

Andhra Bank
(A Govt. of India Undertaking)
Head Office
HYDERABAD
Dept: Human Resources



Circular No. **404**

Ref. No. **3/83**

Date : **20.02.2015**

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Reg: Promotions from Clerical to Officer JMGS-I Cadre - Submission of applications – On line.

IMPORTANT POINTS AT A GLANCE TO BE NOTED

DATE OF ONLINE EXAMINATION – 26.04.2015.

- Candidates opting for promotion either under Merit quota or Seniority quota have to necessarily express their willingness in the prescribed online application form as per their eligibility.
- The education / additional / JAIIB / CAIIB qualifications acquired by the candidates as on the **date of this circular** only shall be considered for assigning weightages and for arriving at the eligibility, subject to production of satisfactory proof.
- The date for completion of number of years of service will be taken as on the date of this circular.
- Candidates coming under Seniority Channel, besides Seniority Channel, can also opt for Merit Channel.
- The cut off / specified date in all the above promotion processes i.e., for arriving at minimum service eligibility criteria, educational qualifications etc., is **20.02.2015** i.e. the date of this circular.
- The online application will be opened on **23.02.2015**.
- The last date for applying / modifying online is **07.03.2015**.
- **The steps for applying online is available in our Intranet Portal.**

Please go through the entire circular before submitting the promotion application.

We are glad to inform that it is approved to fill up **400** vacancies in Officer Junior Management Grade Scale-I cadre by way of promotions from clerical cadre. Out of the **400** vacancies, **280** (70%) shall be filled up under Merit quota and the remaining **120** (30%) shall be filled up under Seniority quota, duly following the rule of reservations as per the Government Guidelines

The Policy & Procedure for filling up of the above vacancies is as per our Circular No. 337/3/57 dt. 18.12.2010, which can be viewed in our Bank's Portal.

Candidates desirous of participating in the promotion process either under merit or seniority quota have to invariably express their willingness in the prescribed online application form as per their eligibility.

Applications are invited from employees in clerical cadre fulfilling the following eligibility criteria as **on the date of this circular** for considering their promotion to Junior Management Grade Scale - I.

Eligibility :

a) Merit Quota

Completed years of Service in clerical cadre	Qualifications
Two years	Graduates and above
Five years	Matriculates / SSC, PUC / Inter or any equivalent examination

The eligible candidates under merit quota will be administered an online test which is scheduled to be held on **26.04.2015**.

b) Seniority Quota

Clerical Staff who have completed a minimum of 5 years service in Clerical Cadre are eligible to apply under this quota.

The cut off / specified date in all the above promotion processes i.e., for arriving at minimum service eligibility criteria, educational qualifications etc., is **20.02.2015** i.e. the date of this circular.

Reservations

The relaxations / reservations for Scheduled Caste / Scheduled Tribe candidates shall be as per directions of the Government from time to time.

HOW TO APPLY

The candidates fulfilling the eligibility criteria are required to submit their application through on line. The online application will be opened on 23.02.2015. The link for applying online and guidelines for submitting application online will be made available in our HRMS Self-service from **23.02.2015 to 07.03.2015**. The steps to access online application is given in Annexure-I. After submission of online application, a printout of the same should be taken and kept with the applicant for future reference.

The eligible candidates should submit their applications duly following the above procedure only.

Written Test (online) – Date -26.04.2015

Written test will be conducted **online**. The online test for candidates under merit quota will be conducted by the Institute of Banking Personnel Selection, Mumbai. The online test will comprise of two parts as under:

- 1. Test of Banking Knowledge**
- 2. Test of Proficiency in English**

Upon receipt of the applications call letters will be mailed to the eligible candidates under merit quota, who will be required to appear for the online test to be conducted on 26.04.2015. On receipt of the call letters, candidates should affix his/her **latest passport size photograph** at the appropriate place and get it **attested** by the Manager/In-charge Officer, for production at the examination center.

Pattern of the Online Test:

Written test shall be objective and will be conducted online. The test shall be administered both in Hindi and in English. The test will have two sections:

Sec A : Banking Knowledge - Objective - 75 Questions - 75 marks.

Sec B : Proficiency in English - Objective - 50 Questions - 50 marks.

The time allotted for the online test is composite time of **90** minutes

Coaching classes for employees belonging to SC/ST/OBC categories

For the benefit of the clerical staff members belonging to Scheduled Caste, Scheduled Tribe and OBC, **pre-promotion training classes** will be conducted as per the existing guidelines. Interested SC/ST/OBC candidates may avail of this opportunity. The dates and venues for the pre-promotion training classes will be intimated separately.

“Failure to appear for the Online Test / Interview (if qualified) after undergoing the pre-promotion training, without sufficient valid cause will attract disciplinary action”.

It is reiterated that as per the Settlement dt. 13.12.2010 candidates desirous of participating in the promotion process under seniority quota also have to communicate their willingness in the prescribed online application within the date stipulated herein. Please note that no separate circular will be issued calling for applications under Seniority Quota.

Candidates belonging to SC /ST/ OBC category whose category status is not properly reflected in HRMS should submit a copy of the caste certificate, duly attested, to Promotion Section, HR Department, Head Office, in support of their claim.

Candidates should verify their educational qualifications in HRMS while applying online. In case any updation is to be effected in HRMS, the candidates are advised to send duly attested copies of educational qualifications immediately to Promotion Section, HR Department, Head Office.

This communication should be circulated amongst the clerical cadre employees and their initials be obtained, as acknowledgement. A copy of this circular may also be displayed on the Notice Board.

(V B Bhagavathi)
General Manager (HR)