

PERSONNEL MANAGEMENT SECTION
HUMAN RESOURCES WING
HEAD OFFICE : BENGALURU - 560 002

Internal Communication No. : ICOM/198/2023
Date : 21/11/2023
Index : Staff

Sub: Promotion from Clerical Cadre to Junior Management Grade Scale - I for the application as on 01.04.2024.

SYNOPSIS

PROPOSED DATE OF ONLINE TEST: 24.12.2023 (Sunday - MORNING SESSION)

ALL ELIGIBLE EMPLOYEES INCLUDING THOSE WHO OPT TO UNDERGO THE PROMOTION PROCESS UNDER TEST CUM INTERVIEW CHANNEL / INTERVIEW CHANNEL / HIGHLY QUALIFIED CATEGORY/ SPORTS CATEGORY SHOULD SUBMIT THEIR WILLINGNESS THROUGH HRMS-ESS ON OR BEFORE 28.11.2023 by 5.00 PM.

THE CANDIDATES HAVE TO OPT EITHER FOR TEST CUM INTERVIEW CHANNEL OR INTERVIEW CHANNEL BUT NOT FOR BOTH. SIMILARLY, THE CANDIDATE ELIGIBLE AND WILLING TO UNDERGO THE PROMOTION PROCESS UNDER HIGHLY QUALIFIED CATEGORY SHOULD SPECIFICALLY OPT FOR HIGHLY QUALIFIED CATEGORY.

SINCE THE APPLICATION DATE IS AS ON 01.04.2024, EMPLOYEES THOSE WHO ARE DUE FOR RETIREMENT ON OR BEFORE 31.03.2024 ARE NOT ELIGIBLE TO UNDERGO THE PROMOTION PROCESS UNDER ANY CHANNEL.

The details of the Promotion Policy in respect of promotion of employees from clerical cadre to Junior Management Grade Scale-I as agreed and settled with the representatives of the Canara Bank Employees' Union was circulated vide I.R. Section Memo No. 19/2015 dated 18.03.2015, 24/2016 dated 01.04.2016, 21/2017 dated 23.03.2017, 25/2021 dated 25.03.2021, 72/2021 dated 08.12.2021, 117/2022 dated 01.12.2022 & Internal Communication No. ICOM/195/2023 dated 18.11.2023.

Further, IR Section vide Memo No. 72/2021 dated 08.12.2021 has circulated the details of settlement in respect of promotion from Clerical Cadre to JMG Scale-I, wherein certain e-Syndicate Clerical Cadre employees were made eligible to undergo the subject promotion process. Please refer IR Section Memo No. 72/2021 dated 08.12.2021 for full details.

Promotions for the application as on 01.04.2024 shall be done as per the promotion policy enumerated in the above memos.

All employees in Clerical Cadre including Special Assistants, who satisfy the eligibility norms specified in the promotion policy as on 01.04.2024, are requested to submit their willingness through HRMS-ESS on or before 28.11.2023 by 5.00 PM.

The employees have to exercise their willingness to undergo the promotion process either under Test cum Interview Channel or Interview Channel, depending upon their eligibility but not for both.



Option once exercised shall be final & binding and under no circumstances, they shall be permitted change of option at a later date.

NOTE: Since the application date is as on 01.04.2024, employees those who are due for retirement on or before 31.03.2024 are **NOT ELIGIBLE** to undergo the promotion process under any channel.

1) ONLINE TEST / WRITTEN TEST FOR THE CANDIDATES WHO HAVE OPTED FOR PROMOTION UNDER TEST CUM INTERVIEW CHANNEL & HIGHLY QUALIFIED CATEGORY:

IT HAS BEEN DECIDED TO CONDUCT THE WRITTEN TEST "ONLINE". THE TEST WILL BE HELD ON SUNDAY, THE 24th DECEMBER, 2023 - MORNING SESSION. THE MODALITIES OF THE SAME WILL BE INTIMATED SEPARATELY ALONG WITH THE CALL LETTER.

The Online Test will be conducted by M/s. Institute of Banking Personnel Selection, Mumbai, and the same will be Objective in nature.

AS THE EXAMINATION IS CONDUCTED ONLINE, THE CANDIDATES FOR WHOM THE ROLL NUMBER IS NOT ALLOTTED CANNOT APPEAR FOR THE EXAMINATION. HENCE, THE EMPLOYEES SHALL ENSURE THE RECEIPT OF CALL LETTERS AND ALLOTMENT OF ROLL NUMBERS WELL BEFORE THE TEST DATE.

REQUEST FOR CHANGE OF VENUE / TEST CENTRE WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES.

2) VACANCIES:

The vacancies identified for promotion will be intimated separately.

3) SUBMISSION OF WILLINGNESS LETTER:

All the eligible employees desirous of undergoing the promotion process under "Test cum Interview Channel / Interview Channel / Highly Qualified Category / Sports Category are requested to submit their willingness under the respective channel through HRMS - under Employee Self Service (ESS) on or before 28.11.2023 by 5.00 PM.

The willingness once submitted is final and subsequent requests for modification of the willingness submitted will not be entertained.

The option for submitting the willingness in HRMS will be disabled on 28.11.2023 at 5.00 PM and thereafter the employees will not be able to submit their option. As such, all the eligible employees are hereby requested to ensure the submission of the willingness by 28.11.2023 before 5.00 PM without fail.

Further, all eligible employees who have submitted willingness should ensure that their willingness in HRMS self-service is in submitted state and in case of any technical errors, candidates should take up with their concerned HRM sections immediately, before the last date for submission of willingness. Any claims thereafter whatsoever such as not submitted, technical errors etc., shall not be entertained.

4) ISSUE OF CALL LETTER:

All the eligible candidates who submit the willingness to undergo the promotion process under "Test cum Interview Channel" will be issued with the Call Letters, indicating their Roll Number, Centre of the Test, Venue etc. In case the Call Letter is not received on or before 21.12.2023, the matter shall be taken up with the concerned HRM Section / HOSA Section / SA Section immediately.

Since the test is conducted on-line, the candidates will not be allowed to appear for the Test without the Call Letters which contains their Login ID and Password. The candidates are also required to bring their Identity Cards. In case of non-availability of the Identity Card, they should bring letter from their branch / office as per the enclosed format duly attested.

Carrying electronic items including mobile phones with or without camera facility or any bluetooth devices or any such device including calculators etc. or any other item to the examination hall as prescribed by the Test administering agency is prohibited during the online test.

Further, in case an employee is alleged to have resorted to unfair means / Carrying and/or Use of mobile phones with or without camera facility or bluetooth devices or calculators or any electronic items or any other such devices / copying in the On-line Test based on the analytical report received from the Test administering agency, he/she shall be debarred from the promotion process for the current application, apart from initiating disciplinary action against him / her.

5) **PROMOTION UNDER SPORTSPERSONS CATEGORIES:**

The settlement specified in Memo No. 19/2015 dated 18.03.2015 of IR Section, Head Office, Bengaluru provides for promotion of employees under Sportspersons categories in Clerical Cadre to Junior Management Grade Scale-I.

All the eligible employees conforming to the norms are required to submit their willingness through HRMS. The proof of their performance in sports events, along with a copy of the willingness submitted in HRMS shall also be sent to concerned HRM Section / HOSA Section / Staff Administration Section on or before 28.11.2023 by 5.00 PM.

6) **HIGHLY QUALIFIED CATEGORY:**

The employees possessing any of the following technical / professional qualifications from any of the recognized universities / institutions shall be considered for promotion to JMG Scale-I under Highly Qualified category with 2 years of actual service as on the eligibility date i.e. as on 01.04.2024.

- i) ACA / ICWA / CFA / ACS
- ii) M.TECH
- iii) LLB / Law Graduate / LLM
- iv) MBA
- v) MCA / MSc Computer Science / MSc IT

All the eligible employees conforming to the norms may submit their willingness through HRMS - under Employee Self Service (ESS) on or before 28.11.2023 by 5.00 PM.

THE SENIOR MANAGER / MANAGER OF THE BRANCHES / OFFICES ARE REQUESTED TO BRING THE CONTENTS OF THIS INTERNAL COMMUNICATION TO THE NOTICE OF ALL THE ELIGIBLE EMPLOYEES IMMEDIATELY, SPECIFICALLY INFORMING THEM THE NEED TO SUBMIT THEIR WILLINGNESS TO UNDERGO THE PROMOTION PROCESS EXPEDITIOUSLY, IN ANY CASE NOT LATER THAN 28.11.2023 BY 5.00 PM AGAINST THEIR ACKNOWLEDGEMENT IN THE PROFORMA GIVEN IN ANNEXURE-I.

IMPORTANT:

IN CASE, ANY OF THE ELIGIBLE EMPLOYEE IS ON LEAVE / UNDER SUSPENSION, THE SENIOR MANAGER / MANAGER IS REQUESTED TO INFORM OVER PHONE AND LETTER TO THE LEAVE ADDRESS OF THE EMPLOYEE IMMEDIATELY BY SPEED POST / REGISTERED POST ACKNOWLEDGEMENT DUE, INFORMING THE CONTENTS OF THE INTERNAL COMMUNICATION WITH INSTRUCTIONS TO SUBMIT THEIR WILLINGNESS IN HRMS PACKAGE ON OR BEFORE 28.11.2023 BY 5.00 PM, FROM ANY OF THE NEARBY BRANCHES / OFFICES OF THE BANK.

The eligible employees in case, do not submit the willingness on or before 28.11.2023 BY 5.00 PM, it shall be construed that they are not inclined to undergo the promotion process for the current application.

The Senior Managers / Managers of the branches / offices are requested to relieve the employees appearing for the test, well in time, to enable them to appear for the test at the centers allotted and report back for duty expeditiously after the test.

The employee on Sabbatical Leave shall not be eligible to participate in promotion process during the Sabbatical Leave period, even if otherwise eligible.

Further, if any employee has submitted willingness to undergo the promotion process for the current application and submitted application for Sabbatical Leave, the Sabbatical Leave Application shall not be accepted. Similarly, if any employee is already sanctioned with Sabbatical Leave & submits willingness for Promotion Process, the Sabbatical Leave stands cancelled.

It may be noted that all the employees considered for promotion are liable for transfer anywhere in India, subject to the administrative exigencies, without any exception. The promotions shall be made effective only on his / her reporting at the transferee branch / office within the stipulated date.

The eligible employees are advised to put forth their best efforts and be in readiness to take up the test.

OUR BEST WISHES TO ALL THE ELIGIBLE EMPLOYEES.

**D SURENDRAN
CHIEF GENERAL MANAGER**

THIS INTERNAL COMMUNICATION IS TO BE CIRCULATED AMONGST ALL EMPLOYEES