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. 919/2026

PROMOTION OF WORKMEN FROM SUBORDINATE CADRE TO CLERICAL CADRE – 2027-28

Policy and procedure in respect of promotion from Subordinate Cadre to Clerical Cadre is governed by Settlement signed on 15.01.2021 between the Bank and All India Punjab National Bank Employees Federation circulated vide HRMD Circular No. 543 dated 15.01.2021, as amended from time to time and last MOU in this regard was signed on 15.11.2022 and circulated vide HRMD Circular No. 668 dated 30.11.2022.

Accordingly, applications are hereby invited from employees in Subordinate Cadre including Part Time employees in Subordinate Cadre (after conversion of their service into Full Time) fulfilling the eligibility criteria as given below for promotion to Clerical Cadre: -

1. ELIGIBILITY CRITERIA:

a) The applicants should fulfil any of the following criteria to be considered for promotion to Clerical Cadre: -

SN	Educational Qualification as on Last Date of Receipt of Applications i.e. 25.11.2026	Experience as on 01.04.2027
1	Matriculate, 10+2 or Graduate	03 years of service
2	Non-Matriculate	08 years of service

b) Length of service criteria for eligibility in respect of workmen employees of erstwhile New Bank of India and erstwhile Nedungadi Bank Limited will be determined in terms of the provisions as contained in relevant Notifications issued by the Central Government.

c) An employee in Subordinate Cadre who is punished for Gross Misconduct shall not be eligible to be considered for promotion to Clerical Cadre for a period of **one year** succeeding the date of order imposing the punishment.

d) An employee in Subordinate Cadre who has been either placed under suspension or against whom departmental enquiry for gross misconduct is pending or who has been charge sheeted for gross misconduct, can appear in the promotion process, but shall not be promoted to Clerical Cadre till he/ she is exonerated of the charge of gross misconduct.

Provided that if he/she is found to be not guilty and he/she has qualified in the promotion process, he/ she will be promoted to Clerical Cadre from the date the decision to exonerate him/ her from the charge of gross misconduct is taken and a person lower to him/ her in merit had been promoted.

Provided further that in case he/ she is punished for gross misconduct, he/ she shall not be promoted to Clerical Cadre and also shall not be eligible to be considered for promotion to Clerical Cadre for a period of **one year** succeeding the date of order imposing the punishment.

e) An employee in Subordinate Cadre who has given in writing not to officiate in Clerical Cadre or has refused promotion to Clerical Cadre or has sought reversion from Clerical to Subordinate cadre shall not be eligible for promotion in Clerical Cadre for **one year** from the date of such refusal/ reversion.

f) **Debar** on account of imposition of punishment, refusal/ reversion as laid down in policy and procedure in respect of promotion from Subordinate Cadre to Clerical Cadre and circulated vide HRMD Circular No. 543 dated 15.01.2021 will be **reckoned on last date of receipt of applications i.e. 25.11.2026**

2. METHOD OF SELECTION:

The method of promotion will be on the basis of performance of an eligible employee in Subordinate cadre in the written test. The written test will be of **100 marks** and would relate to job test (comprising of Deposit Mobilization Schemes, Customer Service, Retail Loans and KYC norms etc), English and elementary knowledge of CBS.

The **minimum qualifying marks** in the **written test** will be **35% for SC/ST candidates** and **40% for general candidates**.

3. QUALIFICATION MARKS FOR GRADUATE CANDIDATES:

Further, the Graduate candidates will be eligible for **05 Qualification Marks** for possessing Graduation qualification and accordingly, the weightage of written test undertaken by them will be of **95 marks**.

4. RESERVATION:

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

5. POSTING AFTER SELECTION:

The eligible employees in Subordinate cadre who qualify the written test, will be arranged in order of merit and the candidates to the extent of number of vacancies to be filled up through promotion would be considered for giving offer for promotion to the Clerical Cadre as 'Customer Service Associate'. In case of equality of marks in the written test, the employee with longer length of service in Subordinate cadre would rank first.

For the purpose of posting, the aforesaid merited candidates would be arranged in the order of their length of service in Subordinate Cadre (in full pay scale) and the posting will be given for the parent Circle if there exists a vacancy otherwise, the posting will be given in a Circle of 05 choices, subject to vacancies, given by the employee in his / her application for promotion in order of preference or a Circle where vacancies exist.

In respect of physically handicapped employees, and the employees having children with special needs while giving postings, the Govt. guidelines issued from time to time in this regard will be followed.

Those workmen in Subordinate Cadre who are non-Matriculate and are promoted to the Clerical Cadre, will be eligible for further promotion after they acquire minimum educational qualification not less than Matriculation.

6. GENERAL INSTRUCTIONS:

a) Employees who wish to be considered for promotion from Subordinate Cadre to Clerical Cadre and fulfilling the above eligibility criteria should apply online in HRMS only 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 → Sub-Staff Promotion → Sub-Staff Apply Online Appl.

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 prescribed date.

b) All eligible candidates are expected to ensure that their employee category, educational qualification and date of joining in Subordinate Cadre 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.

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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. 653/2022 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, HRMS link will be available from **18.11.2026** to **25.11.2026**. The promotion applications are required to be confirmed/ approved at two levels as under:

i. **by the concerned Branch / Office where the applicant is posted latest by 26.11.2026 and thereafter,**
ii. **by the concerned Controlling Office latest by 27.11.2026**

Wherever any correction in HRMS records of candidates is warranted (particularly with regard to category/ PwBD status/ debar details/ date of acquiring educational qualification etc.), the same should be effected immediately at Controlling Office level. In case the corrections are to be effected from Head Office, the same should be taken up with HO separately and it should be ensured that the corrections have taken place at the earliest. **Approval status of promotion applications shall be visible to the candidates. Candidates are expected to check the same and take up with their Controlling Offices, if any discrepancy is observed.**

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f) 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**.

g) 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

h) 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)