



HUMAN RESOURCES DIVISION, HEAD OFFICE
मानव संसाधन प्रभाग, प्रधान कार्यालय
PLOT NO. 4, SECTOR 10, DWARKA, NEW DELHI - 110075
प्लॉट नं 4, सेक्टर 10, द्वारका, नई दिल्ली - 110075

TO ALL OFFICES

08-10-2024

Submission of Online Applications	08.10.2024 to 17.10.2024
Last Date for Approval of Online Applications	18.10.2024
Date of Online Promotion Test	01.12.2024 (Sunday)

HRMD CIRCULAR NO. 788/2024

SELECTION OF OFFICERS FOR PROMOTION TO MMG SCALE II & III, SMG SCALE IV & V AND TEG SCALE VI - 14th SELECTION PROCESS FOR THE YEAR 2025-26

Promotion Policy for Officers for the year 2025-26 has been circulated vide HRMD Circular No. **787/2024** dated **08.10.2024**.

Online applications are invited from Officers in JMG Scale-I, MMG Scale-II, MMG Scale-III, SMG Scale IV & SMG Scale V who fulfil the eligibility criteria in terms of the above referred Board approved Promotion Policy, as on 01.04.2025, for promotion to MMG Scale-II, MMG Scale-III, SMG Scale-IV, SMG Scale-V & TEG Scale VI respectively under Normal / Seniority Channel, Merit / Fast Track Channel and Merit Channel, as the case may be. Filling up of vacancies shall be subject to availability of suitable candidates.

Candidates are requested to go through the detailed guidelines carefully and submit online application in HRMS if they fulfil the eligibility criteria.

The following additional information/instructions should be kept in view:-

1. Vacancies to be filled through promotion of officers in **technical stream** shall be displayed shortly on HRMS Notice Board. These vacancies shall be part of the total vacancies identified in various scales to be filled through internal promotions. Technical stream candidates shall be considered against the vacancies identified in their respective streams wherever their carrier progression is available in next higher scale.

PUNJAB NATIONAL BANK
पंजाब नेशनल बैंक
HUMAN RESOURCES DIVISION, HEAD OFFICE
मानव संसाधन प्रभाग, प्रधान कार्यालय

2. The empanelled/waitlisted candidates in MMG Scale III & SMG Scale IV/ V from the panel of 2024-25 for promotion to SMG Scale IV/ V & TEG Scale VI may also apply in the promotion process 2025-26, if otherwise eligible. In case, such candidates from the panel of 2024-25 are approved for promotion, they will not be considered in promotion process 2025-26.
3. Accordingly, the Officers whose date of placement in existing scale is **on or before**, as given hereunder, are eligible to apply for promotion subject to fulfilment of other eligibility criteria prescribed in the Promotion Policy:-

Promotion Scales	Normal/Seniority Channel		Merit/Fast Track Channel	Merit Channel	Technical Streams
	With rural incentive	Without rural incentive			Merit Channel
I to II	01.04.2021*	01.04.2020	01.04.2022	NA	01.04.2022
II to III	01.10.2020**	01.04.2020	01.04.2022	NA	01.04.2022
III to IV	NA		NA	01.04.2022	01.04.2022
IV to V [§]	NA		NA	01.04.2022	01.04.2022
V to VI [#]	NA		NA	01.04.2022	01.04.2022

[§]subject to total length of service of 12 years in Officer Cadre

[#]subject to total length of service of 15 years in Officer Cadre

*Applicable only for those who have completed rural service for a minimum period of 4 years in JMG Scale-I. **In case of rural service for 3 years in JMG Scale-I, the cut-off date will be 01.10.2020.**

**Applicable only for those who have completed rural service for a minimum period of 4 years in MMG Scale-II and have not availed the benefit of rural incentive at the time of promotion from JMG Scale-I to MMG Scale-II.

It is to be noted that:-

- **Officers shall be eligible to apply for promotion only if they are confirmed in Bank's service after completion of the probation period and have qualified the confirmation test (wherever applicable).**
- **All eligible candidates will be called for online written test. After online test, number of successful candidates to be called for Interview/ Group Discussion shall be decided as per guidelines prescribed under Clause 09 of the extant Promotion Policy circulated vide HRMD Circular No. 787/2024 dated 08.10.2024.**

PUNJAB NATIONAL BANK
पंजाब नेशनल बैंक
HUMAN RESOURCES DIVISION, HEAD OFFICE
मानव संसाधन प्रभाग, प्रधान कार्यालय

4. APARs for **03 years (in Officer Cadre only)** excluding the immediately preceding year for which promotion is being conducted i.e. **2021-22, 2022-23 and 2023-24** are to be considered in the current selection process. In respect of the candidates who **remained in officer cadre for less than 03 years**, the APARs for such number of years shall be considered for which the officer has remained in officer cadre.

Further the APAR marks, if any awarded, for working in a particular year for less than **90 days** shall not be considered. In such cases the APAR marks of earlier year(s)/ rest of the years shall be considered. In case '**No Report Certificate**' is held on record for any relevant year, the marks of the earlier year(s)/ rest of the years shall be taken into consideration.

Average 75% marks in APAR for the eligible years of service (03 years) and not less than 60% marks in any of the eligible years of service will be reckoned for promotion.

Candidates as well as Controlling Offices/ HO Divisions should ensure that all the relevant APARs have been completed in all respect in HRMS with final rating.

5. Eligibility of the candidates is to be reckoned as on **01.04.2025**. Job responsibility/ branch experience marks, as the case may be, in respect of mainstream candidates are also to be calculated considering the period of **last 12 years** i.e. **01.04.2013 to 31.03.2025** for promotion from JMG Scale-I to MMG Scale-II, MMG Scale-II to MMG Scale-III, MMG Scale-III to SMG Scale-IV and SMG Scale-IV to SMG Scale-V.

As the promotion process is for the year 2025-26, candidates who are due for superannuation up to 31.03.2025 are not eligible to apply.

All Circle Heads/ Zonal Managers are requested to seek prior permission from HRMD/HRDD HO, irrespective of vested powers, for transfer of candidates applying for promotion, whose eligibility/ branch experience or Incumbency experience may be affected (as on 01.04.2025).

6. **Job responsibility/ branch experience marks** to mainstream officers for promotion up to SMG Scale V shall be allowed for each completed year and in fraction (up to 02 decimal places) for each completed month of service in a branch during last 12 years as under:

PUNJAB NATIONAL BANK
पंजाब नेशनल बैंक
HUMAN RESOURCES DIVISION, HEAD OFFICE
मानव संसाधन प्रभाग, प्रधान कार्यालय

Scale of Promotion	Responsibility level	Marks per completed year	Max Marks
JMG Scale I to MMG Scale II & MMG Scale II to Scale III	Branch Incumbent	2	10
	Officers other than Branch Incumbent working at rural branch	1.5	
	Officers other than Branch Incumbent working at non-rural branch	1	
MMG Scale III to SMG Scale IV & SMG Scale IV to Scale V	Branch Incumbent	2	05
	Officers other than Branch Incumbent working in branches	1	

For example - An officer in Scale II with 02 year 09 months of experience as Branch Incumbent in rural area during last 12 years will be eligible for awarding 5.50 marks out of 10 in total.

Marks will be awarded based on whichever is beneficial in Job Responsibility for a candidate. For eg. an officer is Branch Incumbent and posted in a rural area, he/she will be awarded marks for Branch Incumbency.

In all such cases, where a certain number of days of branch experience is not accounted for (whether as Branch Incumbent or Non-Incumbent in rural or non-rural area), all such number of days of branch experience will be added and awarded marks in proportion of respective branch experience in rural & non-rural area as Non-Incumbent and as Branch Incumbent for each completed month.

The above marks shall be calculated as on 1st April of the financial year for which the vacancies are being filled up. **The offices eligible for Job Responsibility/ Branch Experience Marks** are any branch of PNB or the amalgamated Banks or any of its subsidiary located within or outside India, undertaking the job of normal banking and having customer interface, CACs/ GBVs, IBBs, Swift Centre, ZRMCs, Circle/ Zonal Verticals (RAMs/ iRAMs/ MCCs and Recovery/Sastra verticals), RCCs/CDPCs, Back Offices including Depository Back Office, CBOTF (Trade Finance Centre) and back offices of International branches, International Service Branch, MICR centres, HUBs (Account opening HUBs / RAPCs etc.), CASA Back Office, TAB Banking, CKYC, Clearing Houses, ARCs/ ARMBs, Currency Chest Back Office, Link Cell Nagpur, Centralised Pension Processing Centres (CPPCs), CLPC and SAMV (Branch).

PUNJAB NATIONAL BANK
ਪੰਜਾਬ ਨੇਸ਼ਨਲ ਬੈਂਕ
HUMAN RESOURCES DIVISION, HEAD OFFICE
मानव संसाधन प्रभाग, प्रधान कार्यालय

Period of suspension (treated as 'not on duty'), period spent on loss of pay, sabbatical leave, period on deputation and temporary posting shall be excluded while considering the length of service for job responsibility/ branch experience.

In terms of **Clause 8(E)** of Promotion Policy for Officers, *Branch Experience/ Branch Incumbent Experience of all officers who joined in technical stream, for the purpose of eligibility as well as awarding marks, will be considered from the date of conversion to mainstream banking. However, for Agriculture and Credit (incl. Chartered Accountant/ Financial Analyst/ Cost Analyst/ Industry Officer) stream officers, such experience even before their conversion to mainstream will be considered for the purpose of eligibility and awarding marks, wherever applicable.*

7. **Marks for qualification** shall be awarded to **mainstream officers** for promotion **up to SMG Scale-IV** and **technical officers** for promotion **up to SMG Scale-V** for the educational / professional qualifications (as per **Clause 8(I)** of Promotion Policy for Officers) **acquired up to the last date of receipt of application and entered in HRMS.**

Qualifications mentioned in Part I of Clause 8(I), once acquired, will be awarded marks in each scale of promotion, wherever applicable, while **Certificate / Professional Courses mentioned in Part II of Clause 8(I)** will be awarded marks in the **same scale of promotion only**, wherever applicable, in which it has been acquired.

8. **Candidates who have been imposed any penalty (including major) shall also be eligible to apply for promotion. However, their eligibility shall be subject to the outcome of their appeals/ review, if any, up to 31.03.2025.**
9. Candidature of all applicants applying for promotion is provisional subject to DAC/ Vigilance Clearance.
10. The mainstream candidates who are eligible to be considered for promotion to MMG Scale-II/ III under both channels have option to apply for promotion under **any one** channel of their choice but not under both channels. **Such candidates are advised to check their eligibility carefully under various parameters for the channel in which they wish to apply.** In case of any clarification, they may contact their Controlling Office before submission of online application. The channel selected while submitting online application can be changed at Controlling Office level up to the last date of approval of applications. Candidates should send request in this regard to their Controlling Office. **No change will be allowed in any case after the last date of approval of applications.**

PUNJAB NATIONAL BANK
पंजाब नेशनल बैंक
HUMAN RESOURCES DIVISION, HEAD OFFICE
मानव संसाधन प्रभाग, प्रधान कार्यालय

11. Link for online submission of promotion applications shall remain open in HRMS from **08.10.2024** and shall be available till **17.10.2024**.

URL to access HRMS is:

In Bank Network – <https://pnbnet.net.in:5005>

In outside internet – <https://pnbnet.net.in>

The navigation to apply for promotion is **“Self Service >> Promotion >> Officer Promotion >> Apply Online Appl Officer”**. On successful submission of promotion application, HRMS will generate an **Acknowledgement Number** which should be quoted in all future communications. Officers working at deputed locations are expected to get their HRMS User ID and Password activated well in time so that they may submit online applications within the stipulated date.

12. Candidates, while submitting the promotion applications should ensure that:-
- a) Their category (including differently abled category, if applicable), stream, date of placement in present scale, qualification, experience as Branch Head, Branch Experience etc. is correctly recorded in HRMS.
 - b) Status of ‘Children with Special Needs’ if any, has been duly submitted and approved by Controlling Office in HRMS.
 - c) The cases of only those candidates shall be considered at the time of allocation on promotion, as per Government guidelines, whose status of ‘Children with Special Needs’ in HRMS is duly **“Approved”** by concerned Controlling Office in terms of **HRMD Circular No. 302 dated 29.03.2016**.
 - d) Job responsibility / branch experience marks for service (**up to 31.03.2025**) and qualification marks calculated by the system at the time of submission of promotion application are correct.
 - e) **Mobile number and Email ID are correctly entered in HRMS and wherever any modification is required, the same should be edited in the promotion application itself.**
13. Applications received are to be approved and additional details are to be entered by Controlling Offices / HO Divisions through **Manager Self Service** by **18.10.2024**. The category, stream, designation, marks for qualification, marks for job responsibility / branch experience, scribe requirement,

PUNJAB NATIONAL BANK
पंजाब नेशनल बैंक
HUMAN RESOURCES DIVISION, HEAD OFFICE
मानव संसाधन प्रभाग, प्रधान कार्यालय

compensatory time requirement, children with special needs, spouse details and other details with regard to APAR marks, Rural/Semi-urban tenure completion, etc. in terms of extant Promotion Policy should be carefully checked at the time of approval of applications which shall be considered while finalizing the result. **Any error/discrepancy in the same may attract staff accountability.**

Approval status of the application submitted by the candidate and also the additional details entered by Controlling Office/ HO Division shall be visible to the candidate.

Candidates are expected to check the same and inform the discrepancy, if any, to the approving authority latest by 19.10.2024. It should be noted that no correspondence shall be entertained in respect of any discrepancy in the status reported subsequent to the stipulated date.

14. Visually impaired candidates appearing for online test for promotion will be allowed to use a scribe who should not be a banker and should be able to read/ write English/ Hindi. Alternatively, they may opt to view the contents of the test in magnified font. These candidates will be given compensatory time of 20 minutes for every hour of the examination, as per rules of IBPS Mumbai.

Facility of scribe and compensatory time of 20 minutes per hour shall also be permitted for the **candidates with locomotor disability and cerebral palsy where dominant (writing) hand is extremely affected** to the extent of slowing down the performance of function (**minimum of 40% impairment**).

All the eligible candidates who wish to use the services of a scribe or compensatory time in the online test **are advised to submit request in this regard in their 'Promotion Application Form'**. Only eligible candidates registered for scribe and/ or compensatory time will be allowed for the same at the test venue. **Controlling Offices are advised to check and approve the request of scribe and/or compensatory time in case of eligible candidates with 40% or more disability only.**

During the online test, at any stage, if it is found that scribe is independently answering / solving the questions himself/herself, such cases shall be reported by VBOs immediately and mentioned in the Examination Report as well. The Bank may take suitable action as deem fit as per extant guidelines in such cases.

As enumerated in HRMD Circular No. 653/2022 dated 20.09.2022, 'no bank employee is allowed to appear as a scribe in promotion examination conducted by the banks, as per IBPS rules'.

PUNJAB NATIONAL BANK
पंजाब नेशनल बैंक
HUMAN RESOURCES DIVISION, HEAD OFFICE
मानव संसाधन प्रभाग, प्रधान कार्यालय

15. In case of any difficulty in online submission of applications or approval of applications at Controlling Office level, all concerned are requested to contact their Controlling Office or at the following numbers of Human Resources Division, HO: New Delhi:-

Selection Cell	<u>FOR PROMOTION TO SCALE II & III:</u> 011-28044783 EPBX No. 28075000/ 28045000 Ext. 5323 / 3078 Adiba Alam : 7251810002 Chandra Bhanu : 9650050954 Ashima Rastogi : 8810090656 Email id: hrdselection@pnb.co.in
	<u>FOR PROMOTION TO SCALE IV, V & VI:</u> 011-28044798 / 28044324 (Direct) EPBX No. 28075000/ 28045000 Ext. 5330 / 5167 Kundan Kishore : 7895282555 Saurabh Tiwari : 7376870256 Email id: hrd_smr@pnb.co.in
HRMS Cell	011-28044499 (Direct) EPBX No. 28075000/ 28045000 Ext. 5325 Dinesh : 9910652353 Email id: pnbparivar@pnb.co.in

16. Admit Cards for the online test shall be issued through HRMS only. Therefore, it should be ensured by all applicants that their latest photograph is uploaded in HRMS. **In case no photograph is uploaded in respect of any applicant, the system will not allow his/ her admit card for the online test to be printed.** Information Handout for the candidates for online test will be displayed separately on HRMS notice board.

We wish all the aspirants a bright career ahead.

CHIEF GENERAL MANAGER
(SURESH KUMAR RANA)