

PUNJAB NATIONAL BANK

HRD CIR. NO. 301

**HUMAN RESOURCES DEVELOPMENT DIVISION
HO: 7, Bhikhaiji Cama Place, New Delhi - 110 066.**

Date: February 20, 2006

**LAST DATE FOR RECEIPT OF
APPLICATIONS 04.03.2006**

TO ALL OFFICES

H.R.D. DIVISION CIRCULAR NO. 301

- Reg: - Selection of Managers from JMG Scale-I to MMG Scale-II through Channel-I (Interview) - 12th Selection**
- Selection of Sr. Managers from MMG Scale-II to MMG Scale-III through Channel-I (Interview) - 12th Selection .**
 - Selection of Chief Managers from MMG Scale-III to SMG Scale-IV through Channel-I (Interview) - 11th Selection .**

Promotions from JMG Scale-I to MMG Scale-II, from MMG Scale-II to MMG Scale-III and from MMG Scale-III to SMG Scale-IV through Channel-I (Interview) are governed by the Promotion Policy circulated vide Personnel Division Circular No. 1271 dated 21.3.1991, HRD Circular No.231 dt.01.01.2005 and other amendments made from time to time.

Applications are invited from officers in JMG Scale-I, Managers in MMG Scale-II and Sr. Managers in MMG Scale-III, who fulfill the eligibility criteria, for promotion to MMG Scale II, MMG Scale-III and SMG Scale-IV respectively under Channel-I (Interview).

LAST DATE FOR RECEIPT OF APPLICATIONS UNDER THIS CHANNEL WILL BE 04.03.2006.

ELIGIBILITY

A. FOR PROMOTION FROM JMG SCALE-I TO MMG SCALE-II

The eligibility criteria for submitting applications under Channel- I (Interview) are as under :-

In terms of Government guidelines, Officers in JMG Scale-I (Main Stream Officers) will be eligible for promotion to MMG Scale II provided they have put in

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two years of service in a Rural Branch. However, the Officers who are otherwise eligible for promotion in terms of eligibility criteria but could not complete the requisite rural experience may be considered for promotion subject to the stipulation that such Officers if approved would be immediately posted in Rural Branches for requisite number of years and under no circumstances will they be allowed by the Bank to shift to other areas before they complete the tenure of rural posting. The individual officer shall furnish an undertaking to this effect while applying for promotion to MMG Scale-II.

All Officers who have completed 10 years of service in JMG Scale-I as on 01.10.2005 shall be eligible to apply. Officers placed in JMG Scale-I up to **30.09.1995** are therefore eligible to apply for the present selection.

B. FOR PROMOTION FROM MMG SCALE-II TO MMG SCALE-III

The eligibility criteria for submitting application under Channel- I (Interview) is as under :-

Under this Channel, all Officers who have completed 5 years of service in MMG Scale-II as on 01.10.2005 shall be eligible to apply. Officers placed in MMG Scale-II up to **30.09.2000** are therefore eligible to apply for the present selection.

C. FOR PROMOTION FROM MMG SCALE-III TO SMG SCALE-IV

The eligibility criteria for submitting application under Channel- I (Interview) is as under: -

Under this Channel, all Officers who have completed 5 years of service in MMG Scale-III as on 01.10.2005 shall be eligible to apply. Officers placed in MMG Scale-III up to **30.09.2000** are therefore eligible to apply for the present selection.

Any Officer/Manager who meets the above criteria will be eligible provided he/she is not disqualified/debarred for promotion to MMG Scale-II/Scale-III or SMG Scale-IV on account of :

- a) PAF Rating for the year 2004-05 being **Unsatisfactory**.

OR

- b) Imposition of penalty in terms of promotion policy and debar is in force as on the date of this circular.

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OR

- c) Already debarred on account of absence in interview/non-selection/reversion/refusal for promotion and the debar period is in force till 01.10.2005.

To determine the eligibility for promotion, the length of service of the officer of erstwhile NBI/NBL as on 01.10.2005 shall be computed in terms of Clause 4(b) (ii) of the Notification dt.8th December, 1993 issued by the Central Govt. in consultation with Reserve Bank of India and HRD Circular No.131 dt.07.02.2003.

Please note that Call Letter will not be issued unless the candidate furnishes unconditional undertaking as per Proforma enclosed with the application form to be submitted by the candidate.

Selection Parameters

The weightage to selection parameters viz. Performance Appraisal, Branch Experience and Interview shall be assigned in terms of Promotion Policy guidelines circulated vide HRD Circular No.231 dt.01.01.2005.

Marks for branch experience shall be calculated as on 01.10.2005.

GENERAL INSTRUCTIONS

Officers who wish to apply for consideration of their promotion to MMG Scale-II/ Scale-III/SMG Scale-IV under Channel-I (Interview) should send their applications in duplicate with complete information as per the enclosed Proforma to their respective Zonal Managers under copy to the concerned Senior Regional Managers. These applications should be entered in HRMS immediately on receipt by HRD section at each Zonal Office. The candidates belonging to Head Office Divisions should send their applications in duplicate to their Divisional/Departmental Chiefs for onward submission to Chief, H.R.D. Division, HO under copy to their respective Divisional heads.

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Any application received after the last date is liable to be rejected. Candidates are advised in their own interest to apply early enough to ensure the timely receipt of their applications. Incomplete applications will be rejected without any further reference.

The PAFs for the years 2002-03, 2003-04 and 2004-05 will be taken into consideration. Officers are advised to ensure that they have submitted their PAFs for the above-mentioned period.

This circular is being placed in the website for ready reference of the candidates at the following address:

Pnbhrdd.tripod.com

We wish all the aspirants a bright career ahead.

DY. GENERAL MANAGER

PROFORMA (TO BE SUBMITTED IN DUPLICATE)

CHANNEL - I (INTERVIEW)

APPLICATION FOR SELECTION OF OFFICERS FROM JMG SCALE-I TO MMG SCALE II/MMG SCALE-II TO MMG SCALE-III/MMG SCALE-III TO SMG SCALE-IV – STRIKE OUT WHICHEVER IS NOT APPLICABLE

EMPLOYEE ID NO. (PF NO.)	BRANCH /OFFICE WHERE PRESENTLY WORKING	REGION TO WHICH BRANCH/OFFICE IS ATTACHED	ZONE	STATE

01. NAME IN FULL : _____

02. AGE: _____ 03. DATE OF BIRTH _____

04. PRESENT DESIGNATION _____ BASIC PAY : RS. _____

05. DATE OF JOINING THE BANK _____

06. DATE OF PLACEMENT IN SCALE _____
& NO. OF YEARS OF SERVICE IN
SCALE AS ON 01.10.2005 _____

07. G.B.P.A. NO. _____

08. SL.NO. IN SENIORITY LIST _____
As on 01.07.2005.

09. EDUCATIONAL / PROFESSIONAL QUALIFICATIONS INCLUDING CAIIB
(GRADUATION ONWARDS)

Examination passed	Year of passing	Division	Subjects studied

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10. EXPERIENCE IN THE BANK (FULL PARTICULARS OF YOUR SERVICE IN OFFICER CADRE MUST BE FURNISHED)

Designation	Branch Office	Period From	To	Nature Of Duties	Branch Status (Rural/SU/Urban/Metro)
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(Please indicate separately the details of branches where you have worked)

11. Please indicate in case you have been considered and called for interview for promotion to MMG Scale-II/III/SMG-IV in our earlier Selections details of which are given below:

Please specify correctly YES/NO as applicable

- | | |
|--|--------|
| i.) 1st Selection held in 1991 | YES/NO |
| ii. 2nd Selection held in 1992 | YES/NO |
| iii. 3rd Selection held in 1993 | YES/NO |
| iv 4th Selection held in 1997 | YES/NO |
| v. 5th Selection held in 1998 | YES/NO |
| vi. 6th Selection held in 1999 | YES/NO |
| vii. 7th Selection held in 2000 | YES/NO |
| viii 8 th Selection held in 2001 | YES/NO |
| ix 9 th Selection held in 2003 | YES/NO |
| x 10 th Selection held in 2004 | YES/NO |
| xi 11 th Selection held in 2005 | YES/NO |
| 12. Are you under Suspension | YES/NO |
| 13 Is any charge sheet pending against you ? If yes, please give details | YES/NO |

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14. Have you been imposed Major/Minor Penalty during the preceding 3 years, If yes, please give detail YES/NO
15. Have you ever been debarred for promotion to MMG Scale II/III/SMG-IV (If yes, give details) YES/NO
- 16.a DO YOU BELONG TO THE CATEGORY OF SC/ST/PH YES/NO
(If yes, please enclose a copy of the Certificate issued by the Competent Authority i.e. Caste/Disability Certificate).
- b. Have you undergone Pre-promotion training for SC/ST Officers on earlier occasions ? YES/NO
(If yes please mention month/year)
17. Any health problem which may affect your mobility ? YES/NO

The above particulars given are true to the best of my knowledge. I understand my application is liable to be rejected in case any of the above information is not found correct.

I confirm that I have furnished the unconditional undertaking regarding rural/semi urban branch posting on the prescribed format and enclosed the same with this application.

DATE: _____

PLACE: _____

SIGNATURE

INFORMATION TO BE FILLED BY REGIONAL OFFICE/ZONAL OFFICE/HO

1. AWARDS & PUNISHMENTS :

A. AWARDS

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B. PUNISHMENTS/DISCIPLINARY ACTION CASE SINCE THE DATE OF JOINING

Date of C.Sheet	Details of punishment Particulars	Type	Date	Disciplinary Authority
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2. VIGILANCE CASE

3. TRAINING UNDERGONE

Designation	Training	Name of Institution	Duration
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We confirm that the officer is eligible for promotion to MMG Scale-II/III/SMG Scale-IV in terms of Promotion Policy circulated vide PD Circular No.1271 and HRD Circular No.231 dt.21.03.1991 and 01.01.2005 respectively for the current selection. Further, all the particulars furnished by the candidates have been verified and found correct including the particulars relating to educational qualification, branch experience, rural/semi-urban branch experience and eligibility/or the following information which have not been found correct along with the correct information is furnished below:

**SR.MANAGER(STAFF)/MANAGER (ESTB)
ZONAL OFFICE/HO**