writing, please furnish the date of charge sheet/advice. :
 - IV. If the employee has been charge-sheeted for an offence other than criminal mis-conduct, please advise the date of the charge sheet and details of the offence :
 - V. Was the employee reverted as a measure of disciplinary action? (Please furnish date and details of misconduct) :
 - VI. Please give specific comments on his/her work and Conduct after reversion. :
 - VII. Whether his increments(s) has/have been stopped as a measure of disciplinary action? If so, give particulars. :
20. Marks given in the Performance Appraisal Report for the last 3 Years.

YEAR	COHORT GRADE	REMARKS
31.03.2021		
31.03.2022		
31.03.2023		To be intimated after 01.04.2023

(PLEASE ENCLOSE ATTESTED PHOTOCOPIES OF SERVICE SHEET & PRINTOUT OF COHORT GRADES FROM HRMS)

21. **Whether Role Based Certification acquired & Mandatory E Lessons have completed (For eligibility for above promotion acquiring Role Based Certification & completion of Mandatory E Lessons are essential)** : YES/NO
22. General Remarks, if any :
23. Work Experience (indicate specifically all desks on which employee has worked) :

Verified and scrutinized thoroughly the particulars filled in the format and certified that no disciplinary action is contemplated/pending against the said employee and he/she is eligible for consideration for promotion to JMGS-I for the promotion year 2023-24 under "Trainee Officer Channel" as per Bank's extant instructions.

Place :
Date :

Branch Manager/
Head of the Department

Note - <u>Has candidate completed all mandatory 75 e-lessons as on 01.04.2023 ?</u> Yes / No (These 75 e – lessons carry weightage of 5 marks)
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FOR USE AT AO/RBO

The above recommendations have been scrutinised and it is confirmed that no disciplinary action is contemplated/pending against the said employee and he/she is eligible for consideration for promotion to JMGS-I for the promotion year 2023-24 under "Trainee Officer Channel" as per Bank's extant instructions and there is nothing which renders him/her ineligible.

Place :
Date :

Controlling Authority

**PROFORMA FOR ADVISING DETAILS OF CANDIDATES IN SOFT AND HARD COPY
(TO BE SUBMITTED ONLY FOR CANDIDATES ELIGIBLE IN ALL RESPECTS)**

**PROMOTION YEAR 2023-24
PROMOTION FROM CLERICAL TO JMGS-I
(TRAINEE OFFICER CHANNEL)
FILE STURCUTRE: EXCEL FILE FORMAT ONLY**

**FILE NAME : XXXTO21 (e.g. AO1/AO 2/AO3/AO4/AO5/AO6/LHO/CC etc.
XXX – FIRST THREE/FOUR CHARACTER OF AO/BRANCH etc.)**

S.NO.	FIELD NAME	TYPE	LENGTH	FIELD DESCRIPTION
1	SRNO	NUMERIC	4	SERIAL NUMBER
3	CHANCE	NUMERIC	2	0/1/2/3/4 (NO. OF CHANCES AVAILED UPTO PROMOTION YEAR 2022-23)
4	BANK	CHARACTER	5	SBI/SBS/SBIN/SBP/SBM/SBBJ/SBT/SBH/BMB
5	TITLE	CHARACTER	5	NAME TITLE (SHRI/SMT/MS)
6	NAME	CHARACTER	50	NAME OF THE EMPLOYEE – (IN CAPITALS)
7	SEX	CHARACTER	1	M – MALE, F – FEMALE
8	DOB(DD-MM-YYYY)	DATE		DATE OF BIRTH (e.g. 24-11-1959)
9	PFINDEX	NUMERIC	7	PF INDEX
10	CATEGORY	CHARACTER	3	SC/ST/OBC/GEN
11	PWD	CHARACTER	2	MENTION OH/VI/HI
12	SCRIBE	CHARACTER	1	Y/N
13	EXTRA TIME	CHARACTER	1	Y/N
14	DOJ(DD/MM/CCYY)	DATE		DATE OF JOINING <u>IN CLERICAL CADRE</u> (e.g. 24-11-1959)
15	CAIIB	CHARACTER	1	C FOR CAIIB, J FOR JAIIB
16	EXS	CHARACTER	1	Whether Ex-serviceman or not (Y or N)
17	EXS_EXEMPT	CHARACTER	1	If Candidate is Ex-Servicemen & eligible for benefit of 2 years service concession as per policy (Y or N)
18	MOBILE	NUMERIC	10	Ten digit Mobile No. of Candidate
19	EMAIL	CHARACTER	50	Candidate's Email
20	VIGILANCE	CHARACTER	1	If Disciplinary Action pending/contemplated : Y, else N
21	REMARKS	CHARACTER	100	
22	PRESENT DESIGNATION	CHARACTER	15	PRESENT DESIGNATION OF EMPLOYEE
23	YR	NUMERIC	2	AGE : NO. OF YEARS
24	MTH	NUMERIC	2	AGE : NO. OF MONTHS
25	DAY	NUMERIC	2	AGE : NO. OF DAYS
26	QUAL	CHARACTER	15	EDUCATIONAL QUALIFICATION
27	ADDQUAL AS ON 01.04.2023	CHARACTER	25	ADDITIONAL QUALIFICATION VIZ. MBA, DIPLOMA IN BANKING, FINANCE, HR, BUSINESS MANAGEMENT, MARKETING, TREASURY, INTERMEDIATE CA/CWA
28	DATE_APPNT(DD-MM-YYYY)	DATE	10	DATE OF APPOINTMENT IN THE BANK (e.g. 24-11-1959)
29	DESG_APPTT	CHARACTER	15	DESIGNATION AT THE TIME OF JOINING BANK SERVICE LENGTH (COMPLETED) IN CLERICAL CADRE
30	SERLNGTH	NUMERIC	2	AS ON 01.04.2023 AFTER DEDUCTING SERVICE NOT TO BE COUNTED FOR SENIORITY i.e. PERIOD OF SUB LEAVE/EXTRAORDINARY LEAVE/ UNAUTHORISED ABSENCE
31	PRS_BR	CHARACTER	25	PRESENT PLACE OF POSTING
32	ELIGBLE	CHARACTER	1	WHETHER ELIGIBLE (MENTION Y/N)
33	ROLE BASED CERT & MAND LESSIONS	CHARACTER	3	YES/NO
34	REGION	NUMERIC	1	FEED REGION NO e.g. 1, 2, 3 etc.
35	AO	CHARACTER	5	FEED AO-1/AO-2/AO-3/AO-4/AO-5/AO-6/LHO/CC ETC
36	ROLE BASED CERT	CHARACTER	3	YES/NO

CERTIFIED THAT ABOVE PARTICULARS HAVE BEEN SCRUTINISED AND ARE CORRECT.

MANAGER/CHIEF MANAGER (HR)

ASSTT.GEN.MANAGER/DY.GEN.MANAGER

(Format of letter to be given by eligible employees who do not propose to take part in the Promotion Process, to their respective controllers and is to be submitted against acknowledgement)

From : _____

To
The _____
(Departmental/Branch Head)
State Bank of India,

Dear Sir,

STAFF : AWARD
PROMOTION FROM CLERICAL TO JMGS-I
UNDER TRAINEE OFFICER CHANNEL
INTIMATION REGARDING OPTING OUT OF PROMOTION PROCESS
FOR THE PROMOTION YEAR : 2023-2024
HRMS No _____

I advise that I am aware of the provisions of the promotion policy in force for promotion to Officer Cadre in JMGS-I under Trainee Officer Channel. After due consideration, I hereby intimate that I am opting out of the said promotion process for the promotion year 2023-2024.

Yours faithfully,

(Signature)
Name :
Designation :
Branch/Office:

Date :