मानव संसाधन प्रभाग, प्रधान कार्यालय
प्लॉट सं. 4, सेक्टर -10, द्वारका, नई दिल्ली – 110075.
HUMAN RESOURCES DIVISION, HEAD OFFICE
PLOT NO.4, SECTOR -10, DWARKA, NEW DELHI – 110075.

TO ALL OFFICES **Date: 18-11-2026**

DATE OF ONLINE WRITTEN TEST	**17.01.2027 (Sunday)**
DATE OF SUBMISSION OF ONLINE APPLICATIONS	**18.11.2026 to 25.11.2026**
LAST DATE OF APPROVAL OF ONLINE APPLICATIONS AT BRANCH LEVEL	**26.11.2026**
LAST DATE OF APPROVAL OF ONLINE APPLICATIONS AT CONTROLLING OFFICE LEVEL	**27.11.2026**

HRMD CIRCULAR NO. 918 / 2026

SELECTION OF OFFICERS IN JUNIOR MANAGEMENT GRADE SCALE-I FROM CLERICAL CADRE – 2027-28 (SELECTIVITY CHANNEL)

The policy and procedure concerning promotion of Clerks (Customer Service Associates & Senior Customer Service Associates-Cash) and Special Customer Service Associates (SCSAs) as Officers and direct recruitment of Officers and related matters, in terms of Settlement signed on 29.10.1998 between the Bank and All India Punjab National Bank Employees Federation, was circulated vide HRMD Circular No.494 dated 26.03.2020, as amended from time to time, to be read with MoU signed on 15.11.2022 and 14.10.2024.

Accordingly, applications are hereby invited from employees in Clerical Cadre including SCSAs fulfilling the eligibility criteria given below for promotion as Officer in JMG Scale-I:

1. ELIGIBILITY CRITERIA:

- Must have passed **Matriculation Examination** (till last date of receipt of applications i.e. **25.11.2026**).
- Must have completed minimum **two years' service** for SC/ST candidates and **three years' service** for other candidates in Clerical Cadre as on **01.04.2027**.
- SC/ST candidates must possess at least **04** and other category candidates must possess at least **06 priority marks** as on **01.01.2027.**

COMPUTATION OF PRIORITY MARKS FOR PROMOTION TO OFFICER CADRE IN JMG SCALE I

Priority marks are calculated **as on 1st January of each year**. No benefit of priority mark will be given in the midst of the year.

In terms of procedure laid down in the Settlement dated 13.10.2008 circulated vide HRMD Circular No. 494 dated 26.03.2020 read with modifications from time to time, broad parameters for calculating Priority Marks with regard to eligibility for promotion to Officer Cadre in JMG Scale I are as under:

- One mark will be given for each completed year of service in the Bank in Clerical Cadre from the date of appointment as probationer.

- One mark will be deducted for every increment withheld permanently as a result of disciplinary action. In the case of increment/s which may have been withheld for a limited period, the priority mark will be deducted for the said period only and when the increment is restored, the priority mark connected with the said increment will also be restored.

- Leave without pay will be deducted from total length of service only in those cases where increments have also been deferred for such period of leave on loss of pay.

- Marks for Educational and other Qualifications for calculation of Priority Marks are as under:

Sr.	Educational and other Qualifications	Priority Marks
i	Graduation	2
ii	Master's degree*	1
iii	Degree in Law	1
iv	CAIIB (1st Part) / JAIIB	2
v	CAIIB (2nd Part)	2
vi	ICWA / CA	2
vii	Integrated Degree covering both Graduation & Post Graduation programs	3

*Post-Graduation in any number of subjects will carry only one mark. However, one extra mark will be allowed for business administration degree.

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2. The reservation, if any, for SC/ ST and PwBD employees in promotion from Clerical Cadre to Officer Cadre in JMG Scale-I shall be as per the guidelines issued by the Government of India from time to time.

3. Debar on account of imposition of punishment, refusal to accept promotion and seeking reversion to Clerical Cadre from Officer Cadre in JMG Scale-I shall be applicable in terms of Policy & Procedure concerning promotion of Clerks & SCSAs as Officers laid down in HRMD Circular No. 494 dated 26.03.2020 and the **status is to be reckoned on last date of receipt of applications i.e. 25.11.2026**

4. In respect of workmen employees of erstwhile New Bank of India, the eligibility criteria for determining the length of service for promotion from Clerical Cadre to Officer Cadre as well as Priority Marks, will be as above, read with Notification dated 8th December, 1993 issued by the Central Government. Further, the seniority of employees of erstwhile Nedungadi Bank Ltd. will be determined in terms of HRD Division Circular No. 131 dated 07.02.2003.

5. SELECTION PROCEDURE:

The final merit of the candidates who **obtain minimum qualifying marks in the online written test** will be prepared on the basis of aggregate marks obtained by them, as prescribed in the Settlement, in three parameters namely **Online Written Test**, **Qualification and Service**. These marks are to be calculated as under:

a) <u>Online Written Test</u>:

Employees in Clerical Cadre (except SCSAs) will have to appear in **online written test** comprising of two papers of **100** Marks each.

The coverage area of papers shall be as under: -

PAPER-I: Knowledge of banking routine, deposit mobilization schemes, customer service, priority sector, special credit schemes, conventional loans, loan documentation and practice & law of banking.

PAPER II: Economics, General Knowledge and Accountancy.

SCSAs will, however, be required to take **online written test** for **Paper I** only. This will be applicable only in case of those SCSAs who are posted as such, **on or before** the last date prescribed for receipt of applications i.e. **25.11.2026** Others, who are posted as SCSA after the last date of receipt of applications, will have to appear in both the papers.

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The online written test will be objective type. **The information handout regarding the online written test will be displayed on HRMS Notice Board separately.** The question paper will be bilingual i.e. Hindi and English. **The qualifying marks** will be **30% for SC/ST category candidates** and **40% for other category candidates** in **each paper.**

The candidates who obtain minimum qualifying marks in the online written test shall be **awarded marks for qualification and service** as mentioned in subsequent points.

b) Qualification: (Maximum marks under this head **shall not exceed 25**)

Sr	Qualification	Marks
i	Graduation	06
ii	Post-Graduation (admissible one PG degree only)	02
iii	Commerce at Inter/Graduation/Post-Graduation level	02
iv	CAIIB Part-I/JAIIB	06
v	CAIIB Part II	09
vi	ICWA / CA	06
vii	Integrated Degree covering both Graduation & Post Graduation programs	08

The above marks for qualification (entered in HRMS) are to be calculated up to the last date of receipt of applications i.e. **25.11.2026**

c) Service: (Maximum marks under this head **shall not exceed 25**)

An employee will earn **01 mark** for each completed year of service up to 10 years of service and **1.5 marks** for each completed year of service beyond 10 years with a **maximum of 25.** Leave without pay and period of unauthorized absence shall be deducted from total length of service only in such cases where increments have also been deferred for such period of leave on loss of pay and/or unauthorized absence. The marks for service are to be calculated up to the **eligibility date** i.e. **01.04.2027.**

6. PROBATION: Selected candidates will be on probation for a period of one year.

7. GENERAL INSTRUCTIONS:

a) Employees who wish to be considered for promotion from Clerical Cadre to Officer Cadre in JMG-I under Selectivity Channel should apply online in HRMS through following URL:
In Bank Network – https://hrms.pnb.bank.in:5005
In outside internet – https://www.hrms.pnb.bank.in

The navigation to apply for promotion is as under:

Navigator → Self Service → Promotion → Clerk Promotion → Apply Online Application (CLK)

On successful submission of promotion application, HRMS will generate an **Acknowledgement Number** which should be quoted in all future communications. It should be noted that without Acknowledgement Number, the online application will not be saved and in such a case, the candidate should attempt again before the last date prescribed.

b) All eligible candidates are expected to ensure that their employee category, status of Clerk / SCSA, date of placement in Clerical Cadre, educational and professional qualifications carrying marks for the purpose of promotion are properly recorded in HRMS. Candidates while submitting the promotion applications should ensure that **mobile number** and **Email ID** are correctly entered in HRMS and wherever any **modification** is required, the same should be **edited in the promotion application itself.**

In case of any discrepancy, candidates should take up with their Controlling Office to update the data along with necessary proofs latest by 27.11.2026. It should be noted that no correspondence shall be entertained in respect of any discrepancy in the status reported subsequent to the stipulated date.

c) Visually impaired candidates appearing for online test for promotion will be allowed to use a scribe who should not be a banker and should be able to read/ write English/ Hindi. Alternatively, they may opt to view the contents of the test in magnified font. These candidates will be given compensatory time of 20 minutes for every hour of the examination, as per rules of IBPS Mumbai.

Facility of scribe and compensatory time of 20 minutes per hour shall also be permitted for the **candidates with locomotor disability** and **cerebral palsy where dominant (writing) hand is extremely affected** to the extent of slowing down the performance of function (**minimum of 40% impairment**).

All the eligible candidates who wish to use the services of a scribe or compensatory time in the online test **are advised to submit request in this regard in their 'Promotion Application Form'.** Only eligible candidates registered for scribe and/ or compensatory time will be allowed for the same at the test venue. **Controlling Offices are advised to check and approve the request of scribe and/or compensatory time in case of eligible candidates with 40% or more disability only.**

During the online test, at any stage, if it is found that scribe is independently answering / solving the questions himself/herself, such cases shall be reported by VBOs immediately and mentioned in the Examination Report as well. The Bank may take suitable action as deem fit as per extant guidelines in such cases.

As enumerated in HRMD Circular No. 653 dated 20.09.2022, **'no bank employee is allowed to appear as a scribe in promotion examination conducted by the banks, as per IBPS rules'.**

d) The applicants who have entered the status of 'Children with Special Needs' in promotion application are expected to submit necessary documents in support of the same to their Controlling Office for approval. The cases of only those candidates shall be considered at the time of allocation on promotion, as per Government guidelines, whose status of 'Children with Special Needs' in HRMS is duly "**Approved**" by concerned Controlling Office.

e) For online submission of applications, access to HRMS will be available from **18.11.2026** to **25.11.2026**. The promotion applications are required to be approved at two levels. The eligibility of candidates is to be confirmed online by the concerned Branch/ Office where the applicant is posted through 'Manager Self Service' by **26.11.2026**. Thereafter, Controlling Offices are required to approve all the applications submitted by the candidates and confirmed by the branches/ offices by **27.11.2026**

f) After approval of applications by Controlling Offices, we shall run the calculation of marks for '**Qualification**' and '**Service**' in HRMS. **We shall send separate communication to Controlling Offices when the calculation run is undertaken in HRMS.** The marks calculated by the system shall be displayed by default on application page. Controlling Offices will then be advised to check and confirm the marks online. In case of discrepancy, correct marks are to be entered. **We shall consider the marks confirmed/ entered by Controlling Offices for preparation of result and therefore, any deviation in the same may attract staff accountability.**

g) The status of approval of online applications and marks awarded for Qualification and Service, to be considered for preparing the merit list, as entered/ confirmed by Controlling Offices in the application data shall be visible to the candidates after approval by the Controlling Offices. **Candidates are expected to check the same and take up with their Controlling Office for correction, if any required.**

h) In case of any difficulty in online submission of application or confirmation of eligibility at branch/ office level, all concerned are requested to contact their **Controlling Offices.**

i) In case of any difficulty in approving of applications or online submission / confirmation of applications which cannot be resolved at Controlling Office level, all concerned are required to contact the following officials at HRD, Head Office: -

Selection Cell	**Gaurav Pant**: 6239343242 **Prashant Kumar Mourya**: 8887877008 Email id: hrdselection@pnb.bank.in
HRMS Cell (Technical Support)	**Vikas Modasia**: 7737192544 Email id: pnbparivar@pnb.bank.in

j) Admit Cards for the online test shall be issued through HRMS only. Therefore, it should be ensured by all applicants that their latest photograph is uploaded in HRMS. **In case no photograph is uploaded in respect of any applicant, the system will not allow his/her admit card for the online test to be printed.**

We wish all the aspirants a bright career ahead.

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GENERAL MANAGER
(NEELIMA VANUKURI)