



HO/02/HRM/2026-27/108

Date: 16.06.2026

CIRCULAR TO ALL BRANCHES/OFFICES
ISSUED BY HRM DEPARTMENT

Re: Promotion Exercise for F.Y. 2026-27

- I. Promotion from Officer Scale-IV to V
- II. Promotion from Officer Scale-III to IV
- III. Promotion from Officer Scale-II to III
- IV. Promotion from Officer Scale-I to II
- V. Promotion from Office Assistant to Officer Scale-I
- VI. Promotion from Office Attendant to Office Assistant

We are pleased to inform that the Hon'ble Board of Directors of our Bank have approved the promotion exercise for the vacancies arising as on 01.04.2026 in various cadres to be conducted in accordance with the Regional Rural Banks (Appointment of Officers & Employees) Rules, 2017 and amendments thereof.

Accordingly, we are initiating the promotion exercise for various cadres/posts as on 01 April 2026 for the staff of our Bank, as detailed below:

S. No.	Promotion from	Vacancies
1.	Officers Scale IV to Scale V	6
2.	Officers Scale III to Scale IV	30
4.	Officers Scale II to Scale III	438
3.	Officers Scale I to Scale II	662
4.	Office Assistant to Officers Scale I	850
5.	Office Attendant to Office Assistant	60
Total:		2046

The Promotion Process will be conducted in accordance with Regional Rural Banks (Appointment of Officers & Employees) Rules, 2017 & Regional Rural Banks (Appointment of Officers and Employees) Amendment Rules, 2017. As per the rules, **Online-written examinations** will be conducted for the promotion from:

- (a) Officer Scale-II to Officer Scale-III (only Fast Track Channel)
- (b) Officer Scale-I to Officer Scale-II (both Normal as well as Fast Track Channel)
- (c) Office Assistant to Officer Scale-I (both Normal as well as Fast Track Channel)
- (d) Office Attendant to Office Assistant (both Normal as well as Fast Track Channel)

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Note: Date and Center for the online-written examination will be informed separately.

Accordingly, applications are invited for the above mentioned vacancies to be filled through promotion exercise.

Submission of Application:

The eligible candidates for this promotion exercise are requested to apply online through HRMS Portal under "APPLICATION TAB", in due course. After verifying the details captured, print out of the application with annexures/certificates duly signed on every page by the applicant to be submitted to their Branch/Office (RO/HO) and concerned RO should send consolidated applications with their forwarding to the Head Office through special messenger. No application shall be entertained beyond last date under any circumstances. Regional Offices should ensure that all the duly verified applications are sent timely to Head Office strictly in one lot. ROs to ensure imperatively that HRMS profile should be filled in all aspect as all the data will be auto fetched.

Note: "The related dates regarding activation of the window and submission of data/applications will be communicated separately in due course."

The eligibility of candidates for each cadre and channels (Normal & Fast Track) shall be reckoned as on 01-04-2026.

The gist of eligibility as per the rules are as under:

Promotion Type	Normal Track Eligibility	Fast Track Eligibility
From Group C - Office Attendant (Multipurpose) to Group B - Office Assistant (Multipurpose)	10 years' experience as Office Attendant (Multipurpose) on full time and regular basis with Matriculation (10th standard passed). Zone of consideration - 03 times of the number of vacancies.	05 years' experience as Office Attendant (Multipurpose) on full time and regular basis with Graduation from a recognized university. Zone of consideration - All eligible Employees including repeaters.



<p>From Group B - Office Assistant (Multipurpose) to Group A – Officer JMGS-I</p>	<p>10 years' experience as Office Assistant (Multipurpose) on full time and regular basis. A one-time relaxation of one year service during the entire service period will be given to such candidates who have passed JAIB and one more year in case of such candidates who have passed CAIB.</p> <p>Zone of consideration - 03 times of the number of vacancies.</p>	<p>06 years' service as Office Assistant (Multipurpose) on full time and regular basis with bachelor's degree from a recognized university. A one-time relaxation of one year service during the entire service period will be given to such candidates who have passed JAIB and one more year in case of such candidates who have passed CAIB.</p> <p>Zone of consideration - All eligible Employees including repeaters.</p>
<p>From Officer JMGS-I to Officer MMGS-II</p>	<p>08 years' experience as Officer JMGS-I on full time and regular basis. A one-time relaxation of one year service during the entire service period will be given to such candidates who have passed JAIB and one more year in case of such candidates who have passed CAIB.</p> <p>Zone of consideration - 03 times of the number of vacancies.</p>	<p>06 years' service as Officer JMGS-I on full time and regular basis. A one-time relaxation of one year service during the entire service period will be given to such candidates who have passed JAIB and one more year in case of such candidates who have passed CAIB.</p> <p>Zone of consideration - All eligible Officers including repeaters.</p>
<p>From Officer MMGS-II to Officer MMGS-III</p>	<p>07 years' service as Officer MMGS-II on full time and regular basis. A one-time relaxation of one year service during the entire service period will be given to such candidates who have passed JAIB and one more year in case of such candidates who have passed CAIB.</p> <p>Zone of consideration - 03 times of the number of vacancies.</p>	<p>05 years' service as Officer MMGS-II on full time and regular basis. A one-time relaxation of one year service during the entire service period will be given to such candidates who have passed JAIB and one more year in case of such candidates who have passed CAIB.</p> <p>Zone of consideration - All eligible Officers including repeaters.</p>



Promotion Type	MERIT BASED
From Officer MMGS-III to Officer SMGS-IV	04 years' service as Officer Scale-III on full time and regular basis. Zone of consideration – All eligible Officers. For current process cutoff date – 31.03.2022 with regular service in the current grade.
From Officer SMGS-IV to Officer SMGS-V	03 years' service as Officer Scale-IV on full time and regular basis. Zone of consideration – All eligible Officers. For current process cutoff date – 31.03.2023 with regular service in the current grade.

Details regarding Pre-Promotional Training for eligible category of candidates will be shared separately.

Important Note:

- (1) All such **OFFICERS (specialist or General Banking)**, who possess the above mentioned eligibility, may participate in this promotion process for the vacancies in their respective scale in generalist cadre. However, the specialist officers, who are participating in the promotion process, may be transferred anywhere within the operational area of the Bank and may be posted at any Branch/Office (including In-Charge of the Branch/Office/Department) as per Bank's requirement/exigencies of services. A declaration to this effect has to be submitted by them while applying online for promotion exercise.
- (2) A **one-time relaxation** of one year service during the entire service period will be given to such candidates who have passed Junior Associate of the Indian Institute of Bankers (JAIIB) of Indian Institute of Banking and Finance for promotion both under the normal and fast track channel to the posts of Officer Scale I, II & III and one more year in case of such candidates who have passed Certified Associate of the Indian Institute of Bankers (CAIIB) of Indian Institute of Banking and Finance. If any staff desire to avail relaxation for JAIIB/CAIIB, he/she has to submit a declaration on online application along with online application form and must attach their verified copy of JAIIB/CAIIB certificate (**passed on or before 31.03.2026**) to avail relaxation.
- (3) **Ex-Servicemen employees recruited against reserved posts** in the clerical and subordinate cadres will be allowed weightage for the period of service rendered by them in the armed force 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 as under: -

Tenure in the Armed Forces	Relaxation in Promotion (Once in entire service in Bank & at first available opportunity)
More than 5 years and less than 10 years	1 Year only
10 Years or more	2 Years only



If any Ex-servicemen employee desires to avail relaxation, he has to submit a declaration on online application along with Application form and must upload graduation certificate, written consent with their willingness to avail the benefit of relaxation in promotion process, this relaxation is available once during entire career at first available opportunity, whether successful or not. He should also ensure to submit (online) proofs (copy of service book) confirming actual period of service rendered by them in Armed Forces which will be duly certified by their concerned RO/HO.

- (4) Staff presently continuing the **sabbatical leave** are not eligible to participate in promotion process during the sabbatical leave period and period of sabbatical leave will not be counted as active service.
- (5) **Vacancies under Normal and Fast Track Channel** - The vacancies for promotion are in two channels viz. **Normal & Fast Track** as under:

S. No.	Promotion from	Vacancies under Normal Channel	Vacancies under Fast Track Channel	Total Vacancies
i	Officer Scale-IV to Officer Scale-V	-	-	6
ii	Officer Scale-III to Officer Scale-IV	-	-	30
iii	Officer Scale-II to Officer Scale-III	219 (50%)	219 (50%)	438
iv	Officer Scale-I to Officer Scale-II	331 (50%)	331 (50%)	662
v	Office Assistant to Officer Scale-I	425 (50%)	425 (50%)	850
vi	Office Attendant to Office Assistant	42 (70%)	18 (30%)	60
TOTAL		1017	993	2046

Please note that selection of successful candidates for promotion under Fast Track Channel shall be made by placing the candidates, who score minimum qualifying marks stipulated for the cadre, in descending order of merit to the extent of number of vacancies. The vacancies under Fast Track channel, which remain unfilled for want of non-selection of adequate number of candidates shall lapse and shall be filled up by way of Normal Channel. The selection of successful candidates for promotion under Normal Channel shall be made in the order of Seniority Order starting from top and selecting those found to score minimum qualifying marks for selection.

EXPLANATION:

- (a) Vacancies under Normal Channel shall be filled after filling the vacancies under Fast Track Channel.
- (b) The Officers who are eligible under Normal Channel shall also be considered under Fast Track Channel, subject to their eligibility/application.*
- (c) There shall be common online Written Examination and interview for both the channels except for promotion of Officer Scale-II to Scale-III, where there will be no online written examination under NORMAL Channel.

*** Applying for the promotion process shows Employee's willingness for appearing in the whole process of promotion. Therefore, the application on the prescribed online format is MUST.**



- (6) All applicants applying for the above promotion exercise shall note that in addition to shouldering higher responsibilities, they are also required to keep themselves in readiness for transfer / mobility from one Regional office to other Regional Office. Therefore, health problems and other constraints, if any, should be taken into consideration by the applicants before submitting the application for the promotion exercise.
- (7) All eligible officers / employees are required to appear in the promotion process, as transfers are not linked solely to promotions. Those officers / employees, who are eligible but not taking part in the promotion process may also be transferred anywhere within the operational area of the Bank as per Bank's requirement / exigencies of services and Bank's Transfer Policy. **The request of an employee who is promoted to higher grade/scale but seeks reversion to the previous grade/scale, the same may be considered at the sole discretion of the Bank by the Competent Authority, provided such request is made within a period of-03-months from the date of declaration of promotion results to the next grade/scale. In such cases, he/she shall not be eligible to appear in promotion exercise for a period of three years.**
- (8) All the Regional Managers/HODs are advised to examine the eligibility of regular service in the current grade of all candidate applied for promotion process based upon their leave record and also examine the copy of JAIIB/CAIIB certificate (passed on or before 31.03.2026) are enclosed with Application Forms if candidate is applying for availing JAIIB/CAIIB relaxation in promotion process.
- (9) The number of Days of Loss of Pay/Extra ordinary leave/ unauthorized absence will not be counted as service period for eligibility for Promotion, unless specifically permitted by the Competent Authority while approving the Loss of Pay.
- (10) Instructions for Employees / Officers having Disciplinary Cases:**
- (a) The employees/officers, who have been awarded any penalty may also apply for the promotion subject to their eligibility.
- (b) Employees/Officers against whom disciplinary cases are pending/initiated or who are under suspension may also apply for promotion. However, the results of such employees/officers will be kept in sealed cover. If any penalty is imposed on the Officer/Employee as a result of the disciplinary proceedings or if he/she is found guilty in the criminal prosecution against him/her, the findings of the sealed cover shall not be acted upon.
- (c) The Employees/Officers, who have participated in previous promotion process/es and their results are still in sealed covers due to pending disciplinary proceedings may further apply for the current promotion process.
- (d) If the Employee/Officer whose result was kept in sealed cover and he/she has been awarded any penalty in between earlier promotion process and this process, the findings of his/her sealed cover shall not be acted upon and he/she may take part in the subsequent promotion process.



उत्तर प्रदेश ग्रामीण बैंक UTTAR PRADESH GRAMIN BANK

(सरकार के स्वामित्वाधीन अनुसूचित बैंक)
(Scheduled Bank Owned by Government)

The list of successful candidates will be circulated / displayed after conclusion of complete process including online Written Examination and Interview. Please note importantly that these promotions shall be subject to the decisions of any Writ Petitions/Litigations pending with Hon'ble Courts.

Please bring the contents of this circular to the knowledge of each staff member of your Branch/Office and obtain his/her signature as token of having noted the contents.

Enclosures: As Above

(B.K. Thakur)
General Manager (HRM)

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PROMOTION FROM OFFICER SMGS-IV to OFFICER SMGS-V

(i) **No. of vacancies:** 6

(ii) **Mode of Promotion:**

By promotion as per eligibility and selection process given here-in-after:

(iii) **Eligibility:**

Promotion shall be made from amongst the Officers holding, on a regular basis, the post of Officer Senior Management Grade Scale-IV for a period of three years. The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April 2026.

The eligibility date for this promotion process is 01-04-2026.

Zone of consideration: All Eligible Officers

(iv) **Selection Process:**

The selection shall be on the basis of combined performance in the interview and performance appraisal reports for preceding Six years as per the division of marks given below:

Interview	40 marks
Performance Appraisal Reports	60 marks
Total	100 marks

(v) **Preparation of Merit list/ Selection of successful candidate:**

The selection of successful candidate for promotion shall be made by the committee in order of merit on the basis of combined performance of interview and performance appraisal reports.

The number of selected candidates to be empaneled for promotion shall be equal to the number of notified vacancies in order of merit.

(vi) **Inter-se-Seniority:**

The Inter-se-Seniority of the empaneled Officer in his feeder posts shall remain unchanged.





PROMOTION FROM OFFICER MMGS-III to OFFICER SMGS-IV

(i) **No. of vacancies:** 30

(ii) **Mode of Promotion:**

By promotion as per eligibility and selection process given here-in-after:

(iii) **Eligibility:**

Promotion shall be made from amongst the Officers holding, on a regular basis, the post of Officer Middle Management Grade Scale-III for a period of four years. The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April 2026.

The eligibility date for this promotion process is 01-04-2026.

Zone of consideration: All eligible Officers.

(iv) **Selection Process:**

The selection shall be on the basis of combined performance in the interview and performance appraisal reports for preceding four years as per the division of marks given below:

Interview	40 marks
Performance Appraisal Reports	60 marks
Total	100 marks

(v) **Preparation of Merit list/ Selection of successful Candidate:**

The selection of successful candidate for promotion shall be made by the committee in order of merit on the basis of combined performance of interview and performance appraisal reports.

The number of selected candidates to be empaneled for promotion shall be equal to the number of notified vacancies in order of merit.

(vi) **Inter-se-Seniority:**

The Inter-se-Seniority of the empaneled Officer in his/her feeder posts shall remain unchanged.





PROMOTION FROM OFFICER MMGS-II to OFFICER MMGS-III

(i) No. of vacancies: 438

- a) Under Normal Channel - 219
b) Under Fast Track Channel - 219
Total - 438

(ii) Mode of Promotion:

50% of the vacancies for promotion shall be filled under Normal Channel and 50% under Fast Track Channel, as per eligibility and selection process.

(iii) Eligibility:

Promotion shall be made from amongst the Officers holding the post of Officer Middle Management Grade (Scale-II) possessing the following experience and qualification:

Normal Channel:

- Must have seven years' experience as Officer Middle Management Grade (Scale-II) on full time and regular basis.
- Must have been confirmed in the feeder grade.

The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April of the year in which the vacancy is expected to arise or has actually arisen.

A one-time relaxation of one-year service during the entire service period will be given to such candidates who have passed Junior Associate of the Indian Institute of Bankers (JAIIB) of Indian Institute of Banking and Finance and one more year in case of such candidates who have passed Certified Associate of the Indian Institute of Bankers (CAIIB) of Indian Institute of Banking and Finance.

The eligibility date for this promotion process is 01-04-2026.

Zone of consideration: Three times the number of vacancies.

Explanation:

1. Vacancies under Normal Channel shall be filled after filling the vacancies under Fast Track Channel.
2. The Officers who are eligible under Normal Channel shall also be considered under Fast Track Channel, subject to their eligibility/application/appearing in the Written Test.*
3. There shall be only interview under the Normal channel but under Fast Track Channel there shall be an online Written Examination followed by interview.

* Applying for the promotion process shows Employee's willingness for appearing in the whole process of promotion. Therefore, the application on the prescribed online format is MANDATORY.





उत्तर प्रदेश ग्रामीण बैंक

UTTAR PRADESH GRAMIN BANK

(सरकार के स्वामित्वाधीन अनुसूचित बैंक)
(Scheduled Bank Owned by Government)

Fast Track Channel:

- Must have Five years' service as an Officer Middle Management Grade (Scale-II) on full time and regular basis.
- Must have been confirmed in the feeder grade.

The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April of the year in which the vacancy is expected to arise or has actually arisen.

A one-time relaxation of one-year service during the entire service period will be given to such candidates who have passed Junior Associate of the Indian Institute of Bankers (JAIIB) of Indian Institute of Banking and Finance and one more year in case of such candidates who have passed Certified Associate of the Indian Institute of Bankers (CAIIB) of Indian Institute of Banking and Finance.

The eligibility date for this promotion process is 01-04-2026.

Zone of consideration: All eligible Officers including repeaters.

(iv) Selection Process:

Normal Channel:

The selection shall be on the basis of performance in the interview and performance appraisal reports for preceding six years as per the division of marks given below:

Interview	40 marks
Performance Appraisal Reports	60 marks
TOTAL	100 marks

-The minimum qualifying marks in the interview shall be 50%.

-Performance Appraisal Reports for the preceding six years shall be considered for the purpose of awarding marks for promotion. The minimum qualifying marks in the performance appraisal reports shall also be 50%.

-Relaxation as per Govt. Norms -For SC/ST candidates, there shall be relaxation of 5% in interview and performance appraisal reports. The qualifying marks will be as under:

Performance in:	Total Marks	Qualifying Marks	
		General	SC/ST
Interview	40	20	18.00
Performance Appraisal Reports	60	30	27.00
TOTAL	100	50	45.00

Fast Track Channel:

The selection shall be on the basis of Performance in the written test, interview and Performance Appraisal Reports for preceding six years, as per the division of marks given below:



प्रधान कार्यालय: द्वितीय एवं तृतीय तल, एनबीसीसी कमर्शियल कॉम्प्लेक्स, वरदान खंड, गोमती नगर एक्सटेंशन, लखनऊ-226010
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Written Test	50 marks
Interview	20 marks
Performance Appraisal Reports	30 marks
TOTAL	100 marks

50 marks allotted to written test shall be further divided, as under:

Part 'A'	25 marks
Part 'B'	25 marks

The candidates shall be required to appear for a written test comprising of two parts namely,

Part - A: Covering Banking Law and Practice of Banking

Part- B: Covering Credit Policy, Credit Management including Priority Sector, Economics and Management etc.

- The minimum qualifying marks shall be 60% in aggregate of written test, interview and performance appraisal reports marks (i.e. 60 marks out of 100). Relaxation for SC/ST candidates will be 5% in the above qualifying marks (i.e. 55 marks out of 100).

(v) Preparation of Merit list:

Normal Channel:

There shall be minimum qualifying marks of 50% in aggregate of interview and performance appraisal reports.

Selection of candidates for promotion shall be made from amongst the successful candidates in the feeder grade, in order of their seniority in the feeder grade.

Relaxation for SC/ST candidates will be provided as mentioned herein above.

Fast Track Channel:

The selection of candidates for promotion shall be made from amongst the successful candidates in the feeder grade in order of their merit, based on aggregate of their marks in written test, interview and performance appraisal reports.

Relaxation for SC/ST candidates will be 5% in the above qualifying marks.

The vacancies under this channel, which remain unfilled for want of non-selection of adequate number of candidates shall lapse and the said vacancies shall be filled up by way of normal channel.

(vi) Inter-se-Seniority:

The Inter-Se-Seniority of all the empaneled candidates selected through the normal channel or fast track channel in their feeder posts, shall remain unchanged.





PROMOTION FROM OFFICER JMGS-I TO OFFICER MMGS-II

- (i) No. of vacancies : 662
a) Under Normal Channel - 331
b) Under Fast Track Channel - 331

Total - 662

(ii) Mode of Promotion:

50% of the vacancies for promotion shall be filled under Normal Channel and 50% under Fast Track Channel, as per eligibility and selection process.

(iii) Eligibility:

Promotion shall be made from amongst the Officers holding the post of Officer Junior Management Grade (Scale-I), full time on a regular basis,

Normal Channel:

-Must have eight years' experience as Officer Junior Management Grade (Scale-I) on full time and regular basis.

-Must have been confirmed in the feeder grade.

The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April of the year in which the vacancy is expected to arise or has actually arisen.

A one-time relaxation of one-year service during the entire service period will be given to such candidates who have passed Junior Associate of the Indian Institute of Bankers (JAIB) of Indian Institute of Banking and Finance and one more year in case of such candidates who have passed Certified Associate of the Indian Institute of Bankers (CAIB) of Indian Institute of Banking and Finance.

The eligibility date for this promotion process is 01-04-2026.

Zone of consideration: Three times the number of vacancies.

Explanation:

Vacancies under Normal Channel shall be filled after filling the vacancies under Fast Track Channel.

The Officers who are eligible under Normal Channel shall also be considered under Fast Track Channel, subject to their eligibility/application.*

There shall be common online Written Examination and interview for both the channels.

* Applying for the promotion process shows Employee's willingness for appearing in the whole process of promotion. Therefore, the application on the prescribed online format is MANDATORY.





Fast Track Channel:

-Must have Six years' service as Officer Junior Management Grade (Scale-I) on full time and regular basis.

- Must have been confirmed in the feeder grade.

The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April of the year in which the vacancy is expected to arise or has actually arisen.

A one-time relaxation of one year service during the entire service period will be given to such candidates who have passed Junior Associate of the Indian Institute of Bankers (JAIIB) of Indian Institute of Banking and Finance and one more year in case of such candidates who have passed Certified Associate of the Indian Institute of Bankers (CAIIB) of Indian Institute of Banking and Finance.

The eligibility date for this promotion process is 01-04-2026.

Zone of consideration: All eligible Officers including repeaters.

(iv) Selection Process:

The selection shall be on the basis of performance in the written test, interview and performance appraisal reports for preceding five years as per the division of marks given below:

Written Test	50 marks
Interview	20 marks
Performance Appraisal Reports	30 marks
TOTAL	100 marks

50 marks allotted to written test shall be further divided, as under:

Part 'A'	25 marks
Part 'B'	25 marks

The candidates shall be required to appear for a written test comprising of two parts namely,

Part - A: Covering Banking Law and Practice of Banking.

Part - B: Covering Credit Policy, Credit Management including Priority Sector, Economics and Management etc.

(v) Preparation of Merit list:

1. Normal Channel:

There shall be minimum qualifying marks of 50% in aggregate of written test, interview and performance appraisal reports (i.e. 50 marks out of 100).

Relaxation as per Govt. Norms - For SC/ST candidates, there shall be relaxation of 5% in qualifying marks (i.e. 45.00 marks out of 100).

Selection of candidates for promotion shall be made from amongst the successful candidates of the feeder grade, in order of their seniority in the feeder grade.





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2. Fast Track Channel:

There shall be minimum qualifying marks of 60% in aggregate of written test, interview and performance appraisal reports (i.e. 60 marks out of 100). Relaxation for SC/ST candidates will be 5% in the above qualifying marks (i.e. 55 marks out of 100).

Selection of candidates for promotion shall be made from amongst the successful candidates in the feeder grade in order of their merit, based on the aggregate of their marks in written test, interview and performance appraisal reports.

The vacancies under this channel, which remain unfilled for want of non-selection of adequate number of candidates shall lapse and said vacancies shall be filled up by way of normal channel.

(vi) Inter-se-Seniority:

The Inter-se-Seniority of all the empaneled Officers selected through normal channel or fast track channel in their feeder posts shall remain unchanged.

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PROMOTION FROM OFFICE ASSISTANT TO OFFICER JMGS-I

- (i) No. of vacancies: 850
a) Under Normal Channel - 425
b) Under Fast Track Channel - 425
Total - 850

(ii) Mode of Promotion:

50% of the vacancies for promotion shall be filled under Normal Channel and 50% under Fast Track Channel, as per eligibility and selection process.

(iii) Eligibility:

Promotion shall be made from amongst the employees holding the post of Office Assistant (Multipurpose) on full time and regular basis.

Normal Channel:

- Must have ten years' experience as Office Assistant (Multipurpose) on regular and full time basis.
- Must have been confirmed in the feeder grade.

The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April of the year in which the vacancy is expected to arise or has actually arisen.

A one-time relaxation of one-year service during the entire service period will be given to such candidates who have passed Junior Associate of the Indian Institute of Bankers (JAIB) of Indian Institute of Banking and Finance and one more year in case of such candidates who have passed Certified Associate of the Indian Institute of Bankers (CAIB) of Indian Institute of Banking and Finance.

The eligibility date for this promotion process is 01-04-2026.

Zone of consideration: Three times the number of vacancies.

Explanation:

Vacancies under Normal Channel shall be filled after filling the vacancies under Fast Track Channel.

The Employees who are eligible under Normal Channel shall also be considered under Fast Track Channel, subject to their eligibility/application. *

There shall be common online Written Examination and interview for both the channels.

* Applying for the promotion process shows Employee's willingness for appearing in the whole process of promotion. Therefore, the application on the prescribed online format is MANDATORY.

Fast Track Channel:

- Must have Six years' service as Office Assistant (Multipurpose) on full time regular basis
- Must possess bachelor's degree from a recognized university.





- Must have been confirmed in the feeder grade.

The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April of the year in which the vacancy is expected to arise or has actually arisen.

A one-time relaxation of one-year service during the entire service period will be given to such candidates who have passed Junior Associate of the Indian Institute of Bankers (JAIB) of Indian Institute of Banking and Finance and one more year in case of such candidates who have passed Certified Associate of the Indian Institute of Bankers (CAIB) of Indian Institute of Banking and Finance.

The eligibility date for this promotion process is 01-04-2026.

Zone of consideration: All eligible Employees including repeaters.

(iv) Selection Process:

The selection shall be on the basis of performance in the written test, interview and last five years' performance appraisal reports as per the division of marks given below:

Written Test	50 marks
Interview	20 marks
Performance Appraisal Reports	30 marks
TOTAL	100 marks

The written test shall be comprising test in General English or Hindi and General Banking Knowledge. 50 marks allotted to written test shall be further divided as under:

(i) General English or Hindi	20 marks
(ii) General Banking Knowledge	30 marks
TOTAL	50 marks

(v) Preparation of Merit list:

1. Normal Channel:

The minimum qualifying marks shall be 50% in aggregate of written test, interview and performance appraisal reports (i.e. 50 marks out of 100).

Relaxation as per Govt. Norms -For SC/ST candidates, there shall be relaxation of 5% in qualifying marks (i.e. 45.00 marks out of 100).

Selection of candidates for promotion shall be made from amongst the successful candidates in the feeder grade, in order of their seniority in the feeder grade.

2. Fast Track Channel:

The minimum qualifying marks shall be 60% in aggregate of written test, interview and performance appraisal reports (i.e. 60 marks out of 100). Relaxation for SC/ST candidates will be 5% in the above qualifying marks (i.e. 55 marks out of 100).





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Selection of candidates for promotion shall be made from amongst the successful candidates in the feeder grade in order of their merit, based on the aggregate of their marks in written test, interview and performance appraisal reports.

The vacancies under this channel, which remain unfilled for want of non-selection of adequate number of candidates shall lapse and said vacancies shall be filled up by way of normal channel.

(vi) Inter-se-Seniority:

The Inter-se-Seniority of all the empaneled candidates selected through the normal channel or fast track channel in their feeder posts, shall remain unchanged.

(vii) Reservation:

Reservation in vacancies for SC/ST, where applicable, would be as per extant Govt. of India's guidelines, issued from time to time.

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PROMOTION FROM GROUP 'C' EMPLOYEE OFFICE ATTENDANT TO GROUP 'B' EMPLOYEE OFFICE ASSISTANT

(i) No. of vacancies: 60

- a) Under Normal Channel - 42
b) Under Fast Track Channel - 18

Total - 60

(ii) Mode of Promotion: 70% of the vacancies shall be filled under Normal Channel and 30% under Fast Track Channel, as per eligibility and selection process.

(iii) Eligibility:

Promotion shall be made from amongst the employees holding the post of Office Attendant (Multipurpose) on a regular basis.

Normal Channel:

- Must have ten years' experience as Office Attendant (Multipurpose) on full time and regular basis.
- Must have passed 10th Standard.
- Must have been confirmed in the feeder grade.

The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April of the year in which the vacancy is expected to arise or has actually arisen.

The eligibility date for this promotion process is 01-04-2026.

Zone of consideration:

Three times the number of vacancies.

Explanation:

1. Vacancies under Normal Channel shall be filled after filling the vacancies under Fast Track Channel.
2. The Employees who are eligible under Normal Channel shall also be considered under Fast Track Channel subject to their eligibility/application.*
3. There shall be common online Written Examination and interview for both the channels.

* Applying for the promotion process shows Employee's willingness for appearing in the whole process of promotion. Therefore, the application on the prescribed online format is MANDATORY.





Fast Track Channel:

- Must have five years' experience as Office Attendant (Multipurpose) on full time regular basis
- Should have passed Graduation from a recognized university.
- Must have been confirmed in the feeder grade.

The minimum eligibility in terms of the number of years of service for promotion shall be reckoned as on the 1st day of April of the year in which the vacancy is expected to arise or has actually arisen.

The eligibility date for this promotion process is 01-04-2026.

Zone of consideration: All eligible employees including repeaters.

(iv) Selection Process:

The selection shall be on the basis of combined performance in the written test and interview as per the division of marks given below:

Written Test	70 marks
Interview	30 marks
TOTAL	100 marks

The candidates shall be required to appear for a written test comprising test in English or Hindi and Arithmetic. 70 marks allotted to written test shall be further divided as under: -

(i) English or Hindi	35 marks
(ii) Arithmetic	35 marks
TOTAL	70 marks

(v) Preparation of Merit list:

Normal Channel:

Selection of candidates for promotion shall be made from amongst the successful candidates in the feeder grade based on the aggregate of their marks in written test and interview for General, Scheduled Caste, Scheduled Tribe and Other Special categories, separately.

There shall be minimum cut off marks of 40% in aggregate of written test and interview (i.e. 40 marks out of 100). Relaxation as per Govt. Norms -For SC/ST candidates, there shall be relaxation of 5% in qualifying marks (i.e. 35 marks out of 100).

The number of selected candidates to be empaneled for promotion shall be equal to the number of notified vacancies in the order of seniority from among the candidates who secure the minimum cut off marks.

Fast Track Channel:

Selection of candidates for promotion shall be made from amongst the successful candidates in the feeder grade in order of their merit, based on the aggregate of their marks in written test and interview for General, Scheduled Caste, Scheduled Tribe and Other Special categories, separately.

There shall be minimum cut off marks of 45% in aggregate of written test and interview. (i.e. 45 marks out of 100). **Relaxation as per Govt. Norms** - For SC/ST candidates, there shall be relaxation of 5% in qualifying marks (i.e. 40.00 marks out of 100).





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The vacancies under this channel, which remain unfilled for want of non-selection of adequate number of candidates shall lapse and shall be filled up by way of normal channel.

(vi) Inter-se-Seniority:

The Inter-se-Seniority of all the empaneled Office Assistants selected through normal channel or fast track channel in their feeder posts shall remain unchanged.

(vii) Reservation:

Reservation in vacancies for SC/ST, where applicable, would be as per extant Govt. of India's guidelines, issued from time to time.

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