



**Sub: Promotions of part time sweepers on Scale wages possessing Higher Educational qualification to sub-staff.**

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We are glad to inform that it is approved to fill up 17 vacancies of sub-staff cadre by way of promotions from part time sweepers in Scale wages.

Applications are invited from the part time sweepers who fulfill the eligibility criteria to consider Promotion of sweepers on scale wages to sub-staff. **The term Part time sweeper shall mean those sweepers drawing 1/3<sup>rd</sup> scale wages, 1/2 scale wages, full time scale wages and full time scale wages designated as HKCP.**

**IMPORTANT POINTS AT A GLANCE TO BE NOTED**

- Candidates opting for promotion have to necessarily express their willingness in the prescribed application form as per their eligibility.
- The educational qualifications acquired by the candidates and completion of number of years of service 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 last date for applying is **28.09.2018**.

**Please go through the entire circular before submitting the application**

In terms of the settlement dated 05.03.2013 with regard to the Policy & Procedure for promotion of sweeper on scale wages possessing Higher Educational qualification to Sub-staff cadre, applications are invited from sweepers in scale wages who have completed minimum 5 years of service in scale wages and possess Educational qualifications like 10<sup>th</sup>/SSC/Inter/PUC/Degree/Graduation etc., **as on the date of this circular**, for considering their promotion from sweepers on scale wages to sub staff.

**Eligibility :**

Candidates who have passed 10<sup>th</sup>/SSC/Inter/PUC/Degree/Graduation, etc. and who can produce a certificate in proof thereof and have completed 5 **years** of service in Scale wages as on the date of this circular.

**Computation of Service:**

Completed years of service means the number of years completed from the date of joining as sweeper on scale wages up to the date of this circular.



**HOW TO APPLY:**

The candidates fulfilling the above eligibility criteria may submit their application in the prescribed format to their Branch Manager/Head of the Office. **The form should be complete in all respects and no column should be left blank.** If there is no information to be furnished under any column, it should be mentioned as "NIL". Incomplete applications are liable for rejection.

The earlier Circular NO. 59 Ref No. 3/8 dated 23.05.2018 issued in this regard stands cancelled. The candidates fulfilling the eligibility criteria should **apply afresh for promotion from part time sweepers to sub-staff.**

**Instructions to Branch Managers / Officers In-charge**


Applications received from the candidates should be thoroughly verified and attested in the space provided for. The applications should be forwarded directly to the Asst. General Manager (HR), Andhra Bank, Human Resources Department, Head Office, 5-9-11, Dr. Pattabhi Bhavan, Saifabad, Hyderabad-500004, clearly superscribing the envelope "PROMOTIONS of Sweeper on scale wages to sub staff cadre", so as to reach us on or before 28.09.2018. **Applications received after 28.09.2018 shall not be entertained.**

Branch Manager /In-charge Officer should thoroughly verify the applications as per the eligibility and forward only those applications which fulfill the eligibility criteria.

The attested photo copies of the certificates relating to educational qualifications should be enclosed invariably to the application form. **Otherwise, such applications are liable to be rejected.** No claim with regard to educational qualifications shall be entertained thereafter.

This communication should be circulated amongst all the part time sweepers and their initials be obtained as acknowledgement. A copy of this circular may also be displayed on the branch/office Notice Board.

**LAST DATE FOR RECEIPT OF APPLICATION FORMS AT HEAD OFFICE, HYDERABAD: 28.09.2018**

  
**( M NAGA RAJU )**  
**General Manager**





ANDHRA BANK  
(A Govt. of India Undertaking)  
Head Office Hyderabad

Employee Code No				

APPLICATION FOR PROMOTION FROM SWEEPER ON SCALE WAGES TO SUBSTAFF

Duly filled in applications should reach Head Office on or before 28.09.2018.

1. Name in Full	
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2. Emp. Code No	3. Category					
	SC	ST	OBC	GEN	Ex-Ser	PH

(Put a tick mark in the relevant box while filling up column 3)

4. Present Place of work			
Extn. Counter / Br/ Off	Code	Zone	Zone Code

5. Date of Birth	6. Sex	7. Date of joining as sweeper on scale wages	8. Completed yrs of service as on 12.09.2018 (date of circular)

9. 10 <sup>th</sup> / SSC/Matric or equivalent	PUC/Inter or equivalent	Degree/ Graduation

(Qualification is to be written in the relevant box - Attested Copies of the certificates are to be enclosed as proof of the same)

**N .B: Please note that only candidates coming under the Zone of consideration for the vacancies under Seniority in the prescribed ratio will be called for Interview.**

I declare that the particulars furnished above are true and correct.

Date:

Place:

Signature of the Employee

I have verified the particulars and found correct.



Branch Manager / Chief Manager  
(Affix Office Seal)