

To
THE HEADS OF ALL BRANCHES/
OFFICES IN DELHI CIRCLE

Dear Sir/Madam,

STAFF : AWARD
POLICY FOR PROMOTION FROM CLERICAL TO JMGS-I
TRAINEE OFFICER CHANNEL: PROMOTION YEAR 2024-2025
TENTATIVE DATE OF ONLINE EXAMINATION ON 07.01.2024 (SUNDAY)-MORNING

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, CDO/P&HRD-CM/63/2022-23, dated 10.01.2023 & CDO/STU-MNDTRY LEAR/2/2023-24, dated 28.07.2023.

2. It has been decided to conduct the online/written examination for promotion year 2024-25 for promotion from Clerical Cadre to JMGS-I under Trainee officer channel in **Online mode (Objective) and Descriptive**. The tentative date of examination is 07.01.2024 (Sunday-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) alongwith a copy of up-to-date service sheets. The eligibility criteria for the captioned promotion has been detailed in Annexure-I.

3. The date of eligibility for the promotion year 2024-2025 will be **1st April, 2024**.

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(ANNEXURE-'A') from the promotion exercise is collected from the candidates who do not wish to appear in the online/written examination.**

5. The objective test will be conducted in online mode only. The Questions of Descriptive Paper will appear on the computer screen and the answers will have to be written by the candidates (pen paper mode) on the answer sheet provided to them.

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

7. **In case a candidate belongs to Scheduled Caste/Scheduled Tribe/OBC/PwBD Category (Persons with Benchmark Disabilities), 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 (including opted out candidates) to your Controllers latest by **10.10.2023**.** If you have no names to recommend, 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.

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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 may be noted here that in the promotion exercises held in previous year, the data provided by some Administrative Offices was incorrect and the corrected data was advised to us in very late stage of the exercise. This has been viewed seriously by the Top Management as any discrepant data can cause serious complications in the promotion exercise. We, therefore, request you to instruct the concerned officials to exercise utmost care while submitting data with special emphasis on DOB, DOJ, Date of previous promotions and caste category.**

11. **The controllers are requested to fill the data in Online Portal of all eligible candidates (including opted out) latest by 18.10.2023.**

12. The Roll Numbers & venue of the examination will be advised to you in due course.

13. **Please ensure meticulous compliance of these instructions.**

Yours faithfully,

sd/-
(Ajeet)
Dy. General Manager & CDO
for Chief General Manager

POLICY FOR PROMOTION FROM CLERICAL CADRE TO 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 Trainee Officer.
- (ii) **Acquiring Roles Based Certification & Mandatory E-Lessons** are mandatory vide Corporate Centre Circular No. CDO/STU-MNDTRY LEAR/2/2023-24, dated 28.07.2023.
- (iii) **Minimum Service:** **4 Years with JAIIB or
3 Years with CAIIB**
(for both General as well as SC/ST/PwBD employees) as on 1st April of the promotion year (i.e. 01.04.2024).
- (iv) **Minimum Qualification:** - Graduation from a recognised university as on 1st April of the promotion year (i.e. 01.04.2024).
- (v) **Upper age limit:** - General candidates: not exceeding 40 years, SC/ST/PwBD candidates: 45 years as on 1st April of the promotion year (i.e. 01.04.2024).
- (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 recognised 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 60% for General Candidates and 50% for SC/ST/PwBD candidates.
- (b) **Personal Interview:-** Minimum 40% for General candidates and 35% for SC/ST/PwBD candidates (minimum 8 marks out of 20 for General candidates and 7 marks out of 20 for SC/ST/PwBD 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 unauthorised absence/EOL period, wherever applicable)
- **Minimum and Maximum Age**
- **JAIIB/CAIIB Qualification (CANDIDATES ARE IN-ELIGIBLE IF THEY DO NOT POSSES EITHER OF THESE QUALIFICATION).**
- **CATEGORY OF CANDIDATE VIZ. - SC/ST/OBC/PwBD/GENERAL**
- **Disciplinary/Vigilance Case Pending/Contemplated**

BRANCH/OFFICE/DEPTT.: _____

MODULE : _____

ROLL NO. : _____

PROMOTION TO TRAINEE OFFICERS: 2024-2025
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, 2024**) : _____ Years _____ Months _____ Days
5. a) Date of Appointment in the Bank : _____
- b) Date of Appointment in Clerical Cadre : _____
6. a) Total Service as on 1.4.2024 : _____ 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 1.4.2024)
- c) NET LENGTH OF SERVICE IN CLERICAL CADRE (AS ON 1.4.2024) : _____ Years _____ Months _____ Days
7. Educational Qualifications : _____
 (As on **1.4.2024**)
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, Treasury, Intermediate CA/ICWA **Date of Result :** _____)
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 PwBD, if yes : **OH/HI/VI/D&E**
 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 Last Promotion Year 2023-2024)
(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. | | | | | | | | | | |
|----------------|--|--|--|--|--|--|--|--|--|--|
- (SHOULD NOT BE LEFT BLANK)**
18. BANK : _____
 (Write the Name of the Bank e.g. **SBI/SBS/SBIIn/SBM/SBP/SBBJ/SBT/SBH/BMB**)

OPTED FOR PROMOTION : YES/NO

Signature of Employee

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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 chargesheet/advice. :

IV. If the employee has been charge-sheeted for an offence: other than criminal mis-conduct, please advise the date of the chargesheet 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. 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

21. General Remarks, if any :

22. Work Experience (indicate specifically all desks on which employee has worked) :

Verified and scrutinised 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 captioned exercise under "Trainee Officer Channel" as per Bank's extant instructions.

Place :
Date :

**Branch Manager/
Head of the Department**

Note -	Has candidate completed all mandatory 75 e-lessons ?	Yes / No
	(These 75 e – lessons carry weightage of 5 marks completed upto 31.03.2024)	

FOR USE AT ZONAL OFFICE/LOCAL HEAD OFFICE

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 captioned exercise under "Trainee Officer Channel" as per Bank's extant instructions and there is nothing which renders him/her ineligible.

Place :

Controlling Authority

Date :

(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
PROMOTIONS TO OJMGS-I
UNDER TRAINEE OFFICER CHANNEL
INTIMATION REGARDING OPTING OUT OF PROMOTION PROCESS
FOR THE PROMOTION YEAR : 2024-2025
P.F. Index 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 2024-2025.

Yours faithfully,

(Signature)
Name :
Designation :
Branch/Office:

Date :