

HO:BR:116:280

02nd December 2024

CIRCULAR TO ALL BRANCHES/ OFFICES IN INDIA

Issued By:
HRM Department, HO, Baroda

Madam / Dear Sir,

Re: Exercise for Promotion from Clerical to Officers' cadre in Junior Management Grade/ Scale-I: 2025-26.

We are pleased to inform that it has been decided to initiate the Exercise for Promotion from Clerical to Officers' cadre in Junior Management Grade/ Scale-I: 2025-26 in terms of "Settlement on Policy for Promotion from Clerical to Officer's cadre dated 27.09.2012".

In this regard, we advise the following for information and necessary action from all concerned:-

1. Number of vacancies and important dates:

Number of Vacancies	700	All India Channel – 455 Seniority Channel –245*
Last date of submission of online applications	10 th December 2024	
Cut-off date of eligibility	10 th December 2024	
Last date of Verification by Regional HR	16 th December 2024	
Date of Online Test	11 th January 2025	

*Zone wise vacancies under Seniority channel are furnished as per **Annexure-I**

- The detailed eligibility criteria for captioned Promotion Exercise is mentioned in the Notice enclosed as **Annexure-II**. All willing and eligible employees posted in Branches/ Offices are required to **submit the online application** for Promotion by using Employee Self Service in HR Connect.
- The guidelines for submitting online application is enclosed as per Annexure-III**. An ONLINE Application Number will be generated by the system after submission of online application in HR Connect. Branches / Offices/ Employees may contact their respective Regional HRM functionary for any assistance in this regard.
- The Regional HRM Functionaries should verify the eligibility of all applicants in HR Connect through "Workforce Administrator – Promotions" link latest by 10th December 2024. Fields pertaining to "Educational Qualification" and "Disciplinary Actions" should be updated in HR Connect at Regional Level. The eligibility of the candidates should be duly verified and status be updated in HR Connect by the Regional HRM Functionary.

Regional Offices shall also ensure that details of all the applicants (eligible as well as ineligible) are updated in HR Connect including following:

- Qualification with percentage of marks
- Ex-Serviceman details and option availed
- Promotion refusal/ reversion in the past
- D.A. Cases



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- Caste Category Details
 - PWD Details
 - Details of Loss of Pay, Unauthorized absence and Sabbatical leave.
5. Our Baroda Academies will conduct pre-promotion training for all eligible SC/ST/OBC/PWD candidates, schedule of which shall be informed in due course. Branches/ Offices are advised to relieve the candidates for such training as and when they receive intimation from the respective Baroda Academies.
 6. As regard to staff members who are on leave/ training/ deputation outside bank/ unauthorized absence/ under suspension, they are to be suitably informed through a letter by Registered Post or by hand delivery at the addresses given by them / recorded with the Bank and through email also, provided they are eligible to apply for Promotion to Officers' cadre. Acknowledgement received from such staff members/ proof of "Good service" should be carefully preserved. These staff members should also be advised to apply Online through HR Connect. Since HR Connect – Employee Self Service is available on Internet now, eligible employees may submit their applications at their end. Employees who are under suspension be allowed to log into the system to submit their application online.
 7. All the provisions of 'Settlement on Promotion from Clerical to Officers' cadre 2012' dated 27.09.2012 shall be applicable for this Promotion Exercise.
 8. The candidates who shall be promoted to Officers' cadre in Junior Management Grade/Scale-I are liable for transfer to any Office/ Branch of the Bank or to any place in India as per Regulation 17 and Regulation 47 of BOBOSR, 1979.

For any clarification in this regard, you may contact HRM Dept, Head Office, Baroda at email address rp.ho@bankofbaroda.com.

We request you to exhibit the circular and the enclosed Notice on the Notice Board of your Branch/ Office immediately for information of staff members.

Yours faithfully,

(Shailendra Singh)
Chief General Manager (HRM & Marketing)

Encl. as above.

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ANNEXURE-I

**Exercise for Promotion from Clerical to Officers' cadre in Junior Management Grade/
Scale-I: 2025-26.**

VACANCIES IN SENIORITY CHANNEL

Zone	No of Vacancies
AHMEDABAD,ZO AHMEDABAD *	16
BAREILLY,ZO BAREILLY	12
BARODA,ZO BARODA **	19
BENGALURU,ZO BENGALURU	9
BHOPAL,ZO BHOPAL	8
BHUBANESWAR,ZO BHUBANESWAR	9
CHANDIGARH,ZO CHANDIGARH	6
CHENNAI,ZO CHENNAI	11
ERNAKULAM,ZO ERNAKULAM	7
HYDERABAD,ZO HYDERABAD ***	14
JAIPUR,ZO JAIPUR	21
KOLKATA,ZO KOLKATA	9
LUCKNOW,ZO LUCKNOW	21
LUDHIANA,ZO LUDHIANA	5
MANGALURU,ZO MANGALURU	9
MUMBAI,ZO MUMBAI ****	14
NEW DELHI,ZO NEW DELHI *****	9
NORTH EAST,ZO NORTH EASTERN STATES	5
PATNA,ZO PATNA	10
PUNE,ZO PUNE	16
RAIPUR,ZO RAIPUR	5
RAJKOT,ZO RAJKOT	10
Grand Total	245

- (*) including Baroda Apex Academy and NSSC, Gift City, Gandhinagar.
 (**) including Head Office, Baroda
 (***) including DR Site, Hyderabad
 (****) including BCC, Mumbai
 (*****) including Govt. Relationship Dept, New Delhi



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ANNEXURE II

ENCLOSURE TO CIRCULAR NO. HO:BR:116:280 dated 02nd December 2024.

NOTICE

Re : Exercise for Promotion from Clerical to Officers' cadre in Junior Management Grade/ Scale – I : 2025-26.

Applications are invited from Clerical staff members in Bank's service who are eligible to participate in the Exercise for Promotion to Officers' cadre in JMG/S-I: 2025-26, in terms of the Settlement on Policy for Promotion from Clerical to Officers' cadre in India dated 27th September 2012. Those who fulfil the eligibility criteria as given herein below as on **10th December 2024**, subject to other terms and conditions in the said Settlement on Policy for Promotion, shall be eligible to apply.

All applications should be submitted ONLINE using HR Connect module

1. NUMBER OF VACANCIES: 700 (Five Hundred)

**All India Channel – 455 (Four Hundred Fifty Five)
Seniority Channel – 245 (Two Hundred Forty Five)**

2. SENIORITY CHANNEL

- Eligibility Criteria: Age Limit - Maximum 58 years and
- Maximum 55 years for the employees who have joined the bank's service in Clerical cadre after the date of said Settlement i.e, 27th Sep, 2012.
- Minimum Active Service in Clerical cadre: 15 years.

3. ALL INDIA CHANNEL:-

Eligibility Criteria: Age Limit - Maximum 55 years

SI	Category	Minimum active service
A.	Chartered Accountants (CAs) OR Cost and Works Accountants (ICWAs) OR Company Secretaries OR Ph.D/ D.Lit in subjects related to Banking in the Disciplines of Agriculture, Commerce, Economics, Law and Management from a recognized University. OR Masters Degree/ Post Graduate Degree/ Diploma in Computer Science (Two years and after completion of Graduation) from a recognized University. OR Degree in Engineering/Post-Graduate Diploma in Architecture from a recognized University or from an Institute recognized by the Central Government. OR	Confirmed employees with minimum 1 year of active service in Clerical cadre

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SI	Category	Minimum active service
	MBA's (after completion of Graduation) from a recognized University or from an Institute recognized by the Central Government. <i>Candidates having above mentioned Qualifications with minimum 50% marks in aggregate, from a recognized University or from an Institute recognized by the Central Government shall be eligible under this category.</i>	
B.	First Class Graduates/ First Class Post-Graduates from a recognized University or from an Institute recognized by the Central Government. OR Graduates/Post-Graduates with both parts of CAIIB/ CAIB (London) OR Graduates/ Post Graduate Diploma (one year) in Computer Science from a recognized University or from an Institute recognized by the Central Government.	2 years of active service in the Clerical cadre.
C.	Graduates/ Post Graduate with Part I of CAIIB/ CAIB (London) OR Non-graduate (as on the date of Settlement) with CAIIB/ CAIB (London) – both parts	3 years of active service in Clerical cadre
D.	Graduates/ Post Graduates (other than A, B & C above) from a recognized University OR Non-Graduates with CAIIB (Part I)/ CAIB (London) Part I (who are in the clerical cadre as on the date of Settlement)	4 years of active service in the Clerical cadre
E.	Non-graduates (who are in the clerical cadre as on the date of Settlement)	7 years of active service in the Clerical cadre.

Note:-

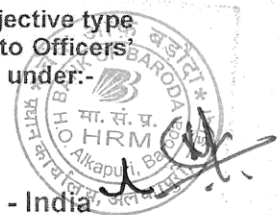
- For the purpose of Post-Graduation, in terms of this Settlement, a candidate has to complete Graduation before appearing for Post-Graduation.
- First Class Graduation/ First Class Post Graduation shall mean minimum of 60% marks in the aggregate in the said examination.
- Non-graduation shall mean SSC/ Matriculation pass from an Examination Board of State or Central Government and above but not Graduation.

Equivalent examination shall not be considered. However, candidates who have passed an examination equivalent to SSC/ Matriculation and have been promoted to clerical cadre from subordinate cadre on the basis of said qualifications shall be considered eligible for participating in the Promotion Exercise provided they are otherwise eligible under this Settlement.

- 'Active Service' for this purpose shall have the same meaning as defined in Clause 6.1 of the "Settlement on Policy for Promotion from Clerical to Officers' cadre 2012" dated 27.9.2012 above and the illustrations given thereunder.

All eligible candidates shall have to appear for an Online Test comprising of all objective type questions. The subjects that would be covered for the Online Test for Promotion to Officers' cadre under Seniority and All India Channel and weightages accorded would be as under:-

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Subject	Maximum Marks		Qualifying Marks	
	Seniority	All India	Seniority	All India
Banking Law & Practice	16	16	07	08
Banking Technology	16	16	06	07
General Knowledge	10	10	04	05
Rural Banking	10	N/A	04	N/A
Reasoning & Problem Solving	N/A	10	N/A	04
English	08	08	03	04
TOTAL	60	60	24	28

All eligible employees are required to submit their application ONLINE using the HR Connect, as per guidelines provided in the circular, clearly exercising their option either for Seniority Channel or All India Channel and such option once exercised shall be irrevocable for this exercise.

RE-EMPLOYED CLERKS:-

For reckoning length of service in respect of employees of erstwhile amalgamated/ merged banks with Bank of Baroda, the weightage for their past service shall be given in terms of respective settlements governing their service conditions on merger/ amalgamation which is reproduced as under :-

Name of the Bank	Weightage for regular full time past service
Erstwhile Traders Bank Ltd.	1.5:1 (One Year for every One and half years of service in ETBL)
Erstwhile Bareilly Corporation Bank Ltd.	1.5:1 (One Year for every One and half years of service in EBCBL)
Erstwhile Benaras State Bank Ltd.	2:1 (One Year for every two years of service in EBSBL)
Erstwhile South Gujarat Local Cooperative Bank Ltd.	3:1 (One Year for every three years of service in ESGCBL)
Erstwhile Vijaya Bank (EVB) and Erstwhile Dena Bank (EDB)	1:1 (One Year for every One year of service in EVB/ EDB)

There shall be no weightage for past service to employees of Erstwhile Memon Co-operative Bank Ltd. as they are recruited afresh in Bank of Baroda.

Please note that at any point of time if it comes to our notice that the candidate is not eligible to participate in the said exercise in terms of the Settlement on Promotion from Clerical to Officers cadre dated 27th September 2012, his/ her candidature shall be cancelled.

Weightage of Defence Service to the Ex-servicemen Employees.

In terms of Govt. Guidelines and the Settlement on Policy for Promotion dated 27.9.2012, Ex-servicemen employees will be allowed weightage for the period of service rendered by them in armed forces at the rate of 5:1 i.e. for every completed 5 years of service in Defence Forces, they will be given weightage of one year, subject to a maximum of 2 years weightage after they have rendered 3 years actual service in the Bank after re-employment. The Govt. Guidelines further state that the Ex-servicemen may be allowed to opt for availing of this benefit either for appointment against the special pay carrying posts within the Sub staff/ clerical cadres or for Promotion from Sub staff to Clerical cadre or from Clerical to lowest rung of Officers' cadre.



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However, once the Ex-servicemen avails of this benefit for appointment against any special pay carrying post, he will not be eligible to the same benefit at the time of his consideration for promotion from one cadre to another. The Ex-servicemen are required to exercise the option for the purpose at the time of first available opportunity and the option once exercised will be final and no change therein would be allowed later, whether or not he is successful in that exercise.

ONLINE TEST :-

The Online Test for Seniority Channel and All India Channel will be held at various centres on 11th January 2025.

INTERVIEWS:-

Candidates eligible for interview shall have to appear for interview as and when called upon. If they remain absent, no second chance will be given to them.

RESERVATIONS FOR SC/ST & PWD CANDIDATES:-

The following reservation shall be provided to various categories in the Exercise for Promotion from Clerical to Officers cadre in JMG/S-I:

Category	Reservation percentage
SC	15%
ST	7.5%
PWD – HI	1% (Horizontal Res.)
PWD – VI	1% (Horizontal Res.)
PWD – OH	1% (Horizontal Res.)
PWD - ID	1% (Horizontal Res.)

Further, there will be the relaxation of 5% in minimum qualifying marks to SC/ ST/ PWD candidates in online test, Interview and total marks.

PRE-PROMOTION TRAINING TO SC/ST/OBC/PWD CANDIDATES:-

Our Baroda Academies will conduct pre-promotion training for eligible SC/ST/OBC/PWD candidates.

TRANSFERABILITY:-

Please note that candidates who are promoted to Officers' cadre in Junior Management Grade/ Scale-I are liable for transfer to any Office/ Branch of the Bank or to any place in India as per Regulation 17 and Regulation 47 of BOBOSR, 1979.

REFUSAL OF OFFER OF PROMOTION:-

Candidates who have refused promotion to Officers' cadre earlier are not eligible to participate in the next two Promotion Exercises.

REVERSION TO CLERICAL CADRE OF PROMOTEE OFFICER:-

Candidate who earlier accepted promotion and thereafter sought reversion to clerical cadre shall also not be eligible to participate in the next two Promotion Exercises.



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Candidates are requested to kindly go through the contents of the Notice, as given above, carefully. The eligible candidates are requested to submit their applications ONLINE as per details in **Annexure III** at the earliest possible but not later than **10th December 2024**.

Candidates are also advised to verify their details in HR Connect while submitting online application and any discrepancy observed shall be informed through "Comment Box" in "Apply for Promotion/ Selection" window.

HR Connect – the Bank's HR Technology platform would be used for collection of application from eligible candidates. All willing and eligible clerical employees posted at Branches/ Offices are required to submit the online application for promotion by using Employee Self Service in HR Connect.

All the provisions of "Settlement on Promotion from Clerical to Officers' cadre 2012 dated 27.9.2012" shall be applicable for this Promotion Exercise.



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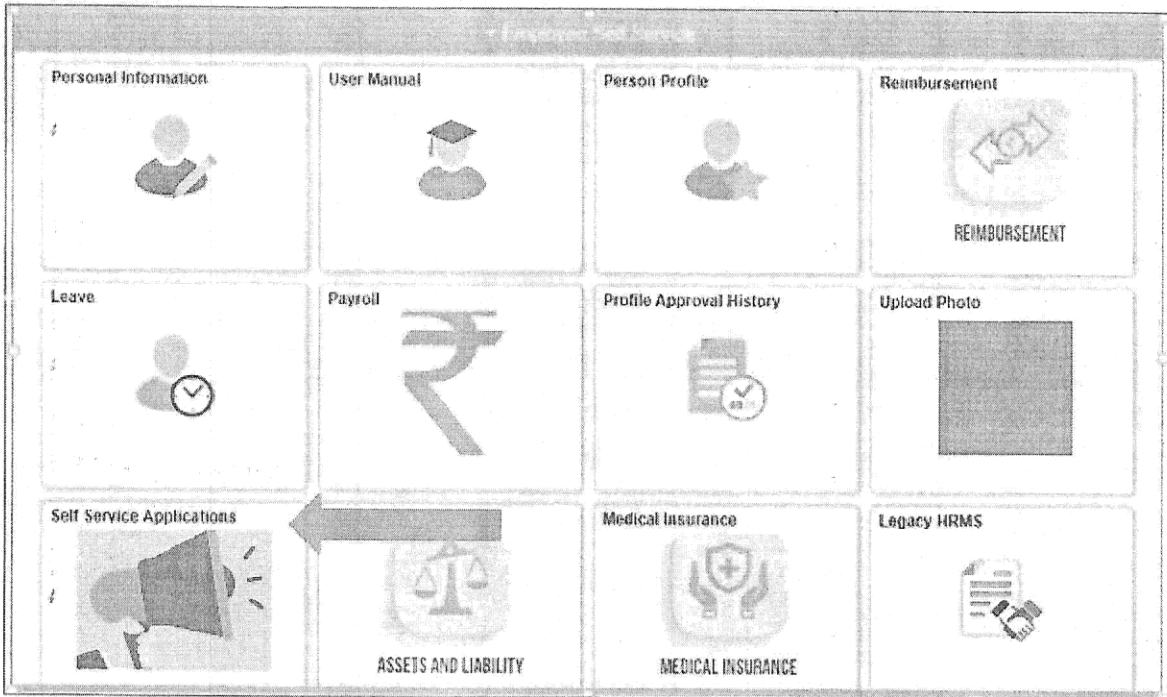
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Guidelines for Submission of Online Application by the Employee

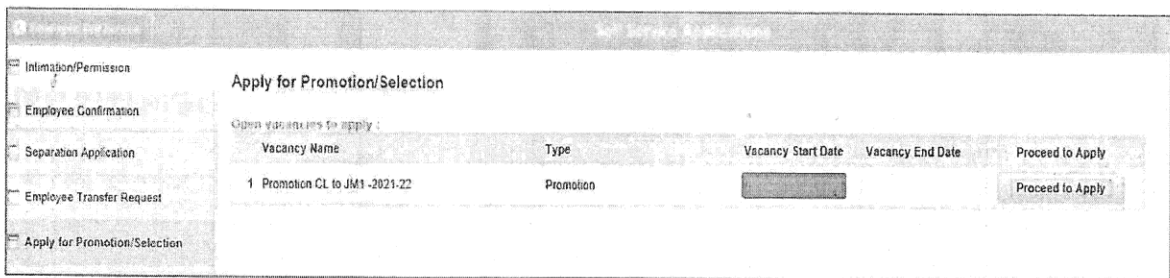
Login into Baroda HR Connect using the Baroda HR Connect shortcut on the desktop or using the link <https://hrconnect-int.bankofbaroda.co.in/psp/PS92HPRD/?cmd=login>

EMPLOYEE SELF SERVICE:-

Select the Role – ‘Employee Self Service’ and click on ‘Self Service Application’ tile.



1. Click on tab “Apply for Promotion/Selection”. Following screen will appear:



List of open vacancies (as per eligibility of Grade/Scale) will be displayed.

2. Click on “Proceed to Apply”.The new window screen will open as under :





Requisition Vacancy	Promotion CL to JM1 Promotion CL to JM1 -2021-22	Vacancy Detail	Applicant ID NEXT
Employee Details			
ECNO		Name	
Business Unit		Grade	
Work Location		Department	
Age		Specialization	
Physically Handicap		Caste	
Ex Serviceman		Date of Joining	
Option exercised		Length of Service in Current grade	
Allotment Details			
Center Name	VADODARA	Question paper	GENERALIST
		Channel	Not Applicable
Sabbatical Leave			
Sabbatical Leave	0	Unauthorized Absence	0
		Extra Ordinary Leave on CP	0

3. "Vacancy Detail" link will display the details regarding vacancy as under :

Requisition Vacancy	Promotion CL to JM1 Promotion CL to JM1 -2021-22	Vacancy Detail	Applicant ID NEXT
Employee Details			
ECNO		Name	
Business Unit		Grade	
Work Location		Department	
Age		Specialization	
Physically Handicap		Caste	
Ex Serviceman		Date of Joining	
Option exercised		Length of Service in Current grade	
Allotment Details			
Center Name	VADODARA	Question paper	GENERALIST
		Channel	Not Applicable
Sabbatical Leave			
Sabbatical Leave	0	Unauthorized Absence	0
		Extra Ordinary Leave on CP	0

Vacancy Details	
Reference Number	test
Circular Date	09/11/2021
Last Date of Application	30/11/2021
	View Circular
	Return

Uploaded circular can be referred (by clicking on "View Circular" link)

4. Employee needs to check all the details and submit required information and click on "Submit" button for final submission of application. Application id will be generated on successful submission. In case of any discrepancy, employee should report discrepancy in Promotion application itself in comment box provided.





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Suspension Details			
Suspension Type	Suspension date	Revocation Date	Treatment of Suspension
1			

Promotion Details								
CL	JM1	MM2	MM3	SM4	SM5	TE6	TE7	TE8

(Please choose one of the following option)

I, hereby, confirm having verified the data available in the system via self-service, and have found the same to be in order.

I have found discrepancy in my data and have initiated the changes through the miscellaneous communication application

Please state whether you are charge-sheeted and departmental inquiry proceedings are pending against
OR whether any prosecution for criminal charge is pending against you at present
OR whether you are under suspension at present? (Please state 'YES' or 'NO')



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