



बैंक ऑफ़ बड़ौदा **Bank of Baroda**

BCC:BR:104/151

04.05.2012

CIRCULAR TO ALL BRANCHES / OFFICES IN INDIA AND ABROAD

Issued by
HRM Department,
Baroda Corporate Centre, Mumbai

SUB.FILE No. PERS-07

Dear Sir / Madam,

Re: Exercise for Promotion from Middle Management Grade/Scale-III to Senior Management Grade/Scale-IV cadre: 2011-13.

We refer to Circular No. BCC:BR:104/21 dated 25.01.2012 about initiation of Exercise for Promotion from MMG/S-III to SMG/S-IV, taking 01.04.2011 as cut-off date for eligibility. It has now been decided to conduct the Exercise for Promotion from MMG/S-III to SMG/S-IV with ONE year relaxation in the service eligibility criteria and taking 01.04.2012 as cut-off date.

The Details of the Promotion Exercise are as under:-

A. Vacancy:

It has been decided that there will be one Channel of Promotion for Exercise for Promotion from MMG/S-III to SMG/S-IV. The total number of vacancies including vacancies likely to arise upto 31.03.2013 to be filled from the Exercise is 480.

B. Eligibility:

Officers in MMG/S-III with minimum of -3- years of satisfactory service in the present Cadre (MMG/S-III) are eligible for the Promotion Exercise from MMG/S-III to SMG/S-IV. The cut-off date of Eligibility for promotion to SMG/S-IV is 01st April 2012 for the captioned Promotion Exercise.

Board of Directors in their Meeting held on 03.05.2012 has granted ONE year relaxation in the service eligibility criteria for the current Promotion Exercise and therefore, Officers in MMG/S-III with minimum of -2- years of satisfactory service in the cadre, as on 01.04.2012, will be eligible for the current Promotion Exercise, provided these officers have put in a minimum service of 3 years as an officer at Rural and/or Semi-Urban Branch as required under Regulation 17 of BOBOSR, 1979. However, the criteria of Rural and/or Semi-Urban Posting will not apply to the officers who are exempted from undergoing such postings.

In terms of Government guidelines, an Officer is also required to secure minimum 75% marks in EPMS / APAR for each of the years of service reckoned for eligibility for promotion.

Cont...2

बड़ौदा कार्पोरेट सेंटर, सी-26, जी-ब्लॉक, बान्द्रा कुर्ला कॉम्प्लेक्स, मुंबई 400 051, भारत.

Baroda Corporate Centre, C-26, G-Block, Bandra Kurla Complex, Mumbai 400 051, India.

फोन / Phone : 91 22 6698 5000 • फैक्स / Fax : 91 22 2652 3514 • वेब / Web : www.bankofbaroda.com



बैंक ऑफ बड़ौदा Bank of Baroda

: 2 :

C. Selection Process:

Selection Process will include the following Factors:-

- Test of Computer Literacy & Knowledge, which will be qualifying in nature only.
- Performance – EPMS Score for the last three review years.
- Potential – (i) Group Discussion; (ii) Personal Interview.

Weightage for various Factors for the current Promotion Exercise shall be as under:

Factors	Weightage
Performance	60
Group Discussion	10
Personal Interview	30
Total	100

D. Reversion of Promotion in Past:

Officers who have sought reversion to MMG/S-III in the past would not be eligible to apply for this Promotion Exercise during the debarment period of 2 years, from the date of such reversion.

E. Ineligibility for Promotion:

In terms of para 12.1, 12.2 and 12.3 of existing Promotion Policy, officers who have taken transfer on request or have taken exemption from transfer as per Transfer Policy for officers, shall be ineligible for promotion.

F. Transfer:

Attention of the officers is drawn to Regulation 47 of BOBOSR, 1979 in terms of which officers are transferable to any Office or Branch of the Bank or to any place in India. Accordingly, they should note that in addition to shouldering higher responsibilities, they are also required to keep themselves in readiness for mobility, as per administrative need of the Bank.

G. Online submission of application:

Officers who are eligible for the captioned Promotion Exercise are required to submit their application for promotion, online, by using **Employee Self-Service-Employee-Promotion Application in HRnes-HRMS** on or before the last date i.e. 10.05.2012. The link for submission of Application shall remain open upto 10.05.2012, after which the System will not allow the candidate to submit applications. Therefore, concerned officers are advised to take a careful note of this and should submit their application well in time. Immediately after submission of Online Application, the candidate will get an ONLINE Applicant Number.

All eligible officers who applied in response to Circular No. BCC:BR:104/21 dated 25.01.2012 have to apply afresh. Further, if the eligible officers who did not apply in response to the Circular under reference but now is willing to participate in this Promotion Exercise, he / she may also apply. It means all the officers who are eligible as on 01.04.2012 and are willing to participate in this exercise has to apply in response to this circular.

Cont...3



बड़ौदा कॉर्पोरेट सेंटर, सी-26, जी-ब्लॉक, बान्द्रा कुर्ला कॉम्प्लेक्स, मुंबई 400 051, भारत.

Baroda Corporate Centre, C-26, G-Block, Bandra Kurla Complex, Mumbai 400 051, India.

फोन / Phone : 91 22 6698 5000 • फैक्स / Fax : 91 22 2652 3514 • वेब / Web : www.bankofbaroda.com



बैंक ऑफ़ बड़ौदा Bank of Baroda

: 3 :

Any assistance required for submission of online application may be obtained by contacting Help Desk by using following numbers:

VOIP No. of Helpdesk – 999999

(Select Option 3 for password resetting)

Landline no. of Help Desk – 022-66983076

Branches/Candidates may also contact their Regional HRM Functionaries for any assistance.

Participating officers are advised to verify their Service Particulars using the Employee-Self-Service in HRnes-HRMS, especially their Assignment and Qualifications details. In case data in HRnes is found incorrect, the same must be brought to the notice of Regional HRM Functionaries, by using the Intimation & Permission Module, for effecting necessary correction in data. Since the Bio-Data of officers generated from HRnes shall be placed before Interview Panel members and Data will be used for Promotion Exercise, every candidate must take care to see that their Data in HRnes is correct.

The Regional HRM Functionaries must verify the eligibility of the candidate and update the Data in respect of officers in the HRnes.

Time-Schedule:

We give below the schedule of activities:

Schedule of activity	Last Date
Submission of application by candidates through HRnes	10.05.2012
Submission of data by Regional Office to AGM (HRM), Head Office, Baroda	15.05.2012
Date and Time of Computer Literacy Test	19.05.2012 at 4.00 PM

Branches/Offices should immediately display a copy of this Circular on their Notice Board and bring the contents of this Circular to the notice of all eligible Officers in MMG/S-III posted at the Branch/Office. In respect of Officers on leave/under suspension/on deputation etc., communication to such Officers must be sent at their residential/contact address furnished by them to the Bank, either by hand delivery against clear acknowledgment or by Regd. Post A.D., so as to enable them to submit their Online Application from any of the nearby branch for the Promotion Exercise before the stipulated last date. The acknowledgment received from these Officers should be carefully preserved.

For any clarification in this regard; you may contact HRM Dept., BCC, Mumbai / HO, Baroda, at e-mail address hbm.bcc@bankofbaroda.com or rp.ho@bankofbaroda.com respectively.

Yours faithfully,


(K.N. MANVI)
GENERAL MANAGER
(EM & SECURITY, I/C HRM)