

Promotion Policy

(Generalist Officers)

[w.e.f. 25.04.2015]

The Rationale:

The revised Promotion Policy has been designated in accordance with the Government Guidelines & necessitated to bring the same in tune with the present day requirements to meet the changed aspirations of the work force.

1. Selection Area:

The selection area for promotion from one scale to another is on All India Basis.

2. Promotion Process:

The channels of promotion for selection up to Scale – VII are as under:

JMG I to MMG Scale II		MMG Scale II to MMG Scale III		MMG Scale III to SMG Scale IV	
Channels	% of Vacancies	Channels	% of Vacancies	Channels	% of Vacancies
Normal	50	Normal	60	Merit	100
Merit	50	Merit	40		

MMG Scale IV to SMG Scale V		SMG Scale V to TEG Scale VI		TEG Scale VI to TEG Scale VII	
Channels	% of Vacancies	Channels	% of Vacancies	Channels	% of Vacancies
Merit	100	Merit	100	Merit	100

There shall be two channels of promotion - **Normal & Merit** – for promotion from Scale –I to II & Scale – II to III. There shall be only one channel for promotion to Scale – IV & above. The details of the channels of promotions are as follows:

1) Normal Channel;

Under this channel, for promotion to Scale – II & Scale – III, applications from all eligible officers shall be invited for consideration for promotion. The application falling within the zone of consideration shall be interviewed by the Competent Authority and offered promotion on the basis of merit and weightages subject to availability of vacancies, as mentioned in Para 6.

The identified vacancies under this channel shall be first filled up by promoting the eligible officers. In case the identified vacancies under this Channel are not filled, the same shall be filled from Merit Channel subject to fulfilling of eligibility criteria.

2) Merit Channel:

Under this channel, for promotion to Scale – IV & above, the eligible officers having average of 75% marks in APAR in the preceding three years of eligible service shall be called for interview by the Competent Authority. The applicants falling within the zone of consideration shall be interviewed by the Competent Authority & will be offered promotion, subject to vacancies available, in order of merit so drawn from the performance & interview.

For promotion from Scale –I to II & Scale – II to III. Written test shall be held through IBPS and officers having average of 75% marks in APAR in the preceding three years of eligible service shall be eligible to participate in written test. Officers successful in Written Test shall be invited for interview.

The written test shall be of 100 marks. The qualifying marks in the written test as well as in interview shall be 50%.

An officer shall have the option to choose any one of the Channels of promotion during a particular year i.e. he shall be considered for promotion only in one of the channels (opted by him) of promotions.

3) Eligibility for Promotion in terms of length of service:

The number of years of satisfactory service in the Scale, as specified herein below will determine the eligibility for promotion to the next higher Scale/Grade:-

JMG I to MMG Scale II		MMG Scale II to MMG Scale III	
Channels	Criteria	Channels	Criteria
Normal	5 years of satisfactory service in JMG – I. Provided that the officer has put in a minimum of 2 years service in a Rural Branch. Officers who have put in more than 2 years service in Rural areas will get an advantage of further relaxation of 50% weightage in minimum experience for each additional completed year of service while assessing their eligibility.	Normal	5 years of satisfactory service in MMG Scale – II. Provided that the officer has put in a total of 3 years service in a rural/semi-urban branch including the rural service in Scale – I. Officers who have put in more than 3 years service in Rural areas will get an advantage of further relaxation of 50% weightage in minimum experience for each additional completed year of service while assessing their eligibility.
Merit	3 years of satisfactory service in JMG Scale – I with average of 75% marks in APAR in the preceding three years of eligible service for promotion. Provided that the officer has put in a minimum of 2 years service in a Rural Branch.	Merit	3 years of satisfactory service in JMG Scale – II with average of 75% marks in APAR in the preceding three years of eligible service for promotion. Provided that the officer has put in a minimum of 3 years service in a Rural / Semi-urban Branch.
<p>Note: All officers who could not complete the requisite tenure of Rural posting shall be considered eligible for promotion and they will complete the requisite tenure of such posting after their promotion as per requirement and availability of vacancies in rural branches. Besides, the rural service may be completed in parts (minimum 3 months continuous service will be counted), if continuous service is not completed due to non availability of positions / vacancies in rural branches. However, the requirement of minimum rural posting of 2 years for promotion to Scale II will be mandatory.</p>		<p>Note: All officers who could not complete the requisite tenure of Rural/semi-urban posting shall be considered eligible for promotion and they will complete the requisite tenure of such posting after their promotion as per requirement and availability of vacancies in rural/semi - urban branches. Besides, the rural service may be completed in parts (minimum 3 months continuous service will be counted), if continuous service is not completed due to non availability of positions / vacancies in rural/semi - urban branches. However, the requirement of minimum rural/semi - urban posting of 3 years for promotion to Scale II will be mandatory.</p>	

MMG Scale III to SMG Scale IV		SMG Scale IV to SMG Scale V	
Channels	Criteria	Channels	Criteria
Merit	3 years of satisfactory service in MMG Scale – III with average of 75% marks in APAR in the preceding three years of eligible service for promotion. Provided that the officer has put in a minimum of 2 years service in a Rural Branch.	Merit	3 years of satisfactory service in Scale – IV with average of 75% marks in APAR in the preceding three years of eligible service for promotion. Provided that the officer has put in total service 12 years.

SMG Scale V to TEG Scale – VI		TEG Scale VI to TEG Scale – VII	
Channels	Criteria	Channels	Criteria
Merit	3 years of satisfactory service in Scale – V	Merit	3 years of satisfactory service in Scale – VI

	with average of 75% marks in APAR in the preceding three years of eligible service for promotion. Provided that the officer has put in total service 12 years.		with average of 75% marks in APAR in the preceding three years of eligible service for promotion. Provided that the officer has put in total service 18 years.
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(The eligibility criteria in terms of years of service under all channels will be reckoned as on 1st April of the financial year (April – March) in which the vacancies arise.)

For promotions to Scale V, VI and VII – in case, the Specialists Officer joins at a Scale higher than Scale – I, the minimum service requirement shall be reckoned from the level at which they enter the service. For example, if an officer enters at Scale II, the minimum length of service for promotion from Scale IV to V will be 9 years instead of 12 years.

Notwithstanding what is stated above:-

a) On account of imposition of penalty:

1. An officer employee in respect of whom any major penalty is awarded shall not be considered eligible for promotion for a period of one year from the date of punishment.
2. An officer employee in respect of whom any minor penalty is awarded on more than one occasion within a period of one year from the date of imposition of last penalty.

Provided, however, the ineligibility, owing to imposition of minor penalties, would not operate if not more than two penalties have been imposed on any employee within a period of three years and both are "CENSURE".

Provided always, that an officer employee who is awarded of minor penalty of withholding of promotion in terms of Regulation 4 (c) of Oriental Bank of Commerce Officers' Employee (Discipline & Appeal) Regulation, 1982, without explicitly mentioning the period of debarment, shall not be considered for promotion for a period of one year from the date of punishment.

b) On account of refusal to accept Promotion:

Every employee who has already accepted promotion as an officer in the Bank impliedly agree to shoulder higher responsibilities in the officer cadre as and when they arise. It will not be open for him to refuse promotion on the ground that he would be unwilling to shoulder higher responsibilities in the bank. If an officer refuses promotion when offered without adducing sufficiently convincing reasons, he shall be debarred for promotion for a period of 2 years.

Henceforth, no reversion to previous Scale / Grade will be permissible once promotion to higher grade / Scale is offered.

c) Eligibility on unsatisfactory performance appraisal rating:

An officer employee who has been assessed below average (below 40%) in any of the performance review reports of the preceding 3 years shall not be considered eligible for promotion. Provided further, that the said disqualification would operate only if such an officer employee was communicated in writing about his below average performance and in the absence of such communication, his performance for the year would be deemed to be "Average".

4) Relaxation in eligibility criteria:

The Board of Directors may wherever the circumstances so warrant, relax the eligibility norms in respect of minimum length of service as prescribed I Para 3 above by maximum of one year and three months.

No officer would be given the benefit of relaxation in the minimum required experience by the Board at two successive levels of promotion in Scale II & III. However, for promotion in Scale IV & above, the benefit of relaxation in the minimum required experience at two successive levels of promotion shall be given to widen the choice of candidates in any particular Scale.

5) Zone of Consideration:

The zone of consideration for promotion will be strictly maintained at **1:3** ratio. However, in case, the numbers of fresh candidates against the number of vacancies identified for promotions during a year are not available within the normal zone of consideration i.e. 1:3, the same may be extended to 4 times the number of identified vacancies for all scales and the officers promoted on the same date/batch may also be included into the zone of consideration, even if goes beyond 4 times.

However, in case of promotions for from Scale V to VI and Scale VI to VII, the candidates already called for interview in preceding year shall also be called for in the next promotion process even if the number of candidates exceeds four times the number of identified vacancies.

6) Details of weightage to various factors:

Selection parameters and their weightage/marks in the promotion process are as under:

Promotion from Scale	Channel	Education & Professional Qualification	Performance	Written Test	Potential / Interview	Total
I to II	Normal	10	50	-	40	100
	Merit	10	50	100	40	200
II to III	Normal	10	50	-	40	100
	Merit	10	50	100	40	200
III to IV	Merit	-	50	-	40	100
IV to V	Merit	-	50	-	40	100
V to VI	Merit	-	50	-	40	100
VI to VII	Merit	-	50	-	40	100

(Benefit of same educational & professional qualification shall be given only once)

a) Performance:

Performance of an eligible officer will be assessed through the annual performance appraisal reports. For promotion, the average of the marks obtained in the annual performance review report of the preceding three years will be taken on the basis of rating secured therein by an officer employee.

Where an officer employee remain under suspension in the preceding year his performance review report of the preceding three years to the date of suspension shall be considered for the purpose.

Marks earned by an officer on the basis of overall ratings in annual performance appraisal form for a period of 3 years immediately prior to the promotion exercise shall be converted into the percentage of the marks as given hereunder:

Year	Marks	
1 st	60	<ul style="list-style-type: none"> Final Average Marks = $214/3 = 71.33$, Weightage for performance will be out of 100 = 71 Marks for performance : $71 \times 50 / 100 = 35.50$ Marks added in final result for performance = 36 If fraction is less than 0.5, same to be ignored. If fraction is 0.5 or more, to be rounded off to the next integer.
2 nd	80	
3 rd	74	
Total	214	

b) Educational and Professional Qualifications:

For awarding marks in respect of Educational and Professional qualifications the following procedure will be followed:-

S. No.	Qualifications	Marks
1.	Post Graduation / 2 year Post Graduate Diploma/Double Graduation	2
2.	JAIIB/ CAIIB –I	2
3.	CAIIB	3
4.	MBA / MCA./ CA / ICWA / ACS / CISA/ CISSP / Ph.D. in Banking & Finance or Economics or such other equivalent qualification relevant to the banking operations as may be approved from time to time by the Board of Directors.	3
Total		10

Subject to maximum of 10 marks which will be cumulative. In other words where a post graduate officer is CAIIB he will get 2 marks for post graduation, 2 marks for JAIIB/CAIIB -I and 3 marks for CAIIB i.e. a total of 7 marks.

However, the weightage of Educational & Professional qualification would be given for promotion from Scale - I to II & II to III only. Benefit of same educational & professional qualification shall be given only once.

c) Potential:

Potential for shouldering higher responsibilities will be assessed in the interview for promotion by the Interview Panel. The Panel Authorities for promotion from one scale to another mentioned in Para 12 will also act as Interview Panel. The senior most executive amongst the members of the Interview Panel will act as its Chairman.

- During interview for Scales V, VI & VII, weightage shall also be given to the following:-
- Whether the officer has worked in different specialized areas of the Banks.
- Whether officer has been posted to different parts of India or has been only one / few Region / Circle.
- Whether the officer has experience of working in the field as well as working in Regional / Zonal & Head Office.
- Whether the officer has Professional Qualifications & has the officer acquired additional qualifications after joining the service

The qualifying marks in the interview will be 50%.

7. Interview Panel for Promotion:

Promotion		Panel Authorities
From	To	
I	II	One Dy. General Manager, one Asstt. General Manager & one Chief Manager.
II	III	One General Manager, one Deputy General Manager & one Asstt. General Manager.
III	IV	Executive Director, one General Manager and one Dy. General Manager.
IV	V	Executive Director and two General Managers.
V	VI	The Managing Director & Chief Executive Officer, two Executive Directors and two outside experts or in absence of an Executive Director, the & Managing Director & CEO , one Executive Director, one General Manager and two outside experts.
VI	VII	The Managing Director & Chief Executive Officer, Government Nominee Director, Reserve Bank of India Nominee Director and two outside experts

SC/ST representatives shall be associated in Interview Panel as per government guidelines.

The Managing Director & Chief Executive Officer would nominate from time to time which specific executives of the Bank would be forming the Interview Panel for promotion upto Scales - VI. The outside experts to be included in the Interview Panel for promotion to Scales – VI & VII shall be approved by the Committee comprising of Managing Director & two Executive Directors of the Bank. However, in the absence of any of the above, the available Managing Director & CEO / and or Executive Director shall approve the outside experts for Interview Panel.

The Panel Authorities shall draw a merit list, after taking into consideration the marks secured by officer under various parameters provided in the policy, which will be put up to the Managing Director & CEO before declaration of the result, for final approval.

All promotions from Scale - VI to VII as approved by the committee of Director's will be placed before the Board of Directors for their information.

8. Final Merit List:

- a) The marks obtained by the officers on various factors on which they are to be judged will be aggregated after being adjusted in the manner described above and the final list will be prepared in order of aggregate marks as per the weightage calculated out of qualification, performance, potential and work experience as the case may be.
- b) Promotions will be made from the merit list strictly in the order of merit to the extent of vacancies in the next higher scale.
- c) Officers equal to the number of identified vacancies would be promoted in one lot to the next scale / grade as on a common date. Further, a panel / waitlist of officers in the order of ranking may be prepared at Bank's discretion which may remain valid for a period of one year from the date of its preparation or commencement of next promotion process, whichever is earlier.

9. Sealed Cover Procedure:

Officers who are under suspension or in respect of whom a charge sheet has been issued and disciplinary proceedings are pending or in respect of whom Prosecution for a criminal charge is pending shall be permitted to participate in the promotion exercise subject to the fulfilling all eligibility conditions specified in this policy.

However, the findings of the competent authority in respect of their promotion in the promotion process shall be kept in a sealed cover. Further, an officer who is considered eligible for promotion in the promotion process but in whose case any of the circumstances stated above arises after he was found eligible for promotion but before he is actually promoted will be considered as if his case has been placed in the sealed cover. He shall not be promoted until he is completely exonerated of the charges against him and the provisions contained in the Sealed Cover Policy approved by the board will be made applicable in his case also.

10. General Provisions:

- i) Officers selected for promotion upto Scale - V will be on probation for a period of one year or for a longer period until they are confirmed by the Competent Authority as prescribed under the Officers' Service Regulations' 1982, by an order in writing on their work & conduct being found satisfactory. If their work & conduct during the period of probation is not found satisfactory, the cases will be dealt as per existing policy.
- ii) The guidelines/ directives issued by the Government of India from time to time for promotions for relaxation of criteria, reservation of posts, etc., for Scheduled Castes / Tribe/ Ex-

Servicemen / Others will override the policy & be deemed to be a part of this policy and will be given effect to accordingly.

- iii) This policy will not apply to promotions from Workmen Cadre to Junior Management Grade Scale - I.
- iv) This policy will not apply to Specialist Officers & the same will be dealt separately.
- v) For any differences arising in the interpretation of clauses in this policy, the decision of the Managing Director & CEO shall be final.
- vi) In case, the rule or rules incorporated in the Promotion Policy needs any change, alteration, amendment will need prior approval of Board.

