



BANGIYA GRAMIN VIKASH BANK
Head Office: Berhampore, Murshidabad

Circular No. P & A/ 96 /2013

Date: 28.11.2013

All Branches / Offices
All Departments at H.O

Re: Internal promotion from Officer in Junior Management (Scale-I) to Middle Management (Scale-II) under Normal & fast Track channel.

The Management of the Bank has decided to undertake a selection process for promotion of Officers in Junior Management Scale-I to Middle Management Scale-II 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.

1. **Name of the post** : Officer Middle Management (Scale-II)
2. **Number of post** : 199 (One hundred ninety nine)
Fast track channel: 100(one hundred)
Normal channel: 99(ninety nine)

A. Fast Track Channel :

a) Eligibility: i) Officer, holding the post for minimum six years as on 01st April, 2013 as Officer Junior Management (Scale I), full time on a regular basis in the Bank shall be considered for promotion to Officer Middle Management (Scale-II).

ii) Relaxation in eligibility criteria of one year service will be allowed to such candidates who have passed Junior Associate of the Indian Institute of Bankers (JAIIB) of Indian Institute of Banking and Finance and one more year in case of such candidates who have passed Certified Associate of the Indian Institute of Bankers (CAIIB) of Indian Institute of Banking & Finance. However, such relaxation will be available only once during the entire service period.

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

Zone of consideration:

All eligible Officers

b) Selection Process:

The selection shall be on the basis of performance in the written test, interview and previous five financial years performance appraisal reports preceding 1st April 2013 as per the division of marks given below:-

Written Test	50 Marks
Interview	20 marks
Performance Appraisal Reports	30 marks
Total	100 marks

Contd.....2

50 marks allotted to written test shall be further divided as under :-

Part “A”	:	25 marks
Part “B”	:	25 marks

The candidates shall be required to appear for a written test comprising of two parts namely Part (A) covering Banking Law and Practice of Banking and Part (B) covering Credit Policy, Credit Management including Priority Sector, Economics and Management.

c) Preparation of Merit List:

The selection of candidates shall be made by the Committee in order of merit on the basis of written test, interview and performance appraisal reports.

There shall be minimum qualifying marks of 60% in aggregate in the written test, interview and performance appraisal reports. Selection will be based on the aggregate marks secured in the written test, interview and performance appraisal reports 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) Officer, holding the post for minimum eight years as on 01st April, 2013 as Officer Junior Management (Scale I), full time on a regular basis in the Bank shall be considered for promotion to Officer Middle Management (Scale-II). 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.

ii) Relaxation in eligibility criteria of one year service will be allowed to such candidates who have passed Junior Associate of the Indian Institute of Bankers (JAIIB) of Indian Institute of Banking and Finance and one more year in case of such candidates who have passed Certified Associate of the Indian Institute of Bankers (CAIIB) of Indian Institute of Banking & Finance. However, such relaxation will be available only once during the entire service period:

Provided that no officer 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 in the vacancies under Fast Track Channel.
2. The Officers 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:

There shall be minimum qualifying marks of 50% in aggregate of written test, interview and performance appraisal reports.

Selection of successful candidates for promotion shall be made by going down in Seniority Order starting from the top and selecting those found to score the said minimum qualifying marks of 50% in the aggregate up to a number equal to the number of vacancies notified for this channel.

3) Reservation:

There is no reservation for SC & ST in promotion within the Officer cadre from one scale to another as the promotions are to be made by selection. SC & ST candidates whose seniority fall within the number of vacancies for promotion and secure the minimum qualifying marks as prescribed above, would be eligible for promotion, provided they are not considered otherwise unfit.

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

All eligible Officers of Scale-I cadre 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. Rama', is written over a circular stamp that is mostly illegible due to fading.

CHAIRMAN

Enco: As stated



APPLICATION FOR PROMOTION AS PER CIRCULAR NO.P & A/96/2013 DATED 28.11.2013

**Officer Scale I
to II**

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.
 3. 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/ 96 /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 Officer/ :
- Promotion as Officer
- viii. Present Grade / Scale :
- ix. Belonging to SC / ST
(if YES, enclose attested : YES / NO
copy of certificate)
- x. CAIIB / JAIIB passed on : CAIIB Part-I / JAIIB on
CAIIB Part-II on
- xi. Previous posting:

Designation	Branch / Office	From	To	Period

(2)

- xii. 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 way of disciplinary action? If so, the nature and the date of punishment. : YES / NO
- d) Whether prosecution for a criminal charge is pending. : YES / NO

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)			