

 <p><b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b></p>	<p><b>मानव संसाधन प्रबंधन विभाग</b> <b>Human Resources Management Department</b> प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5 टेलीफोन/TELE-020 : 25614454 ई/मेल-e-mail: <a href="mailto:hrrbm@mahabank.co.in">hrrbm@mahabank.co.in</a></p>	 <p>बेटी बचाओ बेटी पढ़ाओ</p>
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AX-1/HRM/BM/RP/Cir\_72/2024-25

28<sup>th</sup> August, 2024

**ALL THE BRANCHES / OFFICES OF THE BANK**

Dear Madam / Sir,

**Reg: Review of Award Staff Promotion Policy**

The Board of the Directors in its meeting dtd.07.06.2024 has reviewed & approved the “**Award Staff Promotion Policy**”. The policy document is enclosed.

The policy will remain operative till next review by the Board.

All employees are advised to take a note of the guidelines enumerated in the policy and ensure the guidelines contained therein are followed scrupulously.

Yours faithfully,

(K. Rajesh Kumar)  
General Manager,  
HRM

H.R. M. DEPARTMENT, HEAD OFFICE

**PROMOTION POLICY FOR PROMOTION FROM CLERICAL CADRE TO OFFICER CADRE & SUB-STAFF CADRE TO CLERICAL CADRE**

**(1) PROMOTION POLICY FOR PROMOTION FROM CLERICAL CADRE TO OFFICER CADRE –**

**1.1 PREAMBLE -**

- (a) There shall be two channels namely 'SENIORITY CHANNEL' & 'MERIT CHANNEL' for promotions from Clerical Cadre to Officer Cadre as JMGS-I officers.
- (b) Out of the total vacancies identified in JMGS-I cadre, minimum 25% vacancies would be filled in by promotions from Clerical Cadre.
- (c) Normally, out of the total vacancies to be filled in by promotion, 75% vacancies shall be filled in through Merit Channel and 25% through Seniority Channel.
- (d) In case the vacancies could not be filled in through Merit Channel due to inadequate number of suitable candidates, then such unfilled vacancies shall be filled in through Seniority Channel & vice versa.
- (e) The reservation of posts for different categories among the vacancies to be filled in would be as per government directives from time to time.

**1.2 Eligibility**

**(a) Minimum Service**

The requirement of minimum service in the clerical cadre (Completed years as on 1<sup>st</sup> April) for being eligible for promotion would be as under –

Channel	Qualifications	Minimum Active Service in Clerical Cadre	Residual Service
Merit	All Employees	5 years	2 years
	Graduate with CAIB/ JAIIB Part I	3 years	2 years
	Graduate with CAIB/ JAIIB Part II	2 years	2 years
Seniority	All Employees	12 years	2 years

- (b) "Service" shall mean the completed years of actual service as full time Clerks from the date of probation. The relevant date for computing minimum service would be 1<sup>st</sup> of April of the financial year in which the promotion process is carried out.
- (c) The Ex-servicemen employees shall be given weightage in the service for the period of service rendered by him / her in the armed forces, in the ratio of 5:1 subject to a maximum of 2 years after he / she has rendered at least 3 years of actual service in the bank in clerical cadre after re-employment.

Provided the employee has not availed the benefit earlier in the Bank for promotion from sub-staff to clerical cadre or to become special assistant and that he has opted for benefits under promotion only as per Bank's circular or as per the guidelines given by the Government from time to time.

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**1.3 Process for Promotions under Merit Channel**

(a) Promotion process for promotion to JMGS-I shall comprise of

- (1) Written Test                      (2) Personal Interview

(b) **Weightage** –

For arriving at the final merit list for promotions, weightage would be given to different aspects as under.

No	Areas	Weightage
1.	Service	5
2.	Educational Qualifications	10
3.	Special Confidential Reports	5
4.	Written Test	160
5.	Interview	20
<b>TOTAL</b>		<b>200</b>

(c) **Allotment of marks**

(i) **Service**

The marks for service would be computed as under –

1 mark	For each completed block of 3 years spent at Rural branches <b>AND</b>
0.5 marks	For each completed block of 3 years spent at other than Rural branches
Subject to maximum 5 marks	

The term Rural Branch would mean branches which are categorized as Rural for all purposes by the Bank.

(ii) **Educational Qualifications**

The allotment of marks for Educational Qualification will be as under

No	Qualification	Maximum Marks
1.	Post-Graduation (including PG in one or more subjects except MCA/ MCM/ MBA/ CISA)	2
2.	MCA/ MCM / MBA	4
3.	CAIIB-I / JAIIB	2
4.	CAIIB II	4
5.	ICWA / CA/ CS/ CISA	4

**Maximum marks to be allotted under Qualifications are 10.**

(iii) **Written Test**

(1) All candidates applying for promotion to JMGS-I under Merit Channel shall have to appear in the written test.

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(2) The Written test will consists of three papers as under -

No	Subject	Number of Questions	Maximum Marks
1.	Banking	130	130
2.	Information Technology	30	30
<b>TOTAL</b>		<b>160</b>	<b>160</b>
3.	English	40	40

- (d) The Candidate has to secure minimum 35% marks (i.e. 14 out of 40) in English to qualify for promotion. However the score obtained in English shall not be reckoned with in the total marks obtained in the written test.
- (e) The Minimum marks to be secured by candidate for qualifying for interview are as under;  
The candidate securing minimum 50% marks (80 out of 160) in written test will qualify for the interview provided that the candidate has secured minimum 50% marks in Information Technology. (15 out of 30).
- (f) For SC/ST candidates the minimum marks to be secured in written test will be 45% (72 out of 160) with minimum 45% in Information Technology (14 out of 30) and 30% in English ( 12 out of 40).
- (g) **Special Confidential Reports -**  
Special Confidential Reports from Zonal Managers would be called for by HRM Department in respect of each candidate applying for promotion and marks allotted by the Zonal Manager for each candidate would be converted to marks out of five.
- (h) **Interview**
- (1) Candidates who have secured minimum qualifying marks in written test would be called for interview in order of merit to the extent of ratio 1:3 between number of posts and number of candidates.
- (2) The objective of Personal Interview would be to judge awareness of the candidates about general banking, our products, procedures & systems in our bank, proficiency in communication, sales skills and also the general approach/attitude towards work.
- (3) The Bank may conduct the interviews through video conferencing.
- (4) The constitution of interview panel shall be as under –
- One Assistant General Manager as Chairman of the Panel
  - One Scale IV or III officer
  - One SC/ST representative (Scale III or IV).
- (5) The members of interview panel would be nominated by Managing Director & CEO or in his absence Executive Director holding HR function.
- (6) Candidate has to secure minimum 40% marks (8 out of 20) in interview for being eligible for promotion. For candidates belonging to SC/ST community the minimum marks for being eligible for promotion would be 35% (7 out of 20).
- (i) Final merit list would be prepared on the basis of aggregate marks secured in Service, Educational Qualification, Special Confidential Report, written test and Interview.
- (j) A separate list shall also be made in the order of merit as above for the reserved vacancies as per Government guidelines.

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- (k) While preparing such lists, if it is found that two or more candidates have secured equal total marks, they shall be listed in accordance with their seniority as full time permanent employees in the clerical cadre from the date of joining service on probation. In case of candidates securing equal total marks and having equal seniority, such candidates shall be listed in accordance with the marks obtained in the written test.
- (l) The General Manager, HRM would be competent authority to declare results of the promotion process.

**1.4 Process for Promotions under Seniority Channel**

- (a) The promotion process for Seniority Channel would consist of Written Test & Personal Interview.
- (b) Final selection for promotion under Seniority Channel would be based upon marks secured by the candidate under following areas.

No	Areas	Weightage
1.	Service	10
2.	Educational Qualifications	10
3.	Special Confidential Reports	5
4.	Interview	50
<b>TOTAL</b>		<b>75</b>

(c) **Allotment of marks for Service spent**

The marks for service would be computed as under

2 marks	For each completed block of 3 years of service spent at Rural branches <b>AND</b>
1 mark	For each completed block of 3 years spent at other than Rural branches
<b>Subject to maximum 10 marks</b>	

The term Rural Branch would mean branches which are categorized as Rural for all purposes by the Bank.

(d) **Educational Qualifications**

The allotment of marks for Educational Qualification will be as under:

No	Qualification	Maximum Marks
1.	Graduation	2
2.	Post-Graduation	2
3.	CAIIB/JAIIB	2
4.	CAIIB II	4
5.	ICWA / CA/CS/CISA	4
6.	MCA/MCM/MBA	4

Maximum marks to be allotted under Qualifications are 10.

(e) **Written Test**

- (1) All candidates applying for promotion to JMGS-I under Seniority Channel shall have to appear in the written test. The written test shall be for qualifying purpose only and the score obtained in written test shall not be reckoned in the total marks.

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(2) The Written test will consists of three papers as under;

No	Subject	Number of Questions	Maximum Marks
1.	Banking	130	130
2.	Information Technology	30	30
<b>TOTAL</b>		<b>160</b>	<b>160</b>
3.	English	40	40

- i. The Candidate has to secure minimum 35% marks (i.e. 14 out of 40) in English to qualify for promotion. However, the score obtained in English shall not be reckoned with in the total marks obtained in the written test.
- ii. The Minimum marks to be secured by candidate for qualifying for interview are as under;  
The candidate securing minimum 50% marks (80 out of 160) in written test will qualify for the interview provided that; the candidate has secured minimum 50% marks in Information Technology. (15 out of 30).
- iii. For SC/ST candidates the minimum marks to be secured in written test will be 45% (72 out of 160) with minimum 45% in Information Technology (14 out of 30) and 30% in English (12 out of 40).
- iv. Notwithstanding anything stated above the modalities, weightage for qualifications/service and contents of the written test would be decided by the Bank with approval of Managing Director & CEO as per requirement of Bank.

### **1.5 INTERVIEWS**

- (a) The objective of Personal Interview would be to judge awareness of the candidates about general banking, our products, procedures & systems in our bank and also the general approach/attitude towards work.
- (b) The Candidates who have secured minimum required marks in written test would be called for interview in the ratio of 1:3 in the order of seniority in service in clerical cadre.
- (c) The Bank may conduct the interviews through video conferencing.
- (d) The constitution of interview panel shall be as under –
  - i. One Assistant General Manager as Chairman of the Panel
  - ii. One Scale IV or III officer
  - iii. One SC/ST representative (Scale III or IV)
- (e) The members of Interview panels may be increased or decreased in accordance with the Government guidelines specifying representation to any specific category on interview panel.
- (f) The members of interview panel would be nominated by Managing Director & CEO or in his absence Executive Director holding HR function.
- (g) Candidate has to secure minimum 40% marks (i.e. 20 out of 50) in interview for being eligible for promotion. For candidates belonging to SC/ST community the minimum marks for being eligible for promotion would be 35% (i.e. 17.5 out of 50).

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**1.6 Reservation in promotion to Persons with Benchmark Disability (PwBD) :**

- (i) In terms of Govt. of India guidelines, reservations to Persons with Benchmark Disabilities (PwBDs) is applicable for promotions from Clerical to Officer (JMGS-I). Four percent of the total number of vacancies in the cadre strength shall be reserved for following categories of PwBDs. Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any, does not exceed 75%.
- (a) Blindness and low vision;
  - (b) Deaf and hard of hearing;
  - (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular dystrophy, spinal deformity and Spinal Injury without any associated neurological/limb dysfunction;
  - (d) Autism, intellectual disability, specific learning disability and mental illness
  - (e) Multiple disabilities from amongst employees under clause (a) to clause (d) including deaf blindness.

Out of the four percent reservation, one percent each shall be reserved for PwBDs under above clause (a), (b), (c) respectively, and one percent combined under clause (d) and (e).

If sufficient number of PwBD candidates with benchmark disabilities are not available on the basis of prescribed standard to fill in the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them, provided they are not found unfit for such post or posts.

**1.7 DECLARATION OF RESULTS**

- (a) A final merit list of candidates who have secured the minimum qualifying marks and above in the interview will be drawn up in the order of aggregate marks obtained in the interview, marks obtained for educational qualification, service and confidential report.
- (b) A separate list shall also be made in the order of merit as above for the reserved vacancies as per Government guidelines.
- (c) While preparing such lists, if it is found that two or more candidates have secured equal total marks, they shall be listed in accordance with their seniority as full time permanent employees in the clerical cadre from the date of their probation.

In case of candidates securing equal total marks and having equal seniority, such candidates shall be listed in accordance with the marks obtained in the interview.

In case of candidates with equal total marks, equal seniority & equal marks in interview also, such candidates shall be listed in accordance with first name in alphabetical order.

- (d) The General Manager, HRM would be competent authority to declare results of the promotion process.

**1.8 General Conditions (For Both Merit & Seniority Channels)**

Candidates fulfilling eligibility norms of both merit and seniority channels can apply under both channels separately.

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**1.9 OFFER OF PROMOTION**

- (a) Offer of Promotion will be issued to the successful candidates after announcing the final selection list.
- (b) In case the offer is not accepted by the promotee officer as indicated in the letter of offer, it shall be presumed that he / she has no interest in the promotion.
- (c) The acceptance of the offer shall not be conditional. Any conditional acceptance shall be treated as rejection/refusal.
- (d) The promotion of candidates, who accept the offer within the date stipulated in the offer for promotion, shall be effective from a common date notified by the Bank.
- (e) Effective date of promotion for the waitlisted candidates shall be reckoned with from the date of offer of promotion.

**2.0 PROBATION**

- (a) An employee on his / her promotion as an officer will be on probation in promoted Scale for a period of 1 year from the date of promotion.
- (b) The probation period shall automatically stand extended to the extent of leave (other than casual leave and privilege leave / sick leave not exceeding one month in aggregate) or unauthorized absence, period of suspension of the promotee officer during the probation period.
- (c) On expiry of the probation period of one year, the promotee officer will be considered eligible for confirmation in the officers' cadre subject to his / her work, conduct, performance, proficiency in handling CBS and attendance being found satisfactory during the period of probation. Such confirmation shall be by an order in writing within a period of 90 days from completion of probation period.
- (d) Before confirming him/her in new cadre, confirmation from Zonal Head / Department Head shall be taken along with clearance from Inspection / Vigilance/ Disciplinary Cell wherever required.

**2.1** If his / her work, conduct, performance and attendance as above is not found to be satisfactory during the probation period, the management may, at its discretion, by an order in writing-

- (i) Extend his / her initial probationary period of one year by such further period or periods not exceeding one year as may be deemed necessary.
- (ii) Revert him / her during or at the end of the probationary period to the clerical cadre. On such reversion, he / she will be governed by the terms and conditions applicable to the clerical cadre.

Deputy General Manager, HRM, at Head Office shall be the competent authority for approving / extending the confirmation or revert to Clerical cadre.

**2.2 VOLUNTARY REVERSION**

- (a) After promotion to the officers cadre, a candidate may seek reversion, in writing, to the clerical cadre within 3 months of his promotion as an Officer. In that case he / she will not be eligible to any allowance carrying post for a period of one year from the date of reversion and place of posting shall be as per availability of vacancy.



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**2.3 WAITING LIST**

- (a) A waiting list shall be prepared in the order of merit for
- General Category
  - Scheduled Caste Category
  - Scheduled Tribe Category
- (b) Such waiting list will be to the extent of 5% of the category wise number of vacancies declared and will be published in circular.
- (c) If any vacancy arises on account of
- Non acceptance of an offer of promotion.
  - Revision at the request of promotee from the Officers' cadre to the clerical cadre within 3 months. **OR**
  - Reversion by the Bank of a promotee officer to clerical cadre within 1 year or before commencement of next promotion process (i.e. date set for receiving application for written test) whichever is earlier,
- the Management shall fill up such vacancy by promoting the next eligible candidate in the order of merit from the waiting list of the category in which the vacancy has arisen.
- (d) The waiting list shall be operative for a period of 1 year from the date of declaration of results or till the commencement of next promotion process as stated above whichever is earlier and shall automatically stand cancelled on expiry of that period.
- (e) Any new vacancies arising out of non-acceptance of promotion and voluntary reversion or compulsory reversion of a promotee officer shall only be filled in from the said waiting list and other vacancies on account of death / resignation / retirement, etc. during that period shall not be filled in from the waiting list.

**2.4 Dis-Qualification**

As per provisions of Memorandum of Settlement dated 31.08.2017, between the Management of Bank of Maharashtra and the Representatives of All India Bank of Maharashtra Employees Federation (Majority Union & Affiliate of AIBEA) on promotion from Clerical to Officers Cadre in JMGS-I, the candidates shall be disqualified from participation in the promotion process under the following conditions-

- An employee who is under suspension for any reason whatsoever will not be eligible for participation in the promotion process.
- During the process of promotion at any stage, if any employee is suspended he/she will be debarred from the promotion.
- An employee who has been punished for the acts of gross misconduct mentioned under Cl.5 of the provisions of the Bipartite Settlements dt.10.4.2002 will not be allowed to participate in the process of promotion for a period of 3 years, from the date of awarding such punishment.

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- (d) In case of punishment imposed for the acts of minor misconducts mentioned under Cl.7 of the Bipartite Settlement dt.10.4.2002, employee will be allowed to participate in the process of promotion if the order imposing punishment has been issued prior to the date of circular declaring the promotion process and the employee is otherwise eligible. If declared successful, the promotion will be released from the date the penalty is completed.
- (e) An employee against whom disciplinary action is initiated as mentioned under Cl.1 of the Bipartite Settlement dt.10.4.2002 (disciplinary action will start from the issuance of letter calling for say / show cause notice), or is in progress or is contemplated will be allowed to participate in the process of promotion. However, his / her result will be held in abeyance till the disciplinary action/ proceedings are completed.
- (f) In case, the employee is exonerated / acquitted, he / she will be promoted within one month from the date of decision provided he / she is found to have obtained rank in the merit list above cut off point. In such case, the date of promotion shall be the actual date as declared by the Bank for the purpose of seniority. However, he / she shall be eligible for the fitment and other financial benefits from the date of acquittal from the competent authority.
- (g) In case the employee is found guilty and is punished for acts of Gross misconduct his / her name will be deleted from the merit list.
- (h) In case the employee is held guilty of minor misconduct and imposed with a minor penalty, he / she has qualified to be in the merit list, the promotion will be released on completion of the penalty.
- (i) If after an employee has been found successful in the promotion process and merit list for promotion, any disciplinary action is initiated, then the release of promotion shall be kept in abeyance (Sealed Cover) till completion of the disciplinary proceedings and thereafter procedure as above, will be followed.
- 2.5 Notwithstanding anything said above, the Board of Directors of the bank is empowered to amend/modify / change /delete/add any of the provisions in the Promotion Policy in accordance with the requirement of the bank and as per the directives from Government from time to time.

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**H.R. M. DEPARTMENT, HEAD OFFICE**  
**PROMOTIONS FROM SUB-STAFF CADRE TO CLERICAL CADRE**

**2.6 PREAMBLE –**

- (a) There shall be only one channel namely '**MERIT CHANNEL**' for promotions from Sub-staff Cadre to Clerical Cadre.
- (b) Out of the total vacancies identified in Clerical Cadre, upto 25% vacancies would be filled in by promotion Channel from Sub-staff Cadre.
- (c) In case vacancies could not be filled in through promotions due to inadequate number of suitable candidates, then the unfilled vacancies shall be filled in through direct recruitment.
- (d) The reservation of posts for different categories among the vacancies to be filled in would be as per government directives issued from time to time.

**2.7 Eligibility**

(a) **Minimum Service**

The requirement of minimum service in the Sub-staff / PTS cadre as confirmed employee (Completed years as on 01st April) for being eligible for promotion would be as under.

Particulars	Qualifications	Minimum Active Service in respective Cadre
Full Time Sub-staff	SSC & Above	1 year continuous service
PTS	SSC & above	3 years continuous service

- (b) Service shall mean the completed years of actual service as a confirmed employee in respective cadre from the date of probation. The relevant date for computing minimum service would be 1<sup>st</sup> of April of the financial year in which the promotion process is carried out.
- (c) Ex-servicemen employees re-employed as sub-staff who have opted for benefit of defense service under promotions and who have completed minimum 3 years of continuous service as Sub-staff in the Bank will be given additional weightage in the service to the extent of 2 years maximum, i.e. 1 year for every 5 completed years' service in armed forces subject to 2 years maximum.

**2.8 Process For Promotions**

- (a) Promotion process for promotions to Clerical Cadre shall comprise of -

1. Written Test

- (b) For arriving at the final merit list for promotions, weightage would be given to different aspects as under –

No	Areas	Weightage
1.	Written Test	70
2.	Graduation	10
3.	Service Seniority	10
4.	Special Confidential Report	10
<b>TOTAL</b>		<b>100</b>

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**2.9 Interview –**

Interview clause is proposed to be removed. As per the Govt. guidelines dt.22.12.2015 interview process for recruitment of Clerks & Sub-staff in PSBs has been discontinued and adopted by us as per Board resolution dtd.17.3.2016. Going by the spirit of these guidelines it has been decided to discontinue interview process for promotion from Sub-staff Cadre to Clerical Cadre. We may, therefore, remove the interview clause

**3.0 Written Test -**

- (a) All candidates applying for promotion to Clerical Cadre shall have to appear for and clear written test.
- (b) The Written test will consists of four papers as under;
  - i. English (Qualifying Test only)
  - ii. Banking
  - iii. Arithmetic
  - iv. Computer Awareness
- (c) The Candidate has to secure minimum 30% marks in English to qualify for promotion. However the score obtained in English shall not be reckoned with in the total marks obtained in the written test.
- (d) The Minimum marks to be secured by candidate in subjects other than English for qualifying is as under.
  - i. The candidate securing minimum 35% marks in aggregate; and
  - ii. Minimum 35% marks in Banking; and
  - iii. Minimum 30 % marks in Arithmetic & Computer Awareness
- (e) For SC/ST candidates, there shall be relaxation of 5% in the qualifying marks in written test.
- (f) Notwithstanding anything stated above the modalities, weightages, minimum marks and contents of examination would be decided by the Bank with approval of Managing Director & CEO as per requirement of Bank.

**3.1 Special Confidential Reports**

Special Confidential Reports from Branch/Departmental Heads would be called by HRM Department in respect of each candidate applying for promotions and marks allotted in the said report for each candidate would be converted to marks out of 10.

**3.2 Qualifications**

Candidates having completed graduation from recognized university shall be awarded 10 marks for qualification.

**3.3 Service Seniority**

- (a) Marks for Seniority in service shall be computed as under –

Cadre	Service upto 5 years	Service above 5 years
Full Time Sub staff	NIL	1 mark for each completed year of service (above 5 years). Maximum 10
Part Time Sub staff	NIL	2 marks for each completed year of service (above 5 years). Maximum 10

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### 3.4 Reservation in promotion to Persons with Benchmark Disability (PwBD):

In terms of Govt. of India guidelines, reservations to Persons with Benchmark Disabilities (PwBDs) is applicable for promotions from Substaff to Clerical cadre. Four percent of the total number of vacancies in the cadre strength shall be reserved for following categories of PwBDs. Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any, does not exceed 75%.

- (a) Blindness and low vision;
- (b) Deaf and hard of hearing;
- (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular dystrophy, spinal deformity and Spinal Injury without any associated neurological/limb dysfunction;
- (d) Autism, intellectual disability, specific learning disability and mental illness
- (e) Multiple disabilities from amongst employees under clause (a) to clause (d) including deaf blindness.

Out of the four percent reservation, one percent each shall be reserved for PwBDs under above clause (a), (b), (c) respectively, and one percent combined under clause (d) and (e).

If sufficient number of PwBD candidates with benchmark disabilities are not available on the basis of prescribed standard to fill in the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them, provided they are not found unfit for such post or posts.

### 3.5 Declaration of Results

- (a) A final merit list of candidates who have secured the minimum qualifying marks and above in the written test will be drawn up in the order of aggregate marks obtained in the written test, marks obtained for educational qualification, service and confidential report.
- (b) A separate list shall also be made in the order of merit as above for the reserved vacancies as per Government guidelines.
- (c) While preparing such lists, if it is found that two or more candidates have secured equal total marks, they shall be listed in accordance with their seniority as permanent employees from the date of their probation.

In case of candidates securing equal total marks and having equal seniority, such candidates shall be listed in accordance with their qualifications.

In case the candidates secure equal marks in Written Test, Service & Qualifications, they will be listed according to their age as per service record.

- (d) The General Manager, HRM would be competent authority to declare results of the promotion process.

### 3.6 General Conditions -

#### 3.6.1 Offer of Promotion

- (a) Offer of Promotion will be issued to the successful candidates after announcing the final selection list in order of merit.
- (b) In case the offer is not accepted by the promotee clerk as indicated in the letter of offer, it shall be presumed that he / she has no interest in the promotion.

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- (c) The acceptance of the offer shall not be conditional. Any conditional acceptance shall be treated as rejection/refusal.
- (d) The promotion of candidates, who accept the offer within the date stipulated in the letter of offer for promotion, shall be effective from a common date notified by the Bank which shall be prospective. The promotee employee shall draw pay & allowances applicable to Clerical Cadre from the date he / she reports at the branch / office to which posted.
- (e) Effective date of promotion for the waitlisted candidates shall be reckoned with from the date of offer of promotion.

### 3.6.2 Probation

- (a) An employee on his / her promotion as a Clerk will be on probation for a period of 6 months from the date of promotion.
- (b) The probation period shall automatically stand extended to the extent of leave (other than casual leave) or unauthorized absence, period of suspension of the promotee officer during the probation period.
- (c) On expiry of the probation period of six months, the promotee Clerk will be considered eligible for confirmation in the clerical cadre subject to his / her work, conduct, performance, proficiency in handling CBS and attendance being found satisfactory during the period of probation. Such confirmation shall be by an order in writing.
- (d) If his / her work, conduct, performance and attendance as above is not found to be satisfactory during the probation period, the management may, at its discretion, by an order in writing -
  - (ii) Extend his / her initial probation period of 6 months by such further period or periods not exceeding one year as may be deemed necessary.
  - (iii) Revert him / her during or at the end of the probation period to the Sub staff cadre. On such reversion, he / she will be governed by the terms and conditions applicable to the Sub staff cadre.
- (e) Zonal Head shall be the competent authority for approving / extending the confirmation or revert to Sub staff / PTS cadre.

### 3.7 Voluntary Reversion

After promotion to the clerical cadre, a candidate may seek reversion, in writing, to the Sub staff cadre before confirmation of his / her promotion as Clerk. In that case he / she will not be eligible to any allowance carrying post for a period of one year from the date of reversion and place of posting shall be as per availability of vacancy.

### 3.8 Waiting List

- (a) A waiting list shall be prepared in the order of merit for
  - (i) General Category
  - (ii) Scheduled caste Category
  - (iii) Scheduled Tribe Category
- (b) Such waiting list will be to the extent of 25% of the number of vacancies declared. The waiting list shall be circulated.

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(c) If any vacancy arises on account of

- (i) Non-acceptance of an offer of promotion
- (ii) Reversion at the request of promotee from the clerical cadre to the Sub staff cadre within 3 months. **OR**
- (iii) Reversion by the Bank of a promotee Clerk to Sub staff cadre within 6 months

the Management shall fill up such vacancy by promoting the next eligible candidate in the order of merit from the waiting list of the category in which the vacancy has arisen.

(d) Such waiting list will be operative for a period of 8 months from the date of declaration of results and shall automatically stand cancelled on expiry of that period or the date of issuance of circular calling for applications for next promotion process, whichever is earlier.

(e) The vacancies arising out of non-acceptance of promotion and voluntary reversion or compulsory reversion of a promotee Clerk shall only be filled in from the said waiting list and other vacancies on account of death / resignation / retirement, etc. during that period shall not be filled in from the waiting list.

**3.9 Dis-Qualification**

As per provisions of Memorandum of Settlement dated 09.09.2014, between the Management of Bank of Maharashtra and the Representatives of All India Bank of Maharashtra Employees Federation (Majority Union & Affiliate of AIBEA) on promotion from Sub-staff / Part Time Sub-staff to Clerical Cadre, the candidates shall be disqualified from participation in the promotion process under the following conditions-

- (a) An employee who is under suspension will not be eligible to participate in the promotion process.
- (b) During the process of promotion at any stage, if any employee is suspended he/she will be debarred from the promotion.
- (c) An employee who has been awarded major punishment under the provisions of the B.P.S. will not be allowed to participate in the process of promotion for a period of 3 years, from the date of awarding such punishment.
- (d) In case of minor punishment, the employee will not be allowed to participate in the process of promotion for a period of 1 year, from the date of awarding such punishment.
- (e) An employee against whom disciplinary action is initiated (i.e. charge sheet is issued) will be allowed to participate in the process of promotion. However, his / her result will be held in abeyance (Sealed Cover) till the disciplinary action / proceedings are completed.
- (f) In case, the employee (with result under sealed cover) is exonerated / acquitted, he / she will be promoted within one month from the date of decision provided he / she is found to have obtained rank in the merit list above cut off point. In such case, the date of promotion shall be the actual date as declared by the Bank for the purpose of seniority. However, he / she shall be eligible for the fitment and other financial benefits from the date of acquittal from the competent authority.
- (g) In case the employee is held guilty of minor misconduct and imposed with a minor penalty, he / she has qualified to be in the merit list, the promotion will be released on completion of the penalty.
- (h) If after an employee has been declared successful in the promotion process and merit listed for promotion, any disciplinary action is initiated, then the release of promotion shall be kept in abeyance (Sealed Cover) till completion of the disciplinary proceedings and thereafter procedure as above, will be followed.

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