

PUNJAB NATIONAL BANK

HRD CIR. NO. 302

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

Date: 20.02.2006

**LAST DATE FOR RECEIPT OF
APPLICATIONS 18.03.2006**

TO ALL OFFICES

H.R.D. DIVISION CIRCULAR NO. 302

Reg: Selection of Officers from Junior Management Grade Scale I to Middle Management Grade Scale II through Channel-II (Written Test) & Channel-III (Fast Track), from MMG Scale-II to MMG Scale-III (Channel-II) - 12th Selection and MMG Scale-III to SMG Scale-IV (Channel-II) written test Channel - 11th Selection.

The promotions from JMG Scale-I to MMG Scale-II, MMG Scale II to MMG Scale III and MMG Scale III to SMG Scale IV are governed by Promotion Policy circulated vide Personnel Division Circular No. 1271 dated 21.3.1991 read with HRD Circulars No.231 dt.01.01.2005 & 245 dt. 30.03.2005.

All other terms and conditions of Promotion Policy guidelines shall remain in force.

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

LAST DATE FOR RECEIPT OF APPLICATIONS UNDER THIS CHANNEL WILL BE 18.03.2006.

THE DATE OF WRITTEN TEST WILL BE COMMUNICATED SEPARATELY.

Cont. 2/

ELIGIBILITY

S.No.	Promotion	Channel	Qualification	Remarks
01.	JMG Scale I to MMG Scale II	III	CAIIB(both parts)/MBA/CA/MCA/BE/B.Tech /ICWA as on 01.10.2005	Minimum 3 years of Service in JMG Scale-I as on 01.10.2005
		II	---	Minimum 6 years of service in JMG Scale I as on 01.10.2005
02.	MMG Scale II to MMG Scale III	II	----	Minimum 4 years of service in MMG Scale II as on 01.10.2005
03.	MMG Scale III to SMG Scale IV	II	----	Minimum of 4 years of service in MMG Scale III as on 01.10.2005

An officer who fulfils the above eligibility criteria may apply for the respective selection provided he/she is not disqualified/debarred for promotion as under:-

- 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.

OR

- c) Already debarred on account of reversion/refusal of promotion and the debar period is in force till 1st October, 2005.

In case the officer is eligible for promotion to MMG Scale-II under both channels and wants to be considered for both, he/she should apply separately for each channel.

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/or HRD Circular No.131 dt.07.02.2003.

Selection Parameters

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

PERFORMANCE APPRAISAL

The PAF's for the years 2002-2003, 2003-2004 and 2004-2005 will be taken into consideration. Officers are advised to ensure that they have submitted their PAFs for the above-mentioned period.

WRITTEN TEST

The written test will be in two parts, each part carrying 50 marks. The questions will be objective type. The syllabus for written test under all channels has already been circulated vide HRD Circular No. 231 dated 01.01.2005.

INFORMATION HANDOUT FOR THE WRITTEN TEST FOR CHANNEL-II & III WILL BE SENT SEPARATELY

GENERAL INSTRUCTIONS

Officers who wish to apply for consideration of their promotion to MMG Scale II under Channel-II/III, MMG Scale II to MMG Scale III and MMG Scale III to SMG Scale IV (under Channel II) should send their applications in duplicate with complete information as per the enclosed Proforma to the Zonal Manager under copy to Regional Manager. The

-4-

officers working in Head Office Divisions should send their applications in duplicate to their Divisional/Departmental Chiefs for onward submission of one copy to Chief (HRD), H.R.D. Division, HO.

Any application received after the last date is liable to be rejected. Officers 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.

We wish all the aspirants a bright career ahead.

DY. GENERAL MANAGER

PROFORMA FOR WRITTEN TEST/FAST TRACK IN TERMS OF HRD
CIRCULAR NO. 302 DATED 20.02.2006
 (to be submitted in duplicate)

APPLICATION FOR PROMOTION FROM :

JMG SCALE I TO MMG SCALE II : CHANNEL II/CHANNEL III
MMG SCALE II TO MMG SCALE III : CHANNEL II
MMG SCALE III TO SMG SCALE IV : CHANNEL II

(Please strike out whichever are 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 _____ 4 (a) SCALE ____ SINCE. _____
05. DATE OF JOINING THE BANK _____
06. DATE OF PLACEMENT & NO. OF YEARS OF SERVICE _____
 IN PRESENT 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 CAIB
 (GRADUATION ONWARDS)

Examination passed	Year of passing	Division	Subjects studied

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 specify correctly YES/NO as applicable

(i) Are you under Suspension YES/NO

(ii) Is any charge sheet (s) pending against you, if yes, please give details YES/NO

(iii) Have you been imposed Major/Minor Penalty during the preceding 3 years, If yes, please give detail YES/NO

(iv) Have you ever been debarred for promotion to MMG Scale-II/III and SMG Scale IV (If yes, give details) YES/NO

(v) DO YOU BELONG TO THE CATEGORY OF SC/ST/PH (If yes, please enclose a copy of the Certificate issued by the Competent Authority i.e. Caste/Disability Certificate). YES/NO

(vi) Are you willing to be posted in Kashmir Valley on promotion YES/NO

12. Have you completed requisite 2 years of rural posting/ 3 years of rural/semi-urban posting? YES/NO

13. Any health problem which may affect your mobility ? YES/NO

Undertaking

“I hereby undertake that in case I am approved for promotion, I will accept my posting in any rural /semi urban branch, under any Region/Zone, as decided by the Bank for requisite period. I am also willing to be posted to any other Zone as Internal Auditor.”

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.

DATE: _____

PLACE: _____

SIGNATURE

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

1. The total marks obtained by the Officer in PAF along with final ratings for the last three years are as under :

Period	Total Marks as awarded by the Reviewing Authority
2002-03 :	
2003-04 :	
2004-05 :	

2. **AWARDS & PUNISHMENTS :**

A. AWARDS

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

Date of C.Sheet	<----- Details of Punishment -----> Particulars Type Date	Disciplinary Authority
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3. VIGILANCE CASE

4. 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/MMG Scale-III/SMG Scale-IV in terms of Promotion Policy circulated vide HRD Cir.No.231 dated 1.1.2005 for the current selection. Further, all the particulars furnished by the candidate have been verified and found correct including the particulars relating to educational qualification and 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 :

**DIVISIONAL HEAD/ DY.ZONAL MANAGER
HO/ ZONAL OFFICE**