

**PUNJAB NATIONAL BANK**

**HUMAN RESOURCES DEVELOPMENT DIVISION**

HO: 7, Bhikhaiji Cama Place, New Delhi – 110 066.

**HRDD  
CIR NO. 271**

**Dated: 18.07.2005**

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**TO ALL OFFICES**

**HRD DIVISION CIRCULAR NO. 271**

-	<b>LAST DATE FOR RECEIPT OF APPLICATION</b>	<b>20.08.2005</b>
-	<b>WRITTEN TEST TO BE HELD ON</b>	<b>18.09.2005</b>

**REG: SELECTION OF OFFICERS IN JMG SCALE-I**

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In terms of Settlement signed on 29.10.1998 between the Bank and the All India Punjab National Bank Employees' Federation during the course of Conciliation proceedings regarding the Policy and Procedure concerning Promotion of Clerks and Special Assistants as Officer and Direct Recruitment of Officer and related matters, which was circulated to all offices vide Personnel Division Circular No.1643 dated 30.10.1998 and subsequent amendments from time to time, applications are hereby invited from Employees in Clerical cadre including Special Assistants for promotion as Officer in JMG Scale I.

2. The Bank has further reduced the minimum eligibility criteria, as circulated vide HRD Division Circular No.269 dt.18.07.2005. All candidates should fulfil the eligibility criteria in terms of the Circular stated above.

**ELIGIBILITY CRITERIA:**

- Must have passed Matriculation Examination.
- Minimum of **three years service in Clerical Cadre for General Candidates and two years service for SC/ST Candidates** as on the last date of receipt of applications i.e. 20.08.2005.

Contd...2/

- Must possess at least **06 priority marks for General Candidates and 04 priority marks for SC/ST Candidates** as on 1.1.2005 computed as per procedure laid down in the Settlement dated 1.11.1988 read with modifications effected from time to time.

3. In terms of clause 9(c) of Settlement signed on 29.10.1998, Reservations or Relaxations/concessions, if any, for Scheduled Caste and Scheduled Tribe employees in such promotions, shall be the same as advised as a policy by the Govt. of India for implementation by the Public Sector Banks from time to time. Ministry of Finance(Banking Division), Govt. of India, New Delhi vide their letter dated 09.11.2000 have advised that Relaxations/concessions in matter of promotion for candidates belonging to SCs/STs by way of lower qualifying marks, lesser standards of evaluation that existed prior to 22.07.1997 are now restored.

4. THE WRITTEN TEST FOR SELECTION OF OFFICERS IN JMG SCALE-I HAS BEEN SCHEDULED TO BE HELD ON **SUNDAY 18.09.2005**. GUIDELINES FOR THE INFORMATION OF THE CANDIDATES APPEARING IN THE WRITTEN TEST FOR SELECTION OF OFFICERS WILL BE CIRCULATED SEPARATELY.

5. In case of an employee who is debarred from officiating/posting as Special Assistant shall also be debarred from officiating/promotion as Officer in JMG Scale-I.

6. In respect of workman employees of erstwhile New Bank of India the eligibility criteria for determining the length of service for promotion from Clerical Cadre to Officer Cadre as well as Priority Marks will be as above read with Notification dated 8th December, 1993 issued by the Central Government which reads as under:-

"The procedure for computation of years of service rendered in the transferor bank for the purpose of determining the minimum length of service for promotion from Subordinate Cadre to Clerical Cadre as also from the Clerical Cadre to Officer Cadre and also for the purpose of posting in the posts carrying special allowance, shall be computed in the ratio of 2:1, that is, two years of service in transferor bank as equivalent to one year of service in the transferee bank. For this purpose, total service in the respective cadre of the Workman employees, that is, Clerical or sub-staff in which the official is placed at the time of transfer, shall be reckoned but fractions of a month shall be ignored. For example, if a workman employee has rendered two years and nine months service in the Clerical/Sub-Staff Cadre, as the case may be, in the transferor bank at the time of amalgamation with transferee bank, it shall be reckoned as equal to one year and four months service in the Clerical or Sub-staff Cadre, as the case may be in the transferee bank."

contd...3/-

**Further, the seniority of employees of erstwhile Nedungudi Bank Ltd. will be determined in terms of HRD Circular No.131 dated 07.02.2003.**

## **7. SELECTION PROCEDURE**

Employees in Clerical Cadre (Except Special Assistants) will be subjected to Two Papers of 100 Marks each comprising of:-

### **PAPER-I**

-Knowledge of Banking Routine, Deposit Mobilisation Schemes, Customer Service, Priority Sector, Special Credit Schemes, Conventional Loans, Loan Documentation and Practice & Law of Banking.

### **PAPER II**

- Accountancy , Economics and General Knowledge.

8. Special Assistants will, however, be required to take the First Paper only.

(This will be applicable only in the case of those Special Assistants who are posted as such, on or before the last date prescribed for receipt of applications. In case of others who are posted as Special Assistants after last date for receipt of applications, they will have to appear in both the papers.)

9. The Written Test will be of Objective Type. The Information Handout regarding the Written Test will be circulated separately. The question paper will be bilingual, i.e. Hindi and English. The qualifying marks for General Category candidates will be 40 marks in each paper and for SC/ST candidates, the qualifying marks will be 30 in each paper.

10. The process of interview has been dispensed with in respect of promotion through the process of selectivity through written test as informed vide HRD Circular No.82 dt.23.05.2002. The candidates qualifying the written test shall be awarded marks for qualification and service as under:

<b>i)</b>	<b>Qualification</b>	<b>Marks</b>
a)	For Graduation	06
b)	For Post Graduation (Admissible one PG degree only)	02
c)	For commerce at Inter/graduation/ post-graduation level	02
d)	For CAIIB Part-I/JAIIB	06
e)	For CAIIB	09
f)	For ICWA/CA	06

**Maximum marks under this head not to exceed 25.**

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ii) **SERVICE**

One mark for each completed year of service up to 10 years of service and 1-1/2 marks for each completed years of service beyond 10 years with a maximum of 25. Leave without pay and period of unauthorized absence shall be deducted from total length of service only in such cases where increments have also been deferred for such period of leave on loss of pay and/or unauthorized absence.”

11. The final merit list of the candidates will be prepared on the basis of aggregate marks obtained by them, as prescribed in the settlement, in three parameters namely Written test, Qualification and Service.

12. **PROBATION**

Selected candidates will be on probation for a period of one year.

13. Neatly typed or hand-written applications, in duplicate, with complete information required as per Proforma enclosed, should reach respective Regional Managers/Asstt. General Manager (in case of Head Office Divisions) through proper channel latest by **20.08.2005**.

14. Incomplete applications are liable to be rejected without further reference.

**ASSTT. GENERAL MANAGER**

Encl: As Above.