



मानव संसाधन प्रभाग, प्रधान कार्यालय
प्लॉट नं. ४, सेक्टर १०, द्वारका, नई दिल्ली – ११००७५
HUMAN RESOURCES DIVISION, HEAD OFFICE
PLOT NO. 4, SECTOR 10, DWARKA, NEW DELHI - 110075

TO ALL OFFICES

Date: 25.03.2026

DATE OF ONLINE WRITTEN TEST	12.04.2026 (Sunday)
DATE OF SUBMISSION OF ONLINE APPLICATIONS	25.03.2026 to 30.03.2026 TILL 05.00 PM
LAST DATE OF APPROVAL OF ONLINE APPLICATIONS AT CO/HO LEVEL (RECOMMENDING)	01.04.2026
LAST DATE OF APPROVAL OF ONLINE APPLICATIONS AT ZO/HO LEVEL (APPROVING)	02.04.2026

HRMD CIRCULAR NO. 881 / 2026

ONE-TIME PROMOTION EXERCISE FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD) CANDIDATES FOR PROMOTION FROM CLERICAL CADRE TO OFFICER CADRE (JMG SCALE – I) : DURING THE PERIOD FROM 30.06.2016 TO 31.03.2023.

Government of India has issued guidelines on reservation in promotion for PwBD employees.

The Management of Punjab National Bank (hereinafter referred to as the Bank) and All India Punjab National Bank Employees' Federation (hereinafter referred as Employees Federation) have deliberated on instructions contained in Government guidelines on reservation in promotion to PwBD employees. Accordingly, Bank is conducting one-time promotion exercise for Persons with Benchmark Disabilities (PwBD) candidates having requisite experience in Clerical Cadre for the period from 30.06.2016 to 31.03.2023.

The exercise is intended to ensure compliance with statutory reservation provisions and to provide equitable career progression opportunities to PwBD employees.

The promotion will be considered retrospectively on a notional basis and subject to vacancies identified by the Bank. The promotion will be effective from 30.06.2016 (for the year 2016) and from 01st of April for the subsequent years (i.e., 01.04.2017, 01.04.2018, 01.04.2019 etc.), as per 1998 Settlement under Selectivity Channel only, with partial amendments. Seniority and Pay fitment shall be fixed retrospectively. However, monetary benefits arising out of the said promotion, if any, shall accrue prospectively.



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This one-time promotion process shall consist of a single written examination for PwBD candidates, covering all promotion periods together.

Employees may exercise discretion to apply for promotion, and their candidature shall be considered only from the first year when they become eligible. In case the number of qualified candidates exceeds the number of vacancies in the relevant promotion year/period, the candidature of the remaining qualified candidates shall be considered for subsequent years, subject to eligibility and merit.

***Example:** If employee is eligible since 01.04.2019 and submitted his/her application, his/her candidature shall be considered from 2019 onwards and not prior to 2019. If the no. of qualified candidates for the year 2019 exceeds the vacancies identified for the year 2019, the remaining qualified candidates will be considered for subsequent years on the basis of the merit, eligibility and qualification.*

Employees already promoted to Officer Cadre through either channel after 30.06.2016 shall also be eligible to apply under this one-time exercise, subject to their eligibility prior to such promotion. If selected under this one-time promotion process, their pay and seniority shall be re-fixed retrospectively on a notional basis. However, monetary benefits arising out of the said promotion, if any, shall accrue prospectively.

Accordingly, applications are hereby invited from Persons with Benchmark Disabilities (PwBD) candidates who have worked in Clerical Cadre including SCSAs during the period 30.06.2016 to 31.03.2023 fulfilling the eligibility criteria given below for promotion as Officer in JMG Scale I :-

1. ELIGIBILITY CRITERIA:

1.1 A PwBD (Persons with Benchmark Disabilities) employee, as defined under the *Rights of Persons with Disabilities Act, 2016* (PwBD Act), shall be considered eligible. For the purpose of this one-time exercise, a PwBD employee is one who has been certified by the competent medical authority as having a benchmark disability of **40% or more**, in accordance with the provisions of the Act and relevant government guidelines.



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1.2 Such PwBD employees fulfilling the eligibility criteria given below shall be eligible to apply for promotion to Officer Cadre in JMG Scale – I retrospectively with effect from 30.06.2016 onwards. The employee must:

- (a) have passed the Matriculation examination prior to the first year of becoming eligible for promotion.

Example: If an employee is eligible for promotion from 01.04.2020, he/she must have passed the matriculation prior to 01.04.2020.

- (b) have completed the minimum service requirement in clerical cadre as on the cut-off date specified under for the relevant promotion year i.e. minimum two (02) years of service in clerical cadre if belonging to SC/ST category or three (03) years of service in clerical cadre if belonging to other categories:

Applicable Promotion Year	Cut-off date for Min. length of Service / Qualification
2016	30.06.2016
2017	01.04.2017
2018	01.04.2018
2019	01.04.2019
2020	01.04.2020
2021	01.04.2021
2022	01.04.2022

Note: 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.

- (c) Must possess at least **04 priority marks** if belonging to SC/ST category, or at least **06 priority marks** if belonging to other categories, as on the **1st of January** of the first year of the promotion year in which they become eligible.



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1.3 Employees who have exited Bank's service through modes other than VRS, resignation or superannuation on or after 30.06.2016 shall not be eligible to participate in this promotion exercise.

1.4 **Debar:** Debarment shall be as laid down under:

1.4.1 An employee who had/has received punishment for any gross misconduct will not be eligible for consideration for promotion as Officer in JMG Scale-I for a period of one year from the date of punishment.

***Example:** If an employee becomes eligible for promotion on 30.06.2016 however, the employee was awarded a gross penalty on 23.03.2019, the employee shall **not be considered for promotion** for the promotion period falling between 23.03.2019 to 22.03.2020 (i.e. one year). The employee shall be considered for all other promotion process for 2016 to 2018 and 2020 and onwards.*

1.4.2 Other cases of debarment as laid down in **1998 Settlement**, shall be waived off for this process only.

1.5 An employee shall not be eligible for consideration for promotion in any of that period/year, if she was on Sabbatical Leave as on 01st April of the relevant promotion year, even if otherwise eligible and qualified.

***Example:** If an employee becomes eligible for promotion on 30.06.2016 and submitted her application for consideration from that promotion period. However, she was on Sabbatical Leave from **01.01.2018 to 30.05.2019**, in this case:*

Her candidature will be considered for promotion processes prior to the sabbatical period i.e. 30.06.2016, 01.04.2017 and after its conclusion i.e. for subsequent years i.e. 01.04.2020, 01.04.2021 etc. but not for promotion years falling within the sabbatical period(s) i.e., 01.04.2018 & 01.04.2019, regardless of her eligibility before and after to her absence due to her being on sabbatical.



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2.0. PRIORITY MARKS & SENIORITY:

- 2.1. Priority Marks for eligibility for promotion to Officer Cadre in JMG Scale I shall be as per the procedure laid down in the Settlement dated 13.10.2008, circulated vide HRMD Circular No. 494 dated 26.03.2020 and read with modifications from time to time.
- 2.2. Priority marks shall be considered in accordance with the 1998 settlement. These marks shall be calculated separately for each year, starting from the first year of eligibility for the promotion process.
- 2.3. Seniority shall be determined strictly in accordance with the 1998 Settlement on seniority and promotion.

3.0. SELECTION PROCEDURE:

- 3.1. Selection shall be based on the Online written test.
- 3.2. Separate merit list of each year shall be prepared, and the said merit list of respective year shall be finalized after completion of the promotion process of the previous year.

***Example:** After the addition of marks obtained in written test + qualification + service marks, merit list for year 2016 will be prepared. If 100 candidates qualify for the year 2016 and there are only 50 vacancies in the year 2016 then the promotion process for the year 2016 will be concluded first. Thereafter merit list for 2017 will be prepared and in the said merit list for the year 2017, the remaining 50 candidates from the year 2016 will be included and the said process will be followed so forth and so on.*

- 3.3. Merit list shall be prepared based on aggregate marks obtained in 03 (three) parameters namely: **Online Written Test marks, Qualification marks, and Service marks**, which shall be calculated up to the **eligibility date** or the **promotion year** under which the employee's candidature is being considered, whichever is later.



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3.3.1. **Online Written Test:**

- 3.3.1.1. Candidates shall appear in an online written test (objective type) which shall comprise of 02 papers of 100 marks each. The syllabus 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.

- 3.3.1.2. 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.

3.3.2. **Qualification Marks:**

- 3.3.2.1. The maximum qualification marks shall not exceed 25 marks.

SN	Qualification	Marks
a.	Graduation	06
b.	Post-Graduation (admissible one PG degree only)	02
c.	Commerce at Inter/Graduation/Post-Graduation level	02
d.	CAIIB Part-I/JAIIB	06
e.	CAIIB Part II	09
f.	ICWA / CA	06

- 3.3.2.2. The above marks for qualification (entered in HRMS) will be considered only if the qualification was acquired prior to the year of eligibility.



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3.3.3. **Service Marks:**

3.3.3.1. The Service marks shall not exceed 25 marks.

- i. An employee shall earn one (01) mark for each completed year of service up to 10 years of service in clerical cadre.
- ii. For service beyond 10 years in clerical cadre, the employee will earn 1.5 marks for each completed year, subject to a maximum of 25 marks.
- iii. Periods of leave without pay and 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.

3.3.3.2. The service marks shall be calculated progressively for each year's merit list. In other words, marks for service are to be computed up to the **eligibility date** or the **promotion year** under which the employee's candidature is being considered, whichever is later, and thereafter calculated progressively for subsequent promotion years/periods being considered.

4.0. **OTHER CONDITIONS**

4.1. **Pre Promotion Training:** Applicants shall undergo pre-promotion training as per the extant guidelines.

4.2. **Indicative Study Material:** Indicative study material will be available next day after successful submission of promotion application in HRMS and same may be accessed through PNB Univ at following link:

<https://pnbuniv.pnb.bank.in> → Employee ID () → Password (Pass@1234) → Login

Employee ID for inactive employees will be as under:

pnb followed by Empl ID as per promotion application



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For Example:

For inactive employees:

Empl ID: 0789456

Employee ID for login will be pnb0789456

Active employee may also access the indicative study material by logging into PNB univ.

- 4.3. **Seniority and Monetary/Financial Benefits:** Promotions under this settlement shall be granted on **notional seniority basis**. However, no arrears of pay or allowances shall be admissible for the past periods. Monetary benefits shall accrue prospectively from the date of actual promotion order issued or joining the place of posting on promotion, whichever is later.
- 4.4. **Posting on Promotion:** In terms of Settlement dated 29.10.1998 & amended time to time candidates are required to give options for 10 Circle of their choice for posting upon promotion, **However, such choice shall not be binding upon the management.**
- 4.5. **Probation:** Employees already serving in Officer cadre shall not be placed on probation again. However, first time promotees as Officer in JMG Scale – I shall undergo probation for a period of one year.

5.0. OTHER TERMS AND CONDITIONS ON PROMOTION

- 5.1. The terms and conditions relating to promotion including Promotion Fitment and related matters, shall be governed as per 1998 Settlement as amended time to time.
- 5.2. The promotions under this exercise shall be on **notional** basis and shall not confer retrospective financial benefits.

6.0. GENERAL INSTRUCTIONS

- a) Active employees have to submit the application through HRMS only. However, Inactive employees (Retired on Superannuation/Resignation/VRS) may submit the application through HRMS or can submit duly signed Offline application, as per



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Annexure-A to the nearest Branch/Office for further submission of application in HRMS. Any Offline applications received after 30.03.2026 shall not be considered for promotion exercise.

URL to apply online in HRMS is given below:

In Bank Network – <https://hrms.pnb.bank.in>

In outside internet – <https://www.hrms.pnb.bank.in>

The navigation to apply for promotion is as under:

Application may be submitted by the active employees or by the Branch Head/Establishment Incharge user on behalf of Inactive employees through following navigation :

Navigator → Self Service → Promotion → Clerk Promotion → Clerk Prom – Spl. Drive (PwBD).

Application may be submitted by the inactive employees through their HRMS User with following navigation :

Navigator → Self Service → Clerk Prom – Spl. Drive (PwBD).

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 to submit the application.

- b) All eligible candidates are expected to ensure that their employee category, disability status and 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 30.03.2026. It should be noted that no correspondence shall be entertained in respect of any discrepancy in the status reported subsequent to the stipulated date and time.



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- 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) 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 Office**.
- e) 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: -



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Selection Cell	Landline 011-28044783 Sumit Sukraliya: 9990097572 Adiba Alam: 7251810002 Chandra Bhanu: 9650050954 Ashima Rastogi: 8810090656 Email id: specialdrive2026@pnb.bank.in
HRMS Cell (Technical Support)	Dinesh: 9910652353 Email id: pnbparivar@pnb.bank.in

- f) Admit Cards for the online test shall be issued through HRMS only. Inactive employee may download admit card Online through HRMS Self Service or nearest Branch/Office. 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.**

The navigation to download the admit card for **active employee** is as under:

Navigator → Self Service → Promotion → Clerk Promotion → Clerk Admit Card.

The navigation to download the admit card for **inactive employee** is as under:

Navigator → Self Service → Clerk Admit Card.

We wish all the aspirants a bright career ahead.

**GENERAL MANAGER
(NEELIMA VANUKURI)**



ONE TIME PROMOTION OF PwBD FROM CLERICAL CADRE TO OFFICER CADRE IN JMGS I – 2026-27

Annexure A

APPLICATION FORMAT (ONLY FOR INACTIVE EMPLOYEES)

To be submitted at nearest Branch/ Circle/ Zonal Office for applying online through HRMS.

(All fields are mandatory to be filled)

Latest passport size photograph to be pasted here (Mandatory)

EMPLOYEE INFORMATION

EMPL ID/ PF NO.	
EMPLOYEE NAME	
LAST HELD DESIGNATION	
RETIRING BRANCH/ OFFICE	
RELIEVING CIRCLE	
CLERICAL CADRE ENTRY DATE	
DATE OF RETIREMENT	REASON
MOBILE NUMBER	ALTERNATE MOBILE NUMBER
EMAIL ID	

CATEGORY DETAILS

CATEGORY (GEN/ SC/ ST/ OBC)	
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DISABILITY TYPE (OC/ VI/ HI/ ID/ MD)	
NATURE OF DISABILITY (PERMANENT/ TEMPORARY)	
DISABILITY % (40-100%)	
COPY OF VALID DISABILITY CERTIFICATE	TO BE ENCLOSED MANDATORILY

EDUCATIONAL QUALIFICATION DETAILS (MATRICULATION AND ABOVE)

NAME OF QUALIFICATION	DATE OF PASSING	PERCENTAGE	COPY OF PASSING CERTIFICATE/ DEGREE

PROFESSIONAL QUALIFICATION/ CERTIFICATION DETAILS (JAIIB/ CAIIB/ OTHERS)

NAME OF QUALIFICATION	DATE OF PASSING	PERCENTAGE	COPY OF PASSING CERTIFICATE/ DEGREE

OTHER DETAILS

Scribe Requirement in case of Visually Impaired candidate or suffering from Locomotor Disability/ Cerebral Palsy where dominant (writing) hand is extremely affected to the extent of slowing down the performance of function (minimum of 40% impairment)? (YES/ NO)	
Whether Compensatory time required? (YES/ NO)	

TEST CENTRE <input type="text"/> (May be changed by IBPS based on availability) Indicative list of Test Centre is available in HRMS on Promotion Application page.	SIGNATURE: NAME: DATE:
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