**Modus Operandi for Promotion in Assistant Cadre to**

**Assistant Manager (Scale - 1) w.r.t. H.R.Policy of The Bank**

**(23) Promotion Policy**

Promotion may be based on written test, Interview and Performance Appraisal for Group C to Group B, and Group B to Group A. For promotions within Group A, it could be based on written exam, interview and Performance Appraisal.

(i) For Promotion, outsourced to Agencies like Deep Narayan Singh (DNS) Regional Cooperative Management Institution, Shashtri Nagar, Patna or any other institute which may be engaged for conduct of examination followed by interview. The final selection through interview may be done by a Selection Committee constituted by the Board of the Bank.

(ii) While on the one hand there is a need to give due weight age to experience, there is also a need to reward good performers, irrespective of their seniority position.

(iii)In addition to eligibility, the suitability for promotion may be considered subject to the candidate's satisfactory service record. Personnel are not eligible for promotion for one year from date of punishment against him/her in any matter.

**SCHEDULE-(III)GROUP-A**

Appointment to different categories of officer and employees to Group “A”,”B”and “C” posts whether by direct recruitment or by promotion shall be effected as follows:

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| **Officer Junior Management (scale 1)** | **JMGS** |
| 1. Name of Post | **Asstt. Manager (Scale 1)** |
| 1. Classification | **Group “A”** |
| 1. Mode of Appointment | **50% by Direct Recruitment and 50% by Promotion from Group ’B’** |
| 1. For Direct Recruitment | **Direct recruitment will be effect only after completion of Promotion of Officials.** |
| 1. Age | Above 18 years but below 30 years (relaxation of age in case of Scheduled Caste/Scheduled Tribes, candidates or candidates belonging to other Reserved categories in accordance with the instructions/orders issued by the Board in this regard |
| (ii) Minimum Qualification | 1. Bachelor degree of a recognized University in any discipline or its equivalent.   Preference will be given to the candidates having degree in Agriculture, Information Technology, Engineering, Management, Law, Economics, Commerce and Accountancy, Bachelor in Business Administration.   1. Proficiency in/local language, as may be specified by the Board. 2. Computer knowledge or awareness will be an added qualification. |
| 1. For Promotion 2. Mode of Promotion | 50% of the vacancies for promotion shall be filled under Normal Channel and 50% under Fast Track Channel as per eligibility and selection process given as follows:- |
| 1. Eligibility | Promotion shall be made from amongst the employees holding, on full time and regular basis the post of office Assistant (Multipurpose). |
|  | **Normal Channel:** Must have five years experience as Office Assistant (Multipurpose) on full time and regular basis.  Preference will be given to candidates having two years of active service in Rural Branch.  The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April of the year in which the vacancy is expected to arise or has actually arisen.  **Eligibility criteria:**  Must be Graduate from a recognized university.  Provided that no employee shall be considered for promotion unless they have 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.  **Fast Track Channel:**  Must have Three years service as Office Assistant (Multipurpose) on full time and regular basis.  The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April of the year in which the vacancy is expected to arise or has actually arisen.  **Eligibility criteria:**  First class Post graduate Degree from recognized university.  **Or**  Graduate/Post Graduate with CPEC Level-1  **Or**  Highly Qualified Category:  (a)ACA/ICWA/ACS/CFA  (b) BE or AMIE or B.Tech,M.Tech/B.Arch  (c) LLB/LAW Graduation/LLM (d)MBA/MCOM/MMS/MHRM/MFA/PGDBM\*/PGDM\*  (e)MCA/MSc Computer Science/MSc Information Technology  \* Full Time Two Year course  Provided that no employee shall be considered for promotion unless he has been confirmed in the feeder grade post.  Zone of consideration.  All eligible employees. |
| (iii) Selection Process | The selection shall be on the basis of performance in the written test, interview and performance appraisal reports as per the division of marks given below :  Written Test 50 marks  Interview 20 marks  Performance Appraisal Reports 30 marks  Total 100 marks  The candidates shall be required to appear in a written test comprising test in General English or Hindi and General Banking knowledge. 50 marks allotted to written test shall be further divided as under :-  (i) General English or Hindi 20 marks  (ii) General Banking knowledge 30 marks  Total marks 50 marks |
| (iv) Preparation of Merit List | **Normal Channel**  There shall be minimum qualifying marks of 40% 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. |
|  | **Fast Track Channel :**  There shall be minimum qualifying marks of 50% in aggregate of 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. |
| (v) Inter-se Seniority | The Inter-se seniority of all the empanelled officers selected through normal channel or fast track channel in their feeder posts shall remain unchanged. |
| (vi) Composition of the Committee for Interview | The Committee shall consist of the following namely  :-  (1)The Chairman/Administrator of the SCB concerned.  (2) Managing Director  (3) Representative of NABARD  (4)Representative of R.C.S  (5) two member of the BOD  Note : If none of the members of the Committee belongs to the Scheduled Castes or the Scheduled Tribes, the Board may nominate an officer of suitable position belonging to the Scheduled Castes/ or Scheduled Tribes as an additional member of the Committee. |

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