



BANGIYA GRAMIN VIKASH BANK

Head Office: Berhampore, Murshidabad

Circular No. P & A/ 94 /2013

Date: 28.11.2013

All Branches / Offices All Departments at H.O

Re: Internal promotion from Office Attendant (Group 'C') to Office Assistant (Group 'B') under Normal & Fast Track channel.

The Management of the Bank has decided to undertake a selection process for promotion of Office Attendant (Group 'C') to Office Assistant (Group 'B') on the basis of Regional Rural Banks (Appointment & Promotion of Officers & Employees) Rules, 2010 to fill in the vacancies as on 31.03.2013. A common written examination is expected to be held in the month of January, 2014 for both the channels.

- Name of the post** : Office Assistant (Group 'B')
- Number of post** : 72 (seventy two)
Fast track channel: 22 (twenty two)
Normal channel : 50 (fifty)

A. Fast Track Channel :

a) Eligibility :

i) Office Attendant (Group 'C') holding the post for minimum 5 years as on 01st April, 2013 on a regular basis and who have passed Graduation from a recognized University shall be considered for promotion to Office Assistant (Group 'B').

iii) Provided that no employee shall be considered for promotion unless he/she has been confirmed in the feeder grade post.

Zone of consideration:

All eligible employees (Group 'C')

b) Selection Process:

The selection shall be on the basis of combined performance in the written test and interview as per the division of marks given below:

Written Test	70 marks
Interview	30 marks
Total	100 marks

The candidates shall be required to appear for a written test comprising test in English and Arithmetic. 70 marks allotted to written test shall be further divided as under :-

English	35 marks
Arithmetic	35 marks
Total marks	70 marks

c) Preparation of Merit List:

The selection of candidates shall be made by the Committee in order of merit on the basis of combined performance in written test and interview for General, Scheduled Caste, Scheduled Tribe and Other Special Categories, separately.

There shall be a minimum cut off marks of 45% in aggregate in the written test and interview. Selection shall be based on the aggregate marks obtained in the written test and interview by placing the candidates in descending order of merit to the extent of number of vacancies.

The vacancies under this channel, which remain unfilled for want of non-selection of adequate number of candidates shall lapse and shall be filled up by way of normal channel.

B. Normal Channel:

a) Eligibility:

i) Office Attendant (Group 'C') holding the post for minimum 10 years as on 01st April, 2013 on a regular basis and who have passed 10th Standard shall be considered for promotion to Office Assistant (Group 'B'). However the incumbents eligible for promotion on or before the publication of the notification of Regional Rural Banks (Appointment & Promotion of Officers & Employees) Rules, 2010 shall continue to be considered for promotion and the service of the incumbents who are holding the post eligible for promotion before publication of the notification shall continue to be counted for the purpose of promotion.

iii) Provided that no employee shall be considered for promotion unless he/she has been confirmed in the feeder grade post.

Zone of consideration:

Three times the number of vacancies including repeaters.

Explanation.-

1. Vacancies under Normal Channel shall be filled after filling the vacancies under Fast Track Channel.
2. The Employees who are eligible under Normal Channel shall also be considered under Fast Track Channel.
- 3 There shall be common written examination and interview for both the channels.

b) Selection Process:

Same as Fast Track Channel

c) Preparation of Merit List:

Selection of candidates for promotion shall be on the basis of combined performance in Written Test and interview for General, Scheduled Caste, Scheduled Tribe and Other Special Categories, separately.

There shall be a minimum cut off mark of 40% in aggregate of written test and interview.

The number of selected candidates to be empanelled for promotion shall be equal to the number of notified vacancies in the order of seniority from among the candidates who secure the minimum cut off marks.

3) Reservation:

As per Rules applicable.

All eligibility criteria will be reckoned as on 1st April 2013.

All eligible employees (Group 'C') fulfilling the criteria mentioned above may apply in their own handwriting as per the enclosed format. The applications are to be submitted through proper channel in such a manner so as to reach this Office within 14th December, 2013.

Call letters for written test along with information handout as well as learning material would be sent to eligible candidates in due course.

Regional Managers/Senior Managers/Branch Managers are advised to bring the contents of this Circular to the notice of all concerned and to ensure submission APAR for the year 2012 – 13 of all concerned Officers / Employees under their control within 10. 12. 2013. A copy of this Circular is to be displayed on the Notice Board of the Branch/Office.

The receipt of this Circular should be acknowledged to Head Office.

A handwritten signature in black ink, appearing to read 'W. Verma', is enclosed within a faint, dotted-line rectangular border.

CHAIRMAN

Enclo: As stated



APPLICATION FOR PROMOTION AS PER CIRCULAR NO.P & A/94/2013 DATED 28.11.2013

**Office Attendant to
Office Assistant**

INSTRUCTIONS:

1. Application is to be made as per the proforma only.
 2. Application is to be filled in the candidate's own handwriting. No overwriting is acceptable. If any correction is necessary, it should be made by scoring out existing entry. Fresh entry is to be made and authenticated. No column should be left blank.
- [Management reserves the right to reject the incomplete application]
- =====

**The Chairman
Bangiya Gramin Vikash Bank
Head Office
NH-34, Chuapur, Berhampore
Dist.-Murshidabad**

(Through:)

Dear Sir,

I have gone through the Bank's Circular No. **P & A/94/2013** dated 28.11.2013. I am willing to participate in the promotion process in terms of the Bank's Circular.

- i. Name in full (in block letters) :.....
- ii. EPF No. :.....
- iii. Permanent Address :.....
- iv. Present designation :.....
- v. Academic Qualification.....
- vi. Present place of posting :.....
- vii. Date of appointment as Office Attendant (Group 'C') :
- viii. Belonging to SC / ST
(if YES, enclose attested copy of certificate) : YES / NO
- ix. Previous posting:

Designation	Branch / Office	From	To	Period

- x. a) Whether issued with Charge Sheet. : YES / NO
(if YES, mention date of Charge Sheet)
- b) Whether placed under suspension : YES / NO
(If YES, mention: a) date of suspension
& b) Suspension revoked on)
- c) Whether awarded any punishment by : YES / NO
way of disciplinary action? If so, the
nature and the date of punishment.
- d) Whether prosecution for a criminal : YES / NO
charge is pending.

I do hereby declare that all the particulars / information furnished by me in this application form are true and correct and in the event of any statement and/or declaration made by me in this application found to be false or incorrect at any time before or after the publication of result, the Bank will be at liberty to cancel my candidature and also to take any action against me as it may deem fit and proper and the same will be binding on me.

Yours faithfully,

Place:

Date:

(Full signature of the candidate)

FORWARDED TO: Head Office on under Branch Ref. No.....
<hr/> BM / RM / SM (Please use rubber stamp)

RECEIVED AT HEAD OFFICE SL. NO. <table border="1"><tr><td></td><td></td><td></td></tr></table> DATE:			
<hr/> Designation (Please use rubber stamp)			