

PROMOTION POLICY FOR OFFICERS (SPECIALIST)

1. Objectives:

The revised Promotion Policy for Specialist Officers in the Bank has been designed with the objectives of ensuring separate career path movement to specialist officers in their respective areas / fields of specialization keeping in view of their professional qualification, specialised knowledge, experience & needs of the Bank. The changes are aimed at boosting the motivational levels of the specialist officers in order to bring out the best potential available in them & to meet the changed aspirations in tune with the present day requirements.

2. Scope & Applicability:

The promotion policy for Specialist Officers shall be applicable to all officers recruited as specialist officers in the Bank and continue to be designated & categorized as such by the Bank and those who switch over to Specialist Cadre in terms of clause 15 of the policy.

At present we are having specialists' officers under the following categories:-

S. No.	Category	S. No.	Category
1.	Financial Analyst (Including CAs)	8.	Company Secretary
2.	Forex	9.	Economist
3.	Law	10.	Architects / Civil Engineer
4.	HRD	11.	Marketing / Sales
5.	Security	12.	Risk Management
6.	IT	13.	Dealer (Integrated Treasury)
7.	Rajbhasha		

The Board of Directors may add or delete from the above list any post having due regard to bank's needs and in accordance with guidelines/ instructions issued/to be issued by Government from time to time.

3. Career Path:

The Specialist Officers, can move upto SMG Scale - V under this policy for promotion of Specialist Officers. After reaching the maximum grade / scale of SMG Scale – V, a Specialist Officer will be considered for further promotion under the Promotion Policy prescribed for Generalist Officer's category by drawing a common Seniority List.

4. Seniority List:

Bank shall maintain a separate seniority list of Specialist Officers in different areas / fields of specialisation as categorized by the Bank.

5. Vacancies:

Ordinarily the Bank shall identify every year the number of vacancies of specialists to be filled by promotion in each grade / scale upto SMG Scale V having regard to business and administrative needs.

6. Selection Area:

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

7. Promotion Process:

The promotions upto Scale-V shall be made through Merit Channel only as detailed below:-

Channel - Merit

Scale	%
JMG Scale – I to MMG Scale -II	100
MMG Scale – II to MMG Scale – III	100
MMG Scale – III to SMG – IV	100
SMG Scale – IV to SMG – V	100

For promotions to Scale – IV & V, 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.

In case of promotions 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%.

8. 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 :-

Criteria			
S. No.	Scale / Grade	Chan nel	Criteria
1.	JMG – I to MMG Scale – II	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.
2.	MMG – II to MMG Scale – III	Merit	3 years of satisfactory service in MMG Scale – II with average of 75% marks in APAR in the preceding three years of eligible service.
3.	MMG – III to SMG Scale – IV	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.
4.	SMG Scale – IV to SMG Scale – V	Merit	3 years of satisfactory service in SMG Scale – IV with average of 75% marks in APAR in the preceding three years of eligible service. Provided the officer has put in total service of 12 years. Page 3 of 7

(The Eligibility Criteria in terms of years of Service under all Channels will be reckoned as on 01st of April of the Financial Year (April – March) in which the vacancies arise.)

For promotions to Scale-V, in case, the 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 3 years, shall not be considered eligible for promotion for 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 the minor penalty of withholding of promotion in terms of Regulation 4 (c) of the Oriental Bank of Commerce Officer's, 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 Specialist Officer who has joins the Bank impliedly agrees to shoulder higher responsibilities in higher scales on promotion 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".

9. 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 in Para 8 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 promotions in Scale - IV & above, the benefit of relaxation in the minimum required experience at two successive levels of promotion may be given to widen the choice of candidates in any particular scale.

10. Zone of Consideration:

The zone of consideration for promotion will be strictly maintained at 1:3 ratio. However, in case, the number 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 it goes beyond 4 times.

11. Details of Weightage to Various Factors:

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

S. No.	Promotion from Scale	Channel	Educational & Professional Qualifications	Performance	Written Test	Potential / Interview	Total
1.	I to II	Merit	5	45	100	50	200
2.	II to III	Merit	5	45	100	50	200
3.	III to IV	Merit	-	45	-	50	200
4.	IV to V	Merit	-	45	-	50	200

(*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 3 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 = 71Marks for performance : $71 \times 50 / 100 = 35.50$Marks added in final result for performance = 36If 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
i.	JAIIB/ CAIIB –I	2
ii.	CAIIB	3
Total		5

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.

The qualifying marks in the interview will be 50%.

12. 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 Dy. 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.

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

The Managing Director & CEO would nominate from time to time which specific executives of the Bank would be forming the Interview Panel and take the assistance, if so desired, of an expert either from banking industry or outside representing the area/field of specialisation.

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

13. 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 and potential 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 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.

14. 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.

15. Switch Over To Generalist Officers' Category & Vice-Versa:

It shall be mandatory for a Specialist Officer that prior to joining the main stream cadre; he / she should necessarily remain in the Specialist Cadre for at least five completed years of service. Thereafter, he / she should gain experience of at least two years in field operations except in the case of Agricultural Officers who are governed by the Policy already in force.

The Specialist Officers may be allowed to join the main stream in the event of completion of service as mentioned above, on discretion of the Bank.

On his becoming so eligible, the Specialist Officer may apply for joining the main stream of Banking. The decision will be taken by a committee appointed by the Managing Director & CEO. The committee may interview the candidate, if necessary. The decision will be on the basis of administrative need & no right will be vested in the Specialist Officer for joining the main stream.

The Generalist Officers who have acquired the necessary qualification & experience essential for entry in the Specialist category of officers may opt for switch over to the Specialist Category of officers in the Bank as and when the Bank invites applications provided he qualifies in the selection process.

An officer (Specialist & Generalist) can exercise his option in writing to switch over to Generalist / Specialist category only once in his entire career & such option shall be irrevocable.

On such conversion, the seniority of such officers would be reckoned as from the date of initial appointment / promotion to the respective scale in the officer cadre.

16. General Provisions:

i) Officers selected for promotion 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 service in other Banks & service as officer trainee / apprentice will not be considered. However, service as paid Trainee / Apprentice officer in respect of past cases may be considered.

iii) 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.

iv) For any differences arising in the interpretation of clauses in this policy, the decision of the Managing Director & CEO shall be final.

v) In case, the rule or rules incorporated in the Promotion Policy needs any change, alteration, amendment will need prior approval of the Board.
