



Sub: Promotions from Sub-staff cadre to Clerical Cadre – Submission of Applications – on line.

We are glad to inform that it is approved to fill up 125 vacancies in Clerical cadre by way of promotions from Subordinate staff.

The above 125 vacancies in clerical cadre shall be filled in as under :

Quota	No.of vacancies
Seniority-cum-Selection Method	25
Merit-cum Selection Method	100
Total	125

IMPORTANT POINTS AT A GLANCE TO BE NOTED

DATE OF EXAMINATION – 18.11.2018.

- 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 educational 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 Zone of consideration of Seniority Channel, besides Seniority Channel, can also opt for Merit Channel, if they possess the required qualifications.
- The cut off / specified date in all the above promotion processes for arriving at minimum service eligibility criteria, educational qualifications etc., is 05.10.2018 i.e. the date of this circular.
- The online application will be opened on **08.10.2018**.
- The last date for applying / modifying online is **16.10.2018**.
- **The steps for applying online is available in our Intranet Portal.**

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



As per the settlement dt 06.01.2017 with regard to the Policy & procedure for promotion from Subordinate staff to Clerical cadre, applications are invited from full time subordinate staff fulfilling the following experience and qualifications **as on the date of this circular**, for considering their promotion to clerical cadre both under Merit-cum-Selection Method and Seniority-cum- Selection Method.

Eligibility under Merit-cum-Selection Method:

A. Candidates who have passed VII/VIII/IX class and who can produce a certificate in proof thereof and have completed **8 years** of service, including probation, as sub-staff as on the date of this circular.

B. Candidates who have passed Matriculation / SSC or PUC, Intermediate / Graduation or any other equivalent examination and have completed **5 years** of service, including probation, as sub-staff as on the date of this circular.

Eligibility under Seniority-cum-Selection Method:

Sub-staff members who have completed **8 years** service as on the date of this circular are eligible to apply under Seniority-cum-Selection Method.

1. Computation of Service:

Completed years of service means the number of years completed between the date of joining as sub-staff / the date of conversion to full-time sub-staff and the date of **this circular**.

2. Ex-servicemen:

As per the Government guidelines, for the purpose of seniority in promotion to ex-servicemen employees recruited against reserved posts in the clerical and subordinate cadre, weightage for the period of service rendered by them in the armed forces is allowed in the ratio of 5:1 subject to a maximum of 2 years after they have rendered at least 3 years actual service in the Bank after re-employment. This benefit will be available to the ex-servicemen only once during their entire career.

Ex-servicemen who have earlier availed the benefit of the weightage of seniority on the basis of their past service in defence service for appointment in any special pay carrying post in terms of the guidelines communicated by Head Office from time to time are not eligible to exercise their option for this promotion process (Refer Cir.No.75/3/4 dated 07.05.1991)

Ex-servicemen willing to exercise their option to avail weightage for defence service have to represent through proper channel in writing as per the enclosed proforma to HR Department, Head Office, Hyderabad.

3. SC/ST/PWD category employees :

As per Government of India guidelines, since the direct recruitment exceeds 75% of the identified vacancies, the rule of reservation for SC/ST/PWD category employees will not apply for this promotion process.



HOW TO APPLY

The candidates fulfilling the eligibility criteria are required to submit their application through on line through Branch Head / Officer in charge. The online application will be opened on **08.10.2018**. The link for applying online and guidelines for submitting application online will be made available in our HRMS Self-service from **08.10.2018 to 16.10.2018**. 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.

Please note that candidates desirous of participating in the promotion process under Seniority-cum-Selection Method also need to invariably submit the application through online.

Instructions to Branch Managers / Officers In-charge

The Manager / Officer in charge are given access to fill up the application on behalf of substaff, which is available in our HRMS self- service from 08.10.2018 to 16.10.2018. (Job card for filling up of promotion application on line (substaff to clerical cadre) is provided.

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

Candidates belonging to OBC category, applying for the first time **should submit a copy of the caste certificate** for imparting pre-promotion coaching classes.

WRITTEN TEST – DATE OF EXAMINATION :: 18.11.2018

The examination comprises of two parts as under and will not be of a standard higher than Matriculation / SSC.

1. Test of General English
2. Test of Arithmetic

Model Question Paper:

Model question paper is being circulated along with this circular for the guidance of the candidates.

Option to take the examination in Hindi:

The test of General English will have to be answered in English only while the test in Arithmetic may be answered either in English or in Hindi according to candidate's choice as opted in his/her application.



Upon receipt of the applications, call letters will be mailed directly to the eligible candidates who have opted for promotion under Merit-cum-Selection Method for appearing for a written test to be conducted on **18.11.2018**. 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.

The written test is proposed to be held at the following centers **depending upon the number of applications received.**

Test Centre	Zones covered
01. Tirupati	Tirupati, Bangalore, Chennai, Hubli Cochin and Coimbatore
02. Vijayawada	Vijayawada, Eluru, Guntur and Ongole
03. Hyderabad	Head Office, Hyderabad-I, Hyderabad-II, Secunderabad, Karimnagar, Mahaboobnagar, Kurnool, Nizamabad and Warangal.
04. Visakhapatnam	Kakinada, Srikakulam and Visakhapatnam
05. Mumbai	Mumbai , Ahmedabad, Pune and IIB Mumbai
06. New Delhi	New Delhi, Meerut, Chandigarh Lucknow, Bhopal, Ludhiana, and Jaipur
07. Bhubaneswar	Bhubaneswar, Berhampur, Sambalpur Kolkata and Patna

Note : In case of non-receipt of call letters for the written test, the eligible candidates may contact their concerned Zonal Office for issuance of duplicate Hall Tickets.

Coaching classes for employees belonging to SC/ST/OBC /PWD/ Minority Categories For the benefit of the subordinate staff members belonging to Scheduled Castes, Scheduled Tribes, OBCs, Minority and Persons with Disabilities, **Pre-promotion training classes** will be conducted as per the existing guidelines. Interested SC/ST/OBC/Minority/PWD candidates may avail of this opportunity. The dates and venues for the Pre-promotion training classes will be intimated separately **depending upon the number of applications received.**

"Failure to appear for the test after undergoing the pre-promotion training, without sufficient valid cause will attract disciplinary action".

It is reiterated that as per the Settlement dated 06.01.2017 candidates desirous of participating in the promotion process under Seniority-cum-selection Method also have to communicate their willingness in writing in the prescribed application within the date stipulated herein. **Please note that no separate circular will be issued calling for applications under Seniority-cum-Selection Method.**


(M NAGARAJU)
General Manager- HR



Proforma for the use of Ex-servicemen employees:

From _____

Date: _____

Code: No: _____

_____ Branch/Office

To
The General Manager,
Andhra Bank,
Human Resources Dept,
Head Office,
Saifabad, Hyderabad.

Sir,

Reg: Weightage for defence service for the purpose of promotion from sub-staff to clerical cadre.

I confirm that earlier I have not exercised the option for weightage for defence services extended to ex-servicemen against any special pay carrying post.

I am aware that I am required to exercise the option either for special pay carrying post or for promotion from one cadre to another at the time of the first available opportunity and the option once exercised will be final and no change there in would be allowed later, whether or not I am successful in the exercise.

I declare that I have completed ____ years of defence service. Now, I wish to avail the benefit of weightage for defence service extended to ex-service men for computing my service seniority for the present promotion process of 'substaff to clerical cadre.'

I enclose herewith an attested true copy of my service certificate in Defence for your records.

Yours faithfully,

(Signature of the employee)

Encl: attested copy of service certificate.



Promotions from Sub staff to Clerical Cadre

The test of General English will be answered in English only while the test in Arithmetic may be answered either in English or in Hindi according to the candidate's choice as opted in his/her application.

MODEL QUESTION PAPER

Time: 2 ½ hours

Marks: 100

PART-I ENGLISH

Candidates have to answer 3 questions. Question No.1 and 2 are compulsory. For 3rd question, a candidate may attempt either question No.3A or 3B according to his/her choice.

1.Essay: An essay has to be written in not more than 200 words on:

- (i) any subject of general interest or
- (ii) about an eminent person or
- (iii) an interesting personal experience/incident

Four choices will be given

-20 marks-

2.Letter Writing: A letter has to be written in not more than 150 words.

Four choices will be given

-20 marks-

3.A Question on:

- (i) Use of given words in sentences
- (ii) Fill in the blanks with suitable words/phrases
- (iii) Present/Past/Past Perfect Tenses -10 marks-

3.B Question on:

- (i) Degrees of comparison (positive, comparative & superlative)
- (ii) Interchange of active voice and passive voice
- (iii) Words of opposite meaning -10 marks-

PART-II ARITHMETIC

Candidates have to answer 3 questions . Question No.1A or 1B is compulsory. Two questions may be attempted out of a choice of six questions from Question No.2 to Question No.7.

1.A) M/s.Kiran Enterprises is having a current account with Chikkadpally branch with a credit balance of Rs.5,32,881.55 ps., on 01.01.2001. The following transactions took place during the month of Jan.2001.



Date	Credits	Date	Debits
04.01.2001	22,641.95	02.01.2001	16,126.25
08.01.2001	4,336.20	11.01.2001	66,500.20
12.01.2001	55,291.45	13.01.2001	5,181.33
17.01.2001	88,441.64	22.01.2001	12,192.89
28.01.2001	16,301.75	31.01.2001	1,03,421.05

Please post the pass-book entries date wise in the proforma given below showing the daily balances in the account.

-20 marks-

PROFORMA

Date	Particulars	Debit	Credit	Dr./Cr.	Balance

OR

1(B) Find the sum of the following:

(i) 496241.29	619.75	109837.73
2317860.95	44689.05	12.08
241786.10	72923.19	886764.25

-15 marks-

(ii) [3678005.33 – 67544.39] – [2637429.76 – 49159.63]

-5 marks-

$$2 \text{ (i) } \frac{8947.20}{16} + \frac{839.40}{6}$$

-5 marks-

$$(ii) \frac{34378.50}{39} - \frac{4041.60}{12}$$

-5 marks-

$$(iii) \frac{967.20}{8} + \frac{1265}{5}$$

-5 marks-

3. Ramesh deposits a sum of Rs.45000/- in the Bank for 6% simple interest per annum. How much he will get after (a) 2 years 6 months (b) 5 years 3 months?

-15 marks-



4. Mr.Sankar started a business with a capital of Rs.6 lakhs. Mr.Madan joined him after 6 months with a capital of Rs.9 lakhs. At the end of the year, there was a profit of Rs.2,52,000/-. What will be the share of profit for each partner?

-15 marks-

5. A shopkeeper offers his customer 10% discount and still makes a profit of 20%. What is the actual cost to him on an article marked Rs.24,000/-?

-15 marks-

6. A train runs first 180 kms., at a speed of 60 km., per hour and next 150 kms., at a speed of 50 kms., per hour. Find the average speed of the train?

-15 marks-

7. Shamlal and Ramlal together can complete a given work in 8 days. Shamlal can alone complete the same work in 12 days. In how many days will Ramlal take to complete the same work?

-15 marks-

-X000X-

