

COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND SCHEDULED TRIBES

(FIFTH LOK SABHA)

NINTH REPORT

MINISTRY OF FINANCE

(DEPARTMENT OF BANKING)

**Reservations for, and Employment of, Scheduled
Castes and Scheduled Tribes in the State Bank of India
and its Subsidiaries.**

(Presented on the 31st May, 1972)



**LOK SABHA SECRETARIAT
NEW DELHI**

May, 1972 / Jyaishta, 1894 (S)

Price: Rs. 1.60

51.431A

LIST OF AUTHORISED AGENTS FOR THE SALE OF LOK SABHA SECRETARIAT PUBLICATIONS

Sl. No.	Name of Agent	Agency No.	Sl. No.	Name of Agent	Agency No.
ANDHRA PRADESH					
1.	Andhra University General Cooperative Stores Ltd., Waltair (Visakhapatnam)	8	12.	Charles Lambert & Company, 101, Mahatma Gandhi Road, Opposite Clock Tower, Fort. Bombay.	30
2.	G. R. Lakshminpathy Chetty and Sons, General Merchants and News Agents, Newpet, Chandragiri, Chittoor District.	94	13.	The Current Book House, Maruti Lane, Raghunath Dadaji Street, Bombay-1.	60
			14	Deccan Book Stall, Ferguson College Road, Poona-4	65
ASSAM					
3.	Western Book Depot, Pan Bazar, Gauhati.	7	14	M/s. Usha Book Depot, 485/A, Chira Bazar, Khan House, Girgaum Road, Bombay-2 B.R.	5
BIHAR					
4.	Amar Kitab Ghar, Post Box 78, Diagonal Road Jamshedpur.	37	MYSORE		
			16	M/s. Peoples Book House, Opp. Jaganmohan Palace, Mysore-1.	16
GUJARAT					
5.	Vijay Stores, Station Road, Anand.	35	RAJASTHAN		
6.	The New Order Book Company, Ellis Bridge Ahmedabad-6.	63	17.	Information Centre, Government of Rajasthan, Tripolia, Jaipur City.	38
HARYANA					
7.	M/s. Prabhu Book Service, Nai Subsimandi Gurgaon, (Haryana).	14	18.	Sweetlik Industrial Works, 40, Holi Street, Meerut City.	2
MADHYA PRADESH					
8.	Modern Book House, Shiv Vilas Palace, Indore City	13	19.	Law Book Company Sardar Patel Marg, Allahabad-1.	48
MAHARASHTRA					
9.	M/s. Sunderdas Gianchand, 601, Girgaum Road, Near Princess Street, Bombay-2.	6	20.	Granthaoka, 5/1, Ambica Mookherjee Road, Belgharia, 24 Parganas.	10
10.	The International Book House (Private) Limited, 9, Ash Lane, Mahatma Gandhi Road, Bombay-1.	22	21.	W. Newman & Company Ltd., 3, Old Court House Street, Calcutta.	44
11.	The International Book Service Deccan Gymkhana Poona-4	26	22.	Firma K. L. Makhopadhyay, 6/1A, Bencharam Area, Lane, Calcutta-12.	82
			23.	M/s. Mukherji Book House 8-B, Buff Lane Calcutta-6	4

CONTENTS

	PAGE
COMPOSITION OF THE COMMITTEE	(iii)
INTRODUCTION	(v)
CHAPTER I Introductory:	
A Organisation	1
B Reservation Orders	4
C Reservations in isolated individual Posts	4
CHAPTER II Staff Position :	
A Staff strength and Shortfalls	6
B In-service Training	9
C Special or <i>Ad-hoc</i> Recruitment	12
D Issue of Directive under the Act.	12
CHAPTER III Recruitment:	
A Method of Recruitment :	
(i) Probationary Officers	17
(ii) Subordinate Staff	18
(iii) Clerks/Cashiers	18
B Concessions/Relaxations	22
C Recruitment/Selection Boards	25
D Promotions	27
E De-reservations	30
CHAPTER IV Administration:	
A Rosters	33
B Annual Statements	34
C Call	34
D Housing	35
APPENDICES :	
I. Statement showing the staff strength of the State Bank of India and its Subsidiaries	37
II. Statement showing the total number of demands placed with the Employment Exchanges	41
III. Ministry of Home Affairs O.M. No. 1/1/70-Est(SCT) dt. 31-7-70	43
IV. Statement showing the intake of Scheduled Castes and Scheduled Tribes in the services of the Bank	47
V. Copies of the letters exchanged between the State Bank of India and the Director of Employment Exchanges ;	49
VI. Copy of the advertisement for the appointment of Probationary Officers and	56
VII. A summary of conclusions/recommendations	56

301.43 R⁶²

COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND SCHEDULED TRIBES

Sardar Buta Singh—*Chairman*

MEMBERS

Lok Sabha

2. Shri B. K. Daschowdhury
3. Shri D. Deb
4. Shri Hukam Chand Kachwai
5. Kumari Kamla Kumari
6. Shri Arjun Shripat Kasture
7. Shri M. Kathamuthu
8. Shri Kinder Lal
9. Shri Nihar Laskar
10. Shri Kartik Oraon
11. Shri Bhaljibhai Ravjibhai Parmar
12. Shri Dhan Shah Pradhan
13. Shri K. Pradhani
14. Shri Ram Dhan
15. Shri Ram Swaroop
16. Swami Ramanand Shastri
17. Shri S. M. Siddayya
18. Shri Babu Nath Singh
19. Shri K. Subravelu
20. Shri Tulmohan Ram

Rajya Sabha

21. Shri G. A. Appan
22. Shri Balram Das
- *23. Shri Golap Barbora
24. Shri Ganeshi Lal Chaudhary
25. Shri B. T. Kemparaj

*Resigned from the Committee with effect from 23rd May, 1972.

26. Shri K. P. Subramania Menon
**27 Shri Brahmananda Panda
28. Shri Roshan Lal
**29. Shri Sukhdev Prasad
30. Shri Melhupra Vero

SECRETARIAT

Shri B. K. Mukherjee—*Deputy Secretary*

Shri J. R. Kapur—*Under Secretary.*

**Ceased to be member of the Committee on his retirement from Rajya Sabha with effect from 2nd April 1972 and re-elected on 24th May, 1972.

INTRODUCTION

I, the Chairman, Committee on the Welfare of Scheduled Castes and Scheduled Tribes, having been authorised by the Committee to submit the Report on their behalf, present this Ninth Report on the Ministry of Finance (Department of Banking)—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in State Bank of India and its Subsidiaries.

2. The Committee took the evidence of the representatives of the Ministry of Finance (Department of Banking) and the State Bank of India on the 17th January, 1972. The Committee wish to express their thanks to the Secretary, Ministry of Finance (Department of Banking) and the Chairman, State Bank of India, and other Officers of the Ministry of Finance (Department of Banking) and the State Bank of India for placing before the Committee material and information the Committee wanted in connection with the examination of the subject.

3. The Report was considered and adopted by the Committee on the 26th May, 1972.

4. A summary of conclusions/recommendations contained in the Report is appended (Appendix VII).

NEW DELHI;
May 29, 1972
Jyāishtha 8, 1894 (S).

BUTA SINGH,
Chairman,
*Committee on the Welfare of
Scheduled Castes and
Scheduled Tribes.*

CHAPTER I

INTRODUCTORY

A. Organisation

The State Bank of India is an autonomous corporation set up under the State Bank of India Act, 1955. The Bank has, since its establishment, grown not only in terms of geographical coverage but also in terms of functional diversification. Several new activities have been taken up, especially the financing of agriculture, small scale industries and small business.

2. The area of operation of the Bank has been divided into seven Circles, each in charge of a Local Head Office, which function under the administrative control of the Central Office. The branches of the Bank in each Circle function under the administrative control of the respective Local Head Offices. In some Circles, which are very large, one or more Regional Offices have been established, which function under the administrative control of the Local Head Office. The Local Head Offices and the Regional Offices (Controlling Offices) are situated at the following Centres:—

Local Head Offices

Calcutta

Bombay
Madras
New Delhi
Kannur
Ahmedabad
Hyderabad

Regional Offices

{ Shillong
 { Patna
 { Bhubaneswar
Bhopal
Bangalore
—
—
—
—

1.3. The Central Office of the State Bank of India is responsible for all policy decisions affecting the functioning of the Subsidiary Banks *vide* Sections 24(1) and 63(1) of the State Bank of India (Subsidiary Banks) Act, 1959. There are seven Subsidiary Banks of the State Bank of India which are governed by this Act and the Regulations framed thereunder with their headquarters located at the undermentioned Centres and the branches of the Subsidiary

Banks function under the administrative control of their respective Head Offices:—

The State Bank of Bikaner and Jaipur—Jaipur

The State Bank of Hyderabad—Hyderabad

The State Bank of Indore—Indore

The State Bank of Mysore—Bangalore

The State Bank of Patiala—Patiala

The State Bank of Saurashtra—Bhavnagar

The State Bank of Travancore—Trivandrum

1.4. The Committee have been informed that following the recommendations of the Gadgil Committee (1969), the Reserve Bank initiated during the year a scheme known as the Lead Bank Scheme under which each of the major commercial banks in the country has been allotted a cluster of districts for the purpose of playing a lead role in assisting the economic development of the said areas. The responsibility of the Lead Bank is to conduct a survey in the district, identify growth centres and credit gaps and co-ordinate the efforts of banks and other financial institutions in the district for the purpose of widening the branch network and meeting the credit needs of the area to the extent feasible. The scheme is expected to achieve a need-based branch expansion programme tailored to the special requirements of the area and a purposeful extension of credit to the needy sectors around the centres identified for intensive development and growth.

1.5. Beginning with 466 offices, the Bank had, at the end of 1970, a total of 2112 offices in India. The Subsidiary Banks had 1149 offices. Under the Lead Bank Scheme, the State Bank Group has been allotted 89 districts, mostly in backward areas. Surveys are being carried out in these districts for identification of the growth centres and the credit gaps. Surveys in 22 districts have already been completed and are in progress in 12 others. In view of the urgency involved in the extension of branch network, a crash programme for quick identification of growth centres in the remaining districts has been evolved and is in the process of being implemented. In 1970, the Bank opened 425 offices of which 246 offices were in

rural centres. The figures given below show the growth rate in the field of branch expansion:

<i>The State Bank of India</i>	1955	1960	1965	1969	1970
Number of offices	497	907	1276	1673	2122
<i>Subsidiaries</i>	1955	1960	1965	1969	1970
Number of offices	Nil	381	658	947	1149

Role of the Ministry of Finance, Department of Banking

1.6. The Department of Banking was set up under an order of the President dated the 2nd September, 1969, to deal with the subjects listed below:—

- (i) All India banks, whether nationalised or not.
- (ii) All foreign banks, so far as their operations in India are concerned.
- (iii) All matters relating to the Reserve Bank of India, except those which remain directly the concern of the Economic Affairs Department.
- (iv) All matters relating to cooperative banking which are the concern of the Ministry of Finance.
- (v) All long-term financial institutions excluding the Lift Insurance Corporation and the Unit Trust of India.
- (vi) Chit Funds and other non-banking companies accepting deposits.
- (vii) Other matters relating to banking in India.
- (viii) Administration of all Statutes, Regulations and other laws connected with items 1 to 7 above.

1.7. Section 18 of the State Bank of India Act, 1955, provides that, in the discharge of its functions, (including those relating subsidiary banks), the State Bank of India shall be guided by such directions in matters of policy involving public interest as the Central Government may, in consultation with the Governor of the Reserve Bank and the Chairman of the State Bank of, give to it.

B. Reservation Orders

1.8. In a note furnished to the Committee, the Ministry of Finance, Department of Banking, have stated that the policy of the Government of India in regard to reservations for Scheduled Castes and Scheduled Tribes in the public sector undertakings is communicated to the State Bank of India. It has further been stated, by the representative of the Ministry of Finance, Department of Banking, during evidence that in 1965 the Ministry of Home Affairs indicated to the Ministry of Finance the question of reservations for Scheduled Castes and Scheduled Tribes in public Undertakings. On the basis of those instructions received in 1965-66, the Ministry of Finance communicated to the State Bank of India, in August, 1966, the Ministry of Home Affairs' orders on the subject. Further instructions, issued after August, 1966, have also been communicated to the State Bank of India, as and when received.

1.9. The Committee have been informed by the State Bank of India that the Government of India orders regarding reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the services of the Bank were adopted by the Bank in September, 1966. The following reservations have been provided for the Scheduled Castes and Scheduled Tribes for appointment to posts under direct recruitment on all-India basis:

September 1966 to August 1970

(i) for Scheduled Castes—12½%

(ii) for Scheduled Tribes—5%

September 1970 onwards

(i) for Scheduled Castes—15%

(ii) for Scheduled Tribes—7½%

No reservation has been provided for posts filled by promotion or in temporary appointments.

1.10 The Committee note with dissatisfaction that although the State Bank of India came into being in 1955 under the State Bank of India Act, 1955, the Government orders making reservation for Scheduled Castes and Scheduled Tribes in services were made applicable to the Bank only in 1966.

C. Reservations in isolated individual Posts

1.11. The State Bank of India, in a written note, has informed the Committee that as recruitment at certain Centres is made for

a very limited number of vacancies at a time, no vacancies are exclusively reserved for Scheduled Castes and Scheduled Tribes.

1.12. The State Bank of Travancore, a Subsidiary of the State Bank of India, has informed the Committee that reservation of vacancies for Scheduled Castes and Scheduled Tribes could not be strictly followed since vacancies in the subordinate staff occurred sporadically in the various branches on different occasions at the rate of one or two in each branch.

1.13. Another subsidiary of the State Bank of India, with Head Office at Indore, has stated that 'until recently, recruitment of clerical and subordinate staff was done at Branch level and, as most of our branches are of small size and established in under developed areas, the number of vacancies thereat was hardly one or two at a time: the question of reservations out of these vacancies at individual branches did not, therefore, arise. Further, even where a larger number of vacancies occurred at one or two bigger branches suitable candidates belonging to Scheduled Castes|Tribes possessing the requisite qualification were not forthcoming and|or were not sponsored by the Employment Exchange in sufficient number'.

1.14. Asked whether isolated individual posts and small cadres in which vacancies may not occur with reasonable frequency and posts carrying identical status, emoluments and qualifications, are grouped together to facilitate the application of the reservation orders to ensure adequate representation of Scheduled Castes and Scheduled Tribes in those posts as provided in the Ministry of Home Affairs O.M. No. 42|21|49-NGS dated the 28th January, 1952, the Secretary, Ministry of Finance, Department of Banking, has stated 'the State Bank of India is now sorting out these matters so that in future isolated vacancies are not ignored and they are grouped together and the principle of reservation is scrupulously honoured'.

1.15. The Committee find no justification for the State Bank of India not having made reservations in the vacancies in the subordinate staff occurring sporadically in the various branches from time to time. The Committee regret that this has deprived a larger number of Scheduled Castes and Scheduled Tribes from joining the services of the Bank. This is entirely due to lack of proper planning and co-ordination and proper attention not having been paid to the reservation orders on the subject. The Committee would stress the desirability of recruitment in all the branches of the Bank in a Circle being coordinated at the District or Circle level. Branches should plan their future requirements well in time and notify the same to their respective District Offices and proper Circles for coordination.

CHAPTER II

STAFF POSITION

A. Staff strength and Shortfalls

2.1. The total staff strength in the State Bank of India and its Subsidiaries. Circle-wise and Category-wise and the number of Scheduled Caste and Scheduled Tribe employees and their respective percentages to the total strength as on 30-6-1966 (the date from which the reservations for Scheduled Castes and Scheduled Tribes were given effect to by the State Bank of India), as furnished by the Ministry of Finance, Department of Banking, is at Appendix I.

2.2. The staff figures furnished to the Study Groups of the Committee during their visits to the various Headquarters Offices of the State Bank of India as on 31-12-1972 are as under:

Category of Posts	Total No. of Employees	No. of Employees		Percentage to the total employees	
		SC	ST	SC	ST
Supervising	9,541	24	2	0.25	0.02
Clerical/Cash Deptt.	38,565	354	98	0.92	0.25
Subordinate	19,115	1,181	200	8.16	1.05

Shortfalls

2.3. From the figures given above, the Committee have noticed that the representation of the Scheduled Castes and Scheduled Tribes in almost all the categories of posts in the State Bank of India and its Subsidiaries is negligible. The Committee desired to know the reasons for this poor representation of the Scheduled Castes and Scheduled Tribes in the services of the Bank and its Subsidiaries. In a note furnished to the Committee, the State Bank of India has stated as follows:—

- (i) Employment Exchanges are not able to sponsor the required number of Scheduled Caste/Tribe candidates possessing the minimum qualifications stipulated by the

Bank in proportion to the reserved vacancies and the other candidates.

- (ii) Failure to reach the standard prescribed by the Bank in the written examination by the candidates belonging to the Scheduled Castes/Tribes.
- (iii) As recruitment at most of the centres is made for a very limited number of vacancies at a time, no vacancies are exclusively reserved for Scheduled Castes/Tribes. However, candidates belonging to this group are appointed, if any of them qualify in the written test/interview.

2.4. Asked to give the total number of demands placed with the Employment Exchanges, the total number of reserved vacancies notified and the number of Scheduled Caste/Tribe candidates sponsored by them against the reserved vacancies, the State Bank of India has furnished the figures which may be seen at Appendix II.

2.5. The Commissioner for Scheduled Castes and Scheduled Tribes in his Nineteenth Report (1969-70) para 10.114 has summarised the extent of un-employment amongst the Scheduled Castes and Scheduled Tribes and the extent to which they have been able to secure employment, especially in posts reserved for them during the year 1969, as below:

	Scheduled Castes	Scheduled Tribes
(i) No. of registrations	4,71,094	99,007
(ii) No of placements effected	51,421	15,23
(iii) Percentage of placement to registration	10.92	15.28
(iv) No. of reserved vacancies notified	17,908	5,703
(v) No. of reserved vacancies filled	7,367	1,541
(vi) Percentage of reserved vacancies	41.14	27.02
(vii) No. on live register on 31-12-1969	3,82,571	80,896

2.6. The Commissioner for Scheduled Castes and Scheduled Tribes has further observed in the subsequent para of the same Report as follows:

“This year again, while a large number of Scheduled Caste and Scheduled Tribe candidates remained unemployed, about 59 per cent and 73 per cent of the vacancies, reserved for them respectively were filled by persons belonging to other communities.”

2.7. Asked to state the remedial measures taken by the State Bank of India to increase the representation of these communities in the services of the Bank, it has been stated in a note furnished to the Committee that Government should introduce a scheme for imparting pre-recruitment training to eligible Scheduled Caste and Scheduled Tribe candidates so that they are in a position to compete with others to earn a place in the selection.

2.8. The Committee are distressed to note from the figures furnished by the State Bank of India that the percentage of the Scheduled Castes and Scheduled Tribes in the supervisory staff of the Bank is 0.25 and 0.02 respectively. In the subordinate services of the State Bank of India, in which, in the opinion of the Committee, there is a wide scope for the appointment of a large number of Scheduled Castes and Scheduled Tribes, their representation is not even 1 per cent. The Committee need hardly emphasise that the placement of these people in the services of the State Bank of India will improve only if all the Government of India orders regarding the reservations and other matters relating to the Scheduled Castes and Scheduled Tribes are *pari passu* made applicable to the services in the State Bank of India and its Subsidiaries.

2.9. The Committee are unhappy to learn that the Employment Exchanges have not been able to sponsor the required number of Scheduled Caste and Scheduled Tribes candidates for the reserved vacancies notified to them by the Bank in spite of the fact that there is a large number of educated Scheduled Caste and Scheduled Tribe persons registered for employment with the Employment Exchanges. The Committee regret to point out that no information has been furnished to the Committee relating to the Calcutta, Madras, Delhi and Ahmedabad Local Head Offices in regard to the total number of Scheduled Caste and Scheduled Tribe candidates sponsored by the Employment Exchanges against the reserved vacancies notified to them by the State Bank of India. The information furnished in respect of the other Local Head Offices is also scanty. The Committee find that in a majority of the cases, the State Bank of India did not indicate the specific numbers of posts reserved for Scheduled Castes and Scheduled Tribes, respectively, in its demands placed with the Employment Exchanges. The Committee would like the State Bank of India invariably to specify the numbers of posts reserved for Scheduled Castes and Scheduled Tribes respectively while notifying its demands to the Employment Exchanges and maintain statistics relating to the numbers of reserved vacancies notified to the Employment Exchanges and the numbers of the

Scheduled Caste and Scheduled Tribe candidates sponsored by the Employment Exchanges and the numbers of candidates of these communities selected in each recruitment.

2.10. In case the Employment Exchanges are not able to sponsor the requisite number of Scheduled Caste and Scheduled Tribe candidates against the indents received from the State Bank, they should furnish the "non-availability" certificates to the Bank so as to enable the latter to advertise the vacancies.

2.11. The information about the non-availability of candidates and the number of reserved posts to be filled, along with the qualifications prescribed for the reserved posts, should be brought to the notice of the Ministry of Finance (Department of Banking) and the Commissioner for Scheduled Castes and Scheduled Tribes.

2.12. The Committee also desire that the Ministry of Education and Social Welfare (Department of Social Welfare) in consultation with the State Governments should formulate a scheme for imparting pre-recruitment training to eligible Scheduled Caste and Scheduled Tribe candidates to enable them to reach the prescribed standard for competition in the written examinations conducted by the State Bank of India and other nationalised Banks for entry in the Banks' services, on the pattern of the Pre-examination centres being run for these communities for competition in the I.A.S. etc. examinations.

B. In-service Training

2.13. The Committee pointed out that the Yardi Working Group, in its Report (1967), has recommended that "as an experimental measure, it would be desirable to select the best among the candidates (belonging to Scheduled Castes and Scheduled Tribes) being considered for selection, give them in-service training and confirm them only after they have acquired the requisite proficiency. In the initial stages, this could be confined to the non-technical and quasi-technical posts". Asked whether this was being done in the State Bank of India and its Subsidiaries and the best among the Scheduled Caste and Scheduled Tribe candidates available were considered for recruitment against reserved vacancies and given in-service training, the Chairman, State Bank of India, has stated during evidence that "the best among them must also come up to the minimum for the efficient functioning of the Bank". In a written note furnished to the Committee, it has been further stated that "while no separate in-service training facilities are provided to Scheduled Caste

and Scheduled Tribe employees, the training facilities are available to all employees irrespective of the community to which they belong".

2.14. The Commissioner for Scheduled Castes and Scheduled Tribes in paras 10.32 and 10.33 of his Nineteenth Report (1969-70) has stated:

"10.32. In the Report for the year 1967-68 (Para 2.7), it was recommended that the authorities concerned should be asked to prepare lists of non-technical and quasi-technical posts in Classes III and IV covered by the orders issued by the Ministry of Home Affairs in their O.M. No. 24/7/67-(I)-Estt. (SCT), dated 24-9-1968, directing the appointing authorities to select, for non-technical and quasi-technical Class III and Class IV reserved posts required to be filled by direct recruitment otherwise than by written examination, the best among the Scheduled Caste/Tribe candidates available and fulfilling the minimum educational qualifications and give them in-service training. A clarification was also asked for whether these orders applied to non-technical and quasi-technical posts in Class III filled through the U.P.S.C. Further it was recommended therein that these orders should be extended to such posts also recruitment to which is made on the basis of written examinations.

10.33. The Ministry of Home Affairs have clarified that those orders cannot be extended to posts filled through written examinations held either by the U.P.S.C. or by any other authority. They have stated that in the written examination selection of candidates is done on an objective basis and there is already a provision for relaxation of standards in the case of Scheduled Castes and Scheduled Tribes, and candidates belonging to these communities are selected against reserved vacancies without comparing their merits with the candidates of other communities. In recruitment through written examination it may happen that the Scheduled Caste and Scheduled Tribe candidates applying may far exceed the number of reserved vacancies and in such cases it is necessary to choose the more meritorious candidates from amongst Scheduled Caste and Scheduled Tribe applicants which is done on the basis of the performance in the examination. Those Scheduled

Caste/Tribe candidates who do not qualify in the examination even by relaxed standards cannot be selected."

2.15. In para 10.34 of the same report, the Commissioner has observed as under:

"It was not the intention of the Commissioner that a written examination need not be held even if the number of candidates belonging to the Scheduled Castes/Tribes exceeded the number of the reserved vacancies. The idea behind the recommendation was that if the number of candidates belonging to the Scheduled Castes and Scheduled Tribes was equal to, or less than, the number of reserved vacancies, such candidates might be appointed irrespective of whether they passed the written test or not so long as they possessed the minimum qualifications. Experience shows that despite the requirement of a written test as laid down in the Recruitment Rules, posts have been filled on interview basis only, in some cases. Later on, such employees have been recommended by the authorities concerned for absorption on the plea of experience gained by them. In fact, appointments on *ad hoc* basis in relaxation of the Recruitment Rules have been made in a number of Ministries. If Recruitment Rules can be waived in the case of other communities in the public interest, there is no reason why such relaxation should not be made in favour of the Scheduled Castes and Scheduled Tribes who continue to be under-represented in the various services."

2.16. The Committee would like to re-emphasise the observations made by the Yardi Working Group in its Report (1967) as well as by the Commissioner for Scheduled Castes and Scheduled Tribes in his Nineteenth Report (1969-70) regarding relaxations for Scheduled Castes and Scheduled Tribes in the matter of recruitment. They feel that unless specific and positive steps are taken in this direction, the Scheduled Castes and Scheduled Tribes will not be able to take advantage of the recruitment quotas reserved for them. The Committee are strongly of the opinion that the authorities of the State Bank of India must consider, at least on an experimental basis, the employment of the best of the candidates belonging to Scheduled Castes and Scheduled Tribes, who possess the minimum qualifications for the post(s), against the reserved vacancies. They may be given in-service training afterwards so as to bring them up to the required standard.

C. Special or Ad-hoc Recruitment

2.17. Asked whether the Bank would resort to a special or *ad hoc* recruitment of Scheduled Castes and Scheduled Tribes only to clear the backlog, the Chairman, the State Bank of India, has stated during evidence that a special recruitment for Scheduled Castes and Scheduled Tribes only was likely to lead to a dispute with the Unions of Employees. He has further stated that he would not like to make any comments till he discusses the matter with the Unions of employees. He has also informed the Committee that the Chief Officer (Personnel) had already talked to the General Secretary of the Union in this regard and the initial reaction of the Union was not favourable.

2.18. In so far as *Ad hoc* recruitment of Scheduled Caste and Scheduled Tribe candidates against the reserved vacancies is concerned, the Ministry of Home Affairs have laid down in para (f) of their O.M. No. 1|1|70-Est(SCT), dated 31.7.1970 that if it becomes necessary to fill a reserved vacancy pending selection according to the procedure outlined, the appointing authority may make *ad hoc* appointment of suitable Scheduled Caste or Scheduled Tribe candidate, as the case may be, against such reserved vacancy. The full text of the Ministry of Home Affairs O.M. No. 1|1|70-Est(SCT) dt. 31.7.70 is given in the Annexure III.

2.19. Admittedly there are shortfalls in the representation of the Scheduled Castes and Scheduled Tribes in the services of the State Bank of India and its Subsidiary Banks and it is absolutely necessary to wipe out those shortfalls as early as possible. The Committee are not convinced that the Employees' Unions would or can come in the way of giving due representation to the candidates of these communities in the services of the Bank. The Committee suggest that the State Bank of India should review its recruitment rules and consider the feasibility of modifying/relaxing the same to enable the Bank to resort to special or *ad hoc* recruitments of eligible Scheduled Caste and Schedule Tribe candidates till the quotas reserved for them are filled up.

D. Issue of directive under the Act

2.20. The Committee find that the representation of the Scheduled Castes and Scheduled Tribes in the services of the Bank is 0.25 per cent and 0.02 per cent in the supervisory cadre, 0.92 per cent and 0.25 per cent in the Clerical and Cash Department and 6.18 per cent and 1.05 per cent in the subordinate services respectively which is

a very depressing position. The Committee desired to know whether the Ministry of Finance (Department of Banking) have considered the desirability of issuing any directive to the State Bank of India under Section 18* of the State Bank of India Act, 1955, the Secretary, Ministry of Finance (Department of Banking) has stated, during evidence, that this provision is there in the State Bank of India Act, 1955 which empowers the Government to issue directives to the State Bank of India on matters of policy after consultation with the Reserve Bank of India. But, rightly or wrongly, the practice all these years in the Government has been to resort to a statutory directive only if there is some apprehension that the State Bank's co-operation in the fullest measure is not otherwise available. In this particular matter, the State Bank of India has been in touch with the Government and the Government, rightly or wrongly again, were of the view that the State Bank of India had co-operated and would continue to co-operate fully and, therefore, there was no occasion to issue any statutory directive in this regard.

2.21. The representative of the Ministry of Finance (Department of Banking) has further stated before the Committee:

"The policy decision is taken by the Government of India in a particular matter. Then question comes how best to get it implemented. There are two opinions open to us. If the State Bank of India or any public sector undertaking accepts to implement Government's policies then the question of direction or directive does not arise at all because they are falling in line with Government's wish. I am raising an academic question, as to whether implementation would have been better had the directive been issued. This is a point which should concern the Committee."

2.22. Clarifying the point further, the Chairman, the State Bank of India, has stated during evidence that 'the need for a directive would arise only when we, in the Bank, were opposed to this idea; but we are not opposed to it'.

2.23. In so far as the low percentages of Scheduled Castes and Scheduled Tribes in the services of the Bank are concerned, the Chairman, the State Bank of India, has explained that the figures that have been mentioned are no doubt far from complimentary, but these figures are in relation to the total staff and not in relation

*Section 18 of the State Bank of India Act, 1955 provides as follows:—(Text of Sec. 18).

to the staff that has been appointed subsequent to the receipt of the Ministry of Home Affairs' communication in 1966. As for promotions, those who joined the Bank as clerks subsequent to 1966 have yet to come to the stage of becoming eligible for promotion. So, these percentages will grow later on and may be seen in the context of the totality of the figures.

2.24. Asked to state the intake of the Scheduled Castes and Scheduled Tribes in the services of the Bank and its Subsidiaries during each year subsequent to the receipt of the instructions from the Ministry of Finance (Department of Banking), the State Bank of India has furnished the figures which may be seen at Appendix IV.

2.25. The Secretary, Ministry of Finance (Department of Banking), has stated during evidence that the State Bank of India is a very large institution and has offices from one end of the spectrum, i.e. most important urban and sophisticated areas like Bombay, Delhi, Calcutta and Madras to the other end of the spectrum in the deep interior in a forested area or in a mountainous area where there has been virtually no development, no acceptance of exchange of money, as distinguished from the barter system. The range of activities of the Bank is, therefore, somewhat unparallelled, unlike a single public sector undertaking like a big factory. He has further stated:

"Government perhaps would have liked the State Bank of India to issue massive orders for Scheduled Castes and Scheduled Tribes in the services of the State Bank of India but a straight order for implementation everywhere, either in a mechanical or geometrical way, cannot be operated in this respect in the State Bank of India. Its problem in Anantnag District is quite different from its problem in Kanyakumari District. Its problem in a North Bihar District would again be different both for Scheduled Castes and Scheduled Tribe people. Sometimes, the Scheduled Castes and Scheduled Tribes are not available immediately to the requisite degree; sometimes Scheduled Caste people are available but Scheduled Tribes are not available and *vice versa*."

2.26. Regarding reservation of posts for Scheduled Castes and Scheduled Tribes in the public sector undertakings, nationalised Banks and the State Bank of India, the Minister of Revenue and Expenditure (Shri K. R. Ganesh) has stated in reply to Starred

Question No. 355 by Shri S. Kumaran in Rajya Sabha on the 4th April, 1972:

"Government have decided that the orders regarding reservation of posts for Scheduled Castes and Scheduled Tribes should be strictly followed by all public sector undertakings and nationalised banks. In the case of Central Government Industrial and commercial undertakings, the orders are mandatory, the Articles of Association|Statute of the company concerned being amended, wherever necessary for this purpose. In the case of nationalised banks also suitable instructions have been given by the Government for reservation of posts for Scheduled Castes and Scheduled Tribes. The question of public sector undertakings and nationalised banks not observing the Government orders on the subject does not, therefore, arise.

Wherever representations against non-observance of these orders are received, their validity is examined by the appropriate authorities and necessary steps taken. In the enterprises where the number of Scheduled Caste|Scheduled Tribe personnel has been found below the prescribed percentages the enterprises have been asked to take planned and concerned steps to reach the prescribed norms. Concrete suggestions have been made to them in this regard by Government. The position in this regard is kept under review. It has also been decided that training of Scheduled Castes and Scheduled Tribes employees should be given adequate attention both by public enterprises and by Government in order to improve the position as regards the availability of suitable candidates belonging to these communities for skilled jobs."

2.27. In reply to a supplementary question, the Minister has further stated:

"In the State Bank of India right from 1966 this directive of the Government and this constitutional provision is being implemented. As far as the nationalised banks are concerned, the directive has been issued only in 1970 because they were brought under nationalisation only recently. All the directives that are there have been given and the banks are making their best efforts. As I have indicated, whether it is in respect of banks or the public sector undertakings, the record in giving representation to the Scheduled Castes and Scheduled Tribes is not satisfactory and

the Government is concerned about it. The Government is taking all steps."

2.28. The Committee are constrained to observe that even subsequent to the receipt of the Ministry of Home Affairs' communication regarding reservations for Scheduled Castes and Scheduled Tribes by the Bank in 1966, there has been no perceptible improvement in the intake of Scheduled Caste and Scheduled Tribe candidates in the services of the State Bank of India and its Subsidiary Banks. The Committee find that the percentage of recruitment of these communities vis-a-vis the total recruitment made in the clerical and cash Department in the Calcutta Circle was 1.6 in 1966. It went down to 0.5 in 1967, 0.8 in 1968 and 1.37 in 1970. Figures for the year 1971 relating to this Circle have not been made available to the Committee. In the Bombay Circle also the position is not good. It was 4.2 per cent in 1966, 0.4 per cent in 1967 and 0.3 per cent in 1968. In the Madras Circle, it recorded a fall from 2.6 per cent in 1966 to 2 per cent in 1967, 1.5 per cent in 1968 and 1 per cent 1971. The percentage in the Central Office establishment recorded a steep fall from 3 in 1966 to zero in 1967, 1969 and 1971, 0.5 in 1968 and 2 in 1971. In the New Delhi Circle, the percentage was 1 or less than 1 during the year 1966, 1967, 1968, 1969 and 1970. It was 2.5 in 1971 as against their quota of 22½ per cent reservations. The recruitment percentage of these communities in the officer cadre in the Bank and in the subsidiary Banks is also far from satisfactory.

The Committee are not convinced by the view point of the State Bank of India and the Government that the instructions of the Ministry of Home Affairs regarding reservations for Scheduled Castes and Scheduled Tribes are being implemented by the State Bank of India right from 1966. The Committee would, therefore, strongly urge that the State Bank of India must take immediate and effective steps to ensure that in all the vacancies in fresh recruitments, together with the vacancies carried forward from previous years, the due proportions of candidates of these communities are invariably selected.

CHAPTER III

RECRUITMENT

A. Method of Recruitment

3.1. In a note furnished to the Committee by the State Bank of India, the procedure for recruitment of personnel, in all categories of posts in the State Bank of India, has been stated to be as follows:

Clerks|Cashiers

- (i) All vacancies are notified to the Employment Exchanges, from whom names of candidates answering to the Bank's requirements as regards educational qualifications, age, etc., are called for.
- (ii) Written test consisting of English, General Knowledge, Arithmetic and Regional Language is given.
- (iii) Those of the candidates who secure 40 per cent or more marks in the written test are called for interview.
- (iv) Those who qualify themselves in interview are appointed on the basis of total marks obtained in the written test and the interview, in order to merit.

Probationary Officers

- (i) Periodical advertisements are given in the various newspapers.
- (ii) A written examination consisting of two papers, viz., General English and General knowledge is conducted.
- (iii) Candidates equal to thrice the number of vacancies are called for interview by the Central Recruitment Board on the basis of marks obtained by them in the written test, in order to merit.
- (iv) Candidates who secure a minimum rating fixed by the Central Recruitment Board in interview are considered for appointment on the basis of total marks in the written test and the interview.

Subordinate Staff

Same as for Clerical|Cash department staff, except that no written test is held.

All appointments are subject to satisfactory medical reports.

3.2 The Grades which are available in the State Bank of India and for which direct recruitment is made are stated to be as follows:

Clerks|Cashiers:

Rs. 170-180-190-200-215-230-245-260-275—290
310-330-350-370-390-420-450-480-515—550.

Probationary Officers:

Rs. 500-40-620-45-755-95-850-50-1050—EB—
50-1150-60-1330.

Subordinate Staff:

Rs. 116-119-122-125-128-132-136-140-144—
148-152-157-162-167-172-177-182-187—193—200.

3.3. It has further been explained by the Secretary, Ministry of Finance (Department of Banking), during evidence, that for years it has been the practice in the State Bank of India that recruitment at the basic levels is made locally and it is compulsory for the Bank to get names of candidates from the local Employment Exchange, limited to the district in which a new branch is proposed to be set up, or in which vacancies are to be filled and to pick up and choose persons out of the panel sent by the Employment Exchanges. Continuing he has stated that the State Bank of India has not been very happy to adhere strictly to this system, because the Bank has no clear idea as to how full or exhaustive the panel of names sent by the Employment Exchange is. The Bank cannot do very much of its own if it finds that in a particular district, the panel sent by the Employment Exchange is very deficient in names of Scheduled Caste and Scheduled Tribe candidates. He has further added:

“The State Bank of India would be happy if it could be told the way by the Government of India which, under the direction of this august Committee, is trying to fulfil the quotas for Scheduled Castes and Scheduled Tribes. But at the same time, it (the Bank) is under pressure from other quarters in this country for amelioration of unemployment and for speeding up employment in a rational

way in the context that the Government wants initial recruitments to be done through these Employment Exchanges. If the State Bank of India can do it without Employment Exchanges, it would be able to sort out this problem in its own way but if it is tied down to the Employment Exchanges' jurisdiction then simultaneous and comprehensive fulfilment of the urges and aspirations of the Scheduled Castes and Scheduled Tribes and their natural endeavours become extremely difficult".

3.4. Explaining further the Chairman, State Bank of India has stated before the Committee that the employees in the Bank have been divided into two cadres, namely, the subordinate cadre i.e. the clerical cadre, and the supervisory cadre. In the supervisory cadre there is direct recruitment once a year but the bulk of the appointments to this cadre are made by promotions from the clerical cadre. In the direct recruitment, there is an all-India competitive examination. All those who are eligible in terms of advertisement are subjected to written examination. After the performance of the candidates in the written examination has been evaluated candidates equal to thrice the number of appointments to be made, are called for interview by the Central Recruitment Board of the Bank.

3.5. In so far as the recruitment of clerical staff is concerned, he has stated that it is that category where a much larger number of Scheduled Caste and Scheduled Tribe candidates should be forthcoming to enter the Bank's Services. In this category, the recruitments are made substantially from the candidates sponsored by the Employment Exchanges. He has further stated that it had been made distinctly clear to all the branches and the Local Head offices that when a recruitment examination takes place, if there are, say, ten vacancies and a candidate from the Scheduled Caste|Tribe who is deemed suitable in terms of assessment stands 40th in the merit rating, he should be given preference. In order to increase the number of Scheduled Castes and Scheduled Tribes in the services of the State Bank of India, the Chairman, State Bank of India has further suggested:

"The number of candidates who apply or who are considered for appointment will have to be enlarged. Consideration may be given to the possibility of the State Bank being permitted, not only to seek the names from the Employment Exchanges, but also to make an open advertisement where specific emphasis may be laid on the number of

vacancies or the specific requirement of taking in more candidates from the Scheduled Castes and Scheduled Tribes." 7.12.71

3.6. The Chairman, State Bank of India, has informed the Committee, during evidence, that they have been in touch with the Directorate of Employment and Training, Ministry of Labour and Rehabilitation, requesting them that their instructions on record should be modified to enable the Bank to advertise its clerical vacancies but the Bank has not so far been granted the permission. Copies of the following Correspondence exchanged between the State Bank of India and the Director of Employment Exchanges on the subject may be seen at Appendix V.

1. The State Bank of India letter No. PER/26832 of 30-12-1970.
2. The Director of Employment Exchanges letter No. E.E.I.-21(4)/71 of 24-4-1971
3. The State Bank of India letter No. PER/10006 of 11-5-1971.
4. The State Bank of India letter No. 4205 of 2-3-1972.

3.7. In a note furnished to the Committee by the State Bank of Saurashtra, a Subsidiary Bank of the State Bank of India, it has been stated:

"Since the Scheduled Caste and Tribe candidates who appeared in the written test were not found upto the required standard, the reserved posts had to be filled in by other candidates in view of urgent necessity.

As a remedial measures a special advertisement was, therefore, given subsequently in the newspapers on two occasions as the number of Scheduled Caste and Tribe candidates sponsored by the Employment Exchanges fell short of the reserved posts notified to the Employment Exchanges.

As a result, a total number of 35 candidates belonging to the Scheduled Castes had been selected for clerical appointment in the Bank."

3.8. A Study Group of the Committee, during its visit to the Local Head Office of the State Bank of India, Hyderabad, has been informed that "In terms of our arrangements with the Employment Exchanges, we are obliged to entertain applications sponsored by them only. The number of applications which can be entertained direct

is very limited'. The Committee desired to know the nature of the arrangements made with the Employment Exchanges and the percentage of the limited applications entertained directly by the State Bank of India and its Subsidiaries.

3.9. In a note furnished to the Committee, the State Bank of India has stated that in accordance with the present practice, out of the total number of candidates to be called for the written test and interview, it is necessary that at least 70 per cent of the candidates be sponsored by the Employment Exchanges and 30 per cent called direct without the intervention of the Employment Exchanges. While the provision regarding 70 per cent of the candidates to be sponsored by the Employment Exchanges will continue to remain in force, it has been agreed that out of the remaining 30 per cent of the candidates, at least half of this (i.e. 15 per cent of the total number) should be candidates who are registered with the Employment Exchanges. It has also been agreed that if two candidates secure equal position in the written test and interview, preference should be given to the candidate sponsored by an Employment Exchange. With a view to ensure that a good standard is maintained and that unsuitable candidates are eliminated, it has been agreed that the names of the same candidates will not be sponsored more than twice by the Employment Exchanges. If an Employment Exchange, at a particular Centre, is not in a position to sponsor names of sufficient number of candidates required by the Bank, the Employment Officer will be required to furnish a non-availability certificate, on receipt of which, it will be open to the Bank to get candidates from outside the Employment Exchange, the proportion of the Employment Exchange-sponsored candidates to the outside candidates being ignored in such cases. Where there is delay in the receipt of non-availability certificate from the Employment Exchange, it is open to the Bank to specify a date by which the names may be sent by the Employment Exchange and in the event of non-receipt of names by the appointed date, the Bank may proceed to make recruitment from out of candidates coming from other sources.

3.10. In regard to the recruitment of cashiers, who are responsible to Head Cashiers in the matter of handling cash, it has been agreed that the present practice of using the Employment Exchange to the extent possible in the recruitment of such persons will continue.

3.11. In regard to the appointment of temporary staff, it has been agreed that every endeavour should be made to utilise the Employment Exchange to the fullest extent possible. For such purposes a

panel of names procured in advance from the Employment Exchange is kept on record at each of the offices of the Bank. If, however, the candidates on the panel recommended by the Employment Exchanges are not readily available, the Bank is free to recruit temporary staff from persons who may not have been sponsored by the Employment Exchange or registered at any Employment Exchange.

3.12. The Committee have been informed that it is compulsory for the State Bank of India to get names of possible candidates for employment in the subordinate services of the State Bank of India from the local Employment Exchanges, limited to the particular district in which the Branch needing the staff is situated. The Committee have also been informed that as per the arrangement entered into by the Bank with the Director of Employment Exchanges in connection with the utilisation of Employment Exchanges for recruitment of clerks|cashiers in the State Bank of India, the Bank can call only 30 per cent candidates direct without the intervention of the Employment Exchanges.

The Committee are unhappy to learn that the efforts of the State Bank of India, even for recruitment of the Scheduled Castes and Scheduled Tribes, in the subordinate services of the Bank is confined to the district in which a Branch needing the staff may be situated. It is also regrettable to note that the State Bank of India should find itself unable to advertise the posts for Scheduled Caste and Scheduled Tribe candidates even when the Employment Exchanges are unable to sponsor adequate number of such candidates. Even according to the present practice and arrangements, the State Bank of India does recruit 30 per cent of its vacancies in the subordinate services otherwise than through the Employment Exchanges. The Committee, therefore, strongly recommend that the State Bank should be authorised to issue advertisements to the extent of at least 50 per cent of vacancies, the remaining 50 per cent of posts being filled up from the candidates sponsored by the Employment Exchanges. In case the latter are unable to sponsor suitable candidates belonging to Scheduled Castes and Scheduled Tribes, the State Bank should then be allowed to resort to open advertisement for the unfilled posts also.

B. Concessions|Relaxations

3.13. Asked what specific concessions|relaxations are given to the Scheduled Caste and Scheduled Tribe candidates at the time of recruitment, the Chairman, State Bank of India, has stated, during evidence, that:

- (i) There is an age relaxation of five years;
- (ii) the Scheduled Caste and Scheduled Tribe candidates are appointed in the reserved vacancies irrespective of their position in the order of merit, provided they have minimum qualifying marks;
- (iii) for entering the competitive examination normal qualification required is first class Matriculation whereas for Scheduled Caste and Scheduled Tribe candidates, it is second class Matriculation.

3.14. In reply to a question, he has stated that there is no fixed percentage of marks for qualifying in the written examination. Normally, the qualifying marks are 40 per cent but in view of stiff competition, candidates obtaining 60 per cent to 70 per cent marks are selected. In the case of Scheduled Castes and Scheduled Tribes in order to fill the reserved vacancies, persons with lower percentage of marks are considered. Amplifying the point further, the Chairman, State Bank of India has stated:

“Suppose, in Delhi, there are two vacancies. There are hundreds and hundreds of applications. Normally, people who are at the top, they get 60 per cent to 70 per cent marks. But, there are two candidates who belong to Scheduled Castes and Scheduled Tribes who get 40 per cent marks. We will forget all the other candidates and take these two.”

3.15. In a note furnished to the Committee, it has been stated that there is a fee concession in connection with the recruitment of Probationary Officers. It is Rs. 15 for Scheduled Caste and Scheduled Tribe candidates against Rs. 25 for general candidates.

3.16. Since the recruitment test held in 1971 for the recruitment of Probationary Officers, the qualifying marks in the written test for Scheduled Caste and Scheduled Tribe candidates have also been lowered by 2 per cent. The Committee has also been informed that on account of this relaxation, five more Scheduled Caste and Scheduled Tribe candidates qualified in the written test.

3.17. A Study Group of the Committee, during its visit to the Local Head Office of the State Bank of India, Parliament Street, New Delhi, was informed that normal qualifications laid down for general candidates for recruitment to the posts of clerks/cashiers in the State Bank of India is 1st Division Matriculation/2nd Division Intermediate/Graduate. In the case of an employee's first son

seeking employment in the State Bank of India for the same post, it is Second Class Matric and Third Class Intermediate or Graduate. Asked whether this concession could not be given to the Scheduled Caste and Scheduled Tribe Candidates, the State Bank of India in a note furnished to the Committee has stated that this concession has also been extended to the Scheduled Caste and Scheduled Tribe candidates from January, 1972.

3.18. The eligibility criteria and the academic qualifications laid down for appointment as Probationary Officers in the State Bank of India and its Subsidiary Banks may be seen in the specimen copy of an advertisement given at Appendix VI.

3.19. The Ministry of Home Affairs *vide* their O.M. No. 1|1|70-Est (SCT) dated 25th July, 1970 have directed that if sufficient number of Scheduled Caste|Tribe candidates are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to these communities may be selected to fill up the remaining vacancies reserved for them by lowering the standard provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for Scheduled Caste and Scheduled Tribes cannot be filled on the basis of the general standard, candidates belonging to these communities will, as at present, be taken by relaxed standards to make up the deficiency in the reserved quota, subject to fitness of these candidates for appointment to the post|posts in question.

3.20. The Chairman, State Bank of India has informed the Committee during evidence that it has been their practice that any candidate from the Scheduled Castes and Scheduled Tribes who qualifies for being called for interview and is deemed as even barely suitable by the Recruitment Board, is given appointment for the reason that he belongs to Scheduled Castes or Scheduled Tribes.

3.21. The Committee feel that in the case of Scheduled Caste and Scheduled Tribe candidates for the posts of clerks|cashiers insistence on a particular class in the qualifying examination should be given up. A Scheduled Caste or Scheduled Tribe candidate should be called for the written test so long as he has passed the qualifying examination, irrespective of the class obtained by him in that examination.

3.22. The Committee also note that in the competitive examination for recruitment as Probationary Officers in the State Bank of India, only Second Class Graduates or Second Class Post-Graduates are eligible and that there is no relaxation in the educational qualifications for Scheduled Caste and Scheduled Tribe candidates. The

Committee understand that even the Union Public Service Commission has not fixed any Division Bar in the qualifying examination for appearing in the I.A.S. etc. examinations. In view of the fact that the State Bank of India invariably imparts in-service training to all the Probationary Officers after recruitment, the Committee suggest that the Bank should relax the Division Bar at least in the case of Scheduled Caste and Scheduled Tribe candidates for appearing in the examination for recruitment as Probationary Officers.

3.23. The Committee would also like the State Bank of India to examine the feasibility of relaxing the selection standards for candidates belonging to Scheduled Castes and Scheduled Tribes to the extent the number of reserved vacancies cannot be filled on the basis of the general standard as per instructions from the Ministry of Home Affairs issued vide O.M. No. 1/1/70-Est(SCT) dated the 25th July, 1970.

3.24. The Committee are also not satisfied with the quantum of concession given to the Scheduled Caste and Scheduled Tribe candidates in the matter of fees for examination for recruitment to the posts of Probationary Officers. The fee payable by a Scheduled Caste or Scheduled Tribe candidate should not exceed one-fourth of the amount payable by a general candidate.

C. Recruitment|Selection Boards

Separate interview of Scheduled Caste and Scheduled Tribe Candidates

3.25. The Ministry of Home Affairs have provided *vide* their O.M. No. 1/1/70—Est (SCT), dated the 31st July 1970, that when direct recruitment, otherwise than through examination, is to be made the interview of Scheduled Caste|Scheduled Tribe candidates should be held on a day or sitting of the Selection Committee other than the day or sitting on which general candidates are to be interviewed so that the Scheduled Caste and Scheduled Tribe candidates are not judged in comparison with general candidates and the Interviewing authority| Board is prominently aware of the need for judging the Scheduled Caste|Scheduled Tribe candidates by relaxed standards. The Committee desired to know whether, in terms of these instructions issued by the Ministry of Home Affairs, the Scheduled Caste and Scheduled Tribe candidates for posts in the services of the State

Bank of India were being interviewed separately. The State Bank of India, in a note furnished to the Committee has stated that since September, 1971, this procedure is being followed by the State Bank of India and its Subsidiaries.

3.26. During its visit to the Local Head Office of the State Bank of India, Parliament Street, New Delhi, the Secretary, State Bank of India, has informed the study Group that the State Bank of India has very recently as per orders of the Ministry of Home Affairs, decided to interview the Scheduled Caste and Scheduled Tribe candidates separately and has opined that this has shown good results and the deficiency in the intake of Schedule Caste and Schedule Tribe candidates is likely to be wiped out in the years to come. He has further informed the Study Group that during the last recruitment 12 candidates belonging to Scheduled Castes and Scheduled Tribes had qualified.

Recruitment|Selection Boards

3.27. Asked whether Scheduled Caste|Scheduled Tribe officers are associated in the Recruitment|Selection Boards, the Chairman, State Bank of India, has stated before the Committee that the members of the Recruitment|Selection Boards are the Bank's own men from the Central Board and the Local Boards of the Bank. These Boards are likely to be re-constituted shortly and, wherever available, Scheduled Caste and Scheduled Tribe Officers will be taken on such Boards. In reply to a suggestion that where the Bank does not have its own Scheduled Caste or Scheduled Tribe Officers, whether the Bank will consider association of an officer from the Department of Social Welfare of the Government of India or the State Government concerned with such Selection Boards, the Chairman, State Bank of India, has stated that he sees no reasons why it cannot be done.

3.28. The Committee are unhappy to learn that the State Bank of India authorities did not interview the Scheduled Caste and Scheduled Tribe candidates separately until September, 1971. As pointed out by the Secretary, State Bank of India, New Delhi, this step, when they took it in September, 1971 showed better results in the intake of Scheduled Castes and Scheduled Tribes in the services of the Bank. The Committee hope that this salutary safeguard for the Scheduled Caste and Scheduled Tribe candidates will be scrupulously observed in future.

3.29. The Committee note that the State Bank of India is to re-constitute the Recruitment|Selection Boards and has agreed to take Scheduled Caste and Scheduled Tribe officers, where available, on such Boards. The Committee desire that, where the Bank does not have its own Scheduled Caste or Scheduled Tribe Officers available for the purpose, the Bank should associate an Officer from the Department of Social Welfare of the government of India or of the State Government concerned, with such Recruitment|Selection Boards.

D. Promotions

3.30. Under the Ministry of Home Affairs Office Memoranda dated the 11th July, 1968 and the 25th March, 1970, there is reservation of 15 per cent to 7-1½ per cent of vacancies for the Scheduled Castes and Scheduled Tribes respectively in promotions made on the basis of competitive examinations limited to departmental candidates, in Classes II, III and IV posts, in grades or services in which the element of direct recruitment, if any, does not exceed 50 per cent. There is no reservation for Scheduled Castes|Tribes in promotions by selection from Class III to Class II, within Class II and from Class II to the lowest rung or category in Class I. The following concessions are, however admissible to Scheduled Caste/Tribe employees who are considered for promotion to these categories of posts:—

In promotions made by selection, employees in the zone of consideration numbering 5 or 6 times the estimated number of vacancies are normally considered for inclusion in the select list. After rejecting those who are unfit for promotion, the Departmental Promotion Committee proceeds to categories the remaining eligible employees into three categories, namely, 'Outstanding', 'Very Good' and 'Good'. Thereafter, the Committee draws up a select list placing all employees in the 'Outstanding' category at the top, followed by those categorised as 'Very Good' and then by those categorised as 'Good', the *inter Se* seniority within each category being maintained. At the times of selection, the Scheduled Caste|Tribe employees are given by the Departmental Promotion Committee one grading higher than the grading otherwise assignable to them on the basis of their record of service, i.e., if any Scheduled Caste or Scheduled Tribe employee has been categorised by the Committee on the basis of his record of service as 'Good' he is to be recategorised by the Committee as 'Very

Good'. Likewise, if any Scheduled Caste or Scheduled Tribe employees is graded as 'Very Good' on the basis of his record of service he is to be recategorised by the Committee as 'Outstanding'.

3.31. Asked during evidence whether the Scheduled Caste and Scheduled Tribe employees are given one grading higher than the grading given to them on the basis of their record of service and their place in the select list for promotion determined on the basis of this higher categorisation, the Chairman, State Bank of India, has stated that in the matter of 'one grade higher' the rules now in force in the Government are not fully applicable to the administrative functioning of the Bank. The recruitment and promotion procedures followed by the Bank are different and are settled in consultation with the Unions of Employees of the Bank. Any modification to be made in the procedure now being followed by the Bank would have to be made only in consultation with the Employees' Unions—and the membership of the Trade Unions covered all classes of employees, including the Scheduled Castes and Scheduled Tribes.

3.32. In a written note furnished to the Committee regarding the promotion rules followed by the State Bank of India and its Subsidiaries, it has been explained that promotions from the subordinate cadre to the clerical cadre and from the clerical cadre to the cadres of Officers Grade II and Grade I are invariably made on the basis of a written examination and interview. Service record is not given any weightage in promotion except that employees with adverse service records are not permitted to compete for a certain number of years. The Government's system of ranking of employees as 'good', 'very good' and 'outstanding' by the Departmental Promotion Committee is not applicable in the State Bank of India and its subsidiaries. In the circumstances, the Government instructions to give one ranking higher to the Scheduled Castes|Tribe employees are not relevant in the State Bank of India and its subsidiaries.

3.33. The Committee desired to know the salient features of the agreements made with the Employees' Unions regarding promotions. In a written note furnished to the Committee, the State Bank of India has stated:

"Promotions

From Subordinate Staff to Clerical Cadre

All members of the subordinate staff who have 10 years' service and have passed at least VIII standard will compete

among themselves on the basis of written test and interview for appointment as Record Keepers|Bill Collectors|Godown Keepers which posts fall in the clerical cadre.

All members of the subordinate staff who have 8 years' service and are matriculates will compete among themselves on the basis of written test and interview for appointment as Clerks|Cashiers.

From Clerical|Cash Department Cadre to Officers Grade II

The promotions will be made on the basis of seniority-cum-suitability. Seniority will be determined on the basis of administrative Circles|Regions. The suitability will be determined on the basis of a written test and interview. The seniority will be fixed in such a manner that employees equal to twice the number of vacancies are called for the written test. Each employee will be given three chances to compete. Employees with adverse service records are not allowed to compete for a few years.

From Clerical|Cash Department Cadre to Trainee Officers

Employees with five years' service and other specified Educational and professional qualifications are allowed to compete among themselves in a written test and interview, which is conducted centrally, for appointment as Trainee Officers. The Trainee Officers are appointed in the Officers Grade I.

The understanding with the Federation (of Unions of Employees) regarding the number of Trainee Officers to be appointed every year is that the number will be more or less matched with the number of Probationary Officers recruited direct."

3.34. The Committee note that promotions in the State Bank of India and its Subsidiaries, from Subordinate staff to Clerical Cadre and from Clerical|Cash Department Cadre to Officer Grade II and trainee officers, are made on the basis of a written test and interview. The Committee are constrained to note that the State Bank of India and its Subsidiaries have not provided for reservations for Scheduled Castes and Scheduled Tribes in posts filled by promotion although the Ministry of Home Affairs, vide their O.M. No. 1|12|67-Fst(C)

dated the 11th July, 1968, issued instructions providing for reservations of 12-1/2 per cent and 5 per cent (now 15 per cent and 7.5 per cent) for Scheduled Castes and Scheduled Tribes respectively, in promotions made on the basis of competitive examination limited to departmental candidates, within or to Class II, III and IV posts, in grade or services in which the element of direct recruitment, if any, does not exceed 50 per cent. The Committee also note with regret that the State Bank of India has not complied with the reservation orders of the Ministry of Home Affairs issued as early as in 1952 in regard to posts filled by temporary appointments which were to apply separately to:

- (a) permanent vacancies; and
- (b) to temporary vacancies lasting three months or longer whether in permanent or in temporary posts.

The Committee would, therefore, urge upon the State Bank of India to follow strictly the aforesaid reservation orders in favour of the Scheduled Castes and Scheduled Tribes, without delay.

E. De-reservations

3.35. The Committee have been informed that unfilled vacancies reserved for Scheduled Castes and Scheduled Tribes are carried forward for a period of three recruitment years. If at the end of the third year, a vacancy reserved for a Scheduled Caste cannot be filled, it is offered to a Scheduled Tribe candidate and *vice versa*. If the vacancies still remains unfilled, it is dereserved. All unfilled vacancies upto 1968 have been treated as dereserved. The details of the vacancies dereserved have been given as under:—

	1966	1967	1968
Scheduled Castes	346	500	349
Scheduled Tribes	113	192	134

3.36. Asked whether information prior to the de-reservation of the posts is sent to the Ministry concerned (Ministry of Finance, Department of Banking, in this case), the Cabinet Secretariat (Department of Personnel), and the Commissioner for Scheduled Castes and Scheduled Tribes in terms of the orders of the Ministry of Home Affairs on the subject. The State Bank of India has stated in a note furnished to the Committee that this requirement does not apply to them. They have, however, notified the vacancies de-reserved to the Ministry of Finance.

† Ministry of Home Affairs O.M. No. 47 21/49—NGS dt. 28-1-1972.

3.37. The Committee desired to know whether such posts are re-advertised before they are de-reserved and if not, what is the difficulty in doing so. The State Bank of India, in a note furnished to the Committee, has stated that posts are not re-advertised before they are de-served. It has further been stated:

"In terms of our arrangement with the Director of Employment Exchanges we are precluded from advertising our vacancies in the clerical and subordinate cadres. We have now taken up with the Director of Employment Exchanges to seek clarification if we can advertise the vacancies reserved for Scheduled Castes|Tribes, before de-reserving the unfilled vacancies. In the case of Probationary Officers, as we advertise every year, advertising separately for the Scheduled Castes|Tribes candidates is not considered necessary."

3.38. The Secretary, Ministry of Finance (Department of Banking), has stated during evidence that as regards de-reservation of posts reserved for Scheduled Castes, which were stated to be 346 in 1966, 500 in 1967 and 349 in 1968, there has been some misunderstanding; there is a procedure to be adopted which they are now looking; there is a procedure to be adopted which they are now looking of course.

3.39. The Chairman, State Bank of India, has stated before the Committee that 'we have believed that we are to follow what has been arranged with the Ministry of Labour and Rehabilitation. If we have made a mistake, we have to rectify it and I would take up this matter with the Directorate of Employment and Training to get this point clarified and see that the needful is done'.

3.40. The Committee are distressed to note that the State Bank of India has de-reserved a large number of reserved posts as a matter of course without following the prescribed procedure in this regard. The Committee would like to stress that no vacancy reserved for a Scheduled Caste or a Scheduled Tribe should be de-reserved without following the proper procedure laid down for the purpose and necessary information being given to the Ministry of Finance (Department of Banking), Cabinet Secretariat (Department of Personnel) and the Commissioner for Scheduled Castes and Scheduled Tribes.

3.41. The Committee hope that, in future, the State Bank of India before dereserving a reserved vacancy, will take, all necessary steps

to get Scheduled Caste and Scheduled Tribe candidates from the Employment Exchanges, the Central Employment Exchange or the Directorate General of Employment and Training, New Delhi, as the case may be. If these agencies are unable to sponsor adequate number of Scheduled Caste and Scheduled Tribe candidates, the vacancies should be advertised in newspapers inviting applications from Scheduled Caste and Scheduled Tribe candidates only.

3.42. The Committee also recommend that simultaneously with the issue of advertisements for such vacancies, these should be brought to the notice of the recognised Associations of Scheduled Castes and Scheduled Tribes.

CHAPTER IV ADMINISTRATION

A. Rosters

4.1. Asked whether Rosters for giving effect to the reservations provided for Scheduled Castes and Scheduled Tribes in the services of the State Bank of India are being maintained in the Bank and its Subsidiaries, the Chairman, State Bank of India, has stated during evidence that the Bank authorities are not maintaining rosters. The Bank is getting periodical reports from its Local and Regional Offices to keep a watch on the recruitment of Scheduled Castes and Scheduled Tribes. The Bank finds this methods more convenient for itself in view of the size of the organisation in which they have to perform multifarious functions.

4.2. In reply to a question whether the Bank has not received the instructions issued by the Ministry of Home Affairs for maintenance of rosters for giving effect to the reservations provided for Scheduled Castes and Scheduled Tribes in services, the Secretary, Ministry of Finance (Department of Banking) has stated before the Committee that the roster principle had been communicated to the State Bank of India in 1966, well before the Department of Banking was formed. He, however, admitted that on the actual implementation of the roster system, they have not been able to keep a separate watch and agreed to do so hereafter.

4.3. The Committee in their Fourth Report (Fourth Lok Sabha) (Para 2.24) had observed as follows:—

“The Committee have taken note of the various orders issued by the Ministry of Home Affairs regarding the maintenance of rosters for giving effect to reservations provided for Scheduled Castes and Scheduled Tribes in Public Services. The Committee have received complaints that rosters are not being maintained properly. They suggest that the Ministry of Home Affairs should evolve a procedure for the periodical inspection of the rosters. Defects, if any, noticed in the maintenance of the rosters should be brought to the notice of the concerned Ministries|Departments for rectification and implementation of the relevant orders.”

4.4: Accepting the above recommendation of the Committee, the Cabinet Secretariat (Department of Personnel) in their O.M. No. 27/4(ii)/70-Est(SCT) dated the 3rd September, 1970 have directed as follows:

"The above recommendation has been considered in this Department. Each appointing authority is required to strictly observe the orders regarding reservations for Scheduled Casts and Scheduled Tribes including those regarding maintenance of rosters. The Liaison Officers nominated in the Ministries|Departments and offices under the Heads of the Departments have to ensure strict compliance with the orders of reservations *vide* para 33 of the Brochure issued with O.M. No. 1/1/69-Est(SCT) dated 22nd December, 1969. The recommendation of the Committee regarding inspection of the rosters has been accepted. Henceforth, it shall also be the duty of the Liaison Officer to conduct annual inspection of the rosters maintained in the Ministry|Department|Office of the Head of the Department with a view to ensuring proper implementation of the reservation orders, Ministry of Finance etc. are requested to bring this decision to the notice of all concerned."

B. Annual Statements

4.5. Asked whether the Ministry of Finance (Department of Banking) are regularly receiving annual statements from the State Bank of India and its Subsidiaries, the representative of the Ministry of Finance (Department of Banking) has stated before the Committee that the returns are being received but there has not been careful scrutiny, as is contemplated in the instructions on the subject.

4.6. The Secretary, Ministry of Finance (Department of Banking) has added that, in future, in the annual reports on the progress of work in the Department of Banking, which the Ministry of Finance submitted to Parliament, they will take care of it so that this matter can be open to the view of Parliament and public.

C. Cell

4.7. The Committee desired to know whether the Ministry of Finance (Department of Banking) have constituted a separate Cell within the Ministry to ensure due compliance of the orders regarding reservations etc. for Scheduled Castes and Scheduled Tribes and whether the State Bank of India has constituted its own Cell in the Bank for the purpose, the Secretary, Ministry of Finance (Department of Banking) has stated that if by a Cell is meant that Officials

belonging to that Cell should do nothing else, then they have to seek the orders of the Government on the subject, otherwise, they have an organisation where identifiable persons are dealing with these specific questions.

4.8. The State Bank of India, in a note furnished to the Committee, has stated that instructions in regard to reservation of vacancies for Scheduled Castes and Scheduled Tribes are issued by the Central Office of the Bank and at each Local Head Office, the Secretary and Treasurer, Deputy Secretary and Treasurer|Regional Manager are in overall charge of the administration, while the Personnel Officer is responsible for the conduct of the recruitment tests etc., and to ensure that the instructions received from the Central Office are properly carried out.

4.9. When pointed out that the Bureau of Public Enterprises had suggested that an Officer should be designated to act as a Liaison Officer in respect of matters relating to the representation of Scheduled Castes and Scheduled Tribes in all establishments, both the Secretary, Ministry of Finance (Department of Banking) and the Chairman, State Bank of India, have stated before the Committee that they will also do so.

D. Housing

4.10. Asked whether the State Bank of India has offered any special housing facilities for Scheduled Caste and Scheduled Tribe employees of the Bank, especially in lower categories of posts, the State Bank of India has stated in a note furnished to the Committee that facilities are made available to the extent possible to all employees irrespective of the caste to which they belong. The Banking scheme of loans for construction of houses is, however, more liberally for the subordinate staff than for the other categories of staff.

4.11. In reply to a question whether there is any housing scheme for Scheduled Caste and Scheduled Tribe employees, the Secretary, State Bank of India, Parliament Street, New Delhi, has informed a Study Group of the Committee during its visit to that office that there is no housing scheme as such exclusively for Scheduled Caste and Scheduled Tribe employees. There is, however, a Housing Co-operative Society of the employees and loans are given to the Society free of interest for distribution to its members irrespective of the caste or community of the members. He has further informed the Study Group so far about Rs. 13 crores has already been given

as loan to the Housing Society for distribution to members of the Society.

4.12. The Committee would like to emphasise that roster is the only mechanism to watch the proper placement of Scheduled Castes and Scheduled Tribes in services against the vacancies reserved for them. The Committee regret to note that this primary step has not been taken by the State Bank of India and its Subsidiaries. The Committee feel that this is contrary to the reservation orders. The Committee would urge the State Bank of India and its Subsidiaries to maintain scrupulously and regularly the prescribed rosters for ensuring proper implementation of the reservation orders.

4.13. The Committee regret to note that the Ministry of Finance (Department of Banking) have been regularly receiving annual statements from the State Bank of India and its Subsidiaries, but they have not been able to scrutinise the same for ensuring recruitment of Scheduled Castes and Scheduled Tribes against the vacancies reserved for them, and to take corrective measures in regard to the unusual divergence between expectation and performance. The Committee would like the Ministry of Finance (Department of Banking) to publish the annual statements regarding the representation of Scheduled Castes and Scheduled Tribes in the services of the State Bank of India and its Subsidiaries in their annual report and to highlight the lapse, if any, on the part of the State Bank of India and its Subsidiaries is not implementing the orders/instructions for the recruitment of persons belonging to these communities in the services of the Bank against the quota reserved for them.

4.14. The Committee would also recommend that the Ministry of Finance (Department of Banking) and the State Bank of India should set up separate Cells, within their respective Organisations and appoint Liaison Officers to ensure due compliance of the reservation orders.

4.15. The Committee note that loans without interest are given to the Housing Cooperative Societies of the State Bank of India for house-building purposes and that loans from the Society are available to all irrespective of caste or community.

NEW DELHI:
May, 29, 1972.

Jyaishta 8, 1894 (S).

BUTA SINGH,
Chairman,

Committee on the
Welfare of Scheduled Castes
and Scheduled Tribes.

APPENDIX I

(Vide para 2.1)

STAFF STRENGTH (AWARD STAFF)

(As on 30-6-1966)

(The data the instructions were received from the Government of India).

Name of the Bank	Total Number	Scheduled Castes Number	Scheduled Castes Percentage	Scheduled Tribes Number	Scheduled Tribes Percentage
	2	3	4	5	6

State Bank of Bikaner & Jaipur	Clerks and Cashiers	1688
	Subordinates excluding sweepers and scavengers	947	10	1	0.3
	Sweepers & Scavengers	2	2	100	..
State Bank of Hyderabad	Clerks and Cashiers	1693	2	0.12	0.06
	Subordinates excluding sweepers and scavengers	1052	26	2.37	0.66
	Sweepers & Scavengers	27	11	40.7	..
State Bank of Indore	Clerks and Cashiers	565
	Subordinates excluding sweepers and scavengers	307	..	23.0	..
	Sweepers & Scavengers	75	17
State Bank of Mysore	Clerks and Cashiers	1178	2	0.17	..
	Subordinates excluding sweepers and scavengers	478	22	46	..
	Sweepers & Scavengers	136
State Bank of Patiala	Clerks and Cashiers	778	4	0.51	..
	Subordinates excluding sweepers and scavengers	558	42	7.53	0.54
	Sweepers & Scavengers	70	70	100.00	..

I 2 3 4 5 6

State Bank of Saurashtra						
	Clerks and Cashiers	853	1	0.12	2	0.24
	Subordinates excluding sweepers and scavengers	452	1	2.40	1	0.23
	Sweepers & Scavengers	10	8	80.00		..
State Bank of Travancore						
	Clerks & Cashiers	1413		..		
	Subordinates excluding sweepers and scavengers	575	5	0.87		
	Sweepers & Scavengers	127	9	7.00		
STATE BANK OF INDIA						
Name of the Local Head Office						
Calcutta						
	Clerks & Cashiers	5664	30	0.53	12	0.21
	Subordinates excluding sweepers and scavengers	2363	120	5.00	18	0.80
	Sweepers & Scavengers	346	19	5.55	8	2.30
Bombay						
	Clerks & Cashiers	5608	31	0.55	10	0.18
	Subordinates including sweepers and scavengers	2468	74	3.00	94	3.80
	Sweepers & Scavengers					
Madras						
	Clerks & Cashiers	3721	24	0.64	1	0.03
	Subordinate excluding sweepers and scavengers	1503	191	12.70	1	0.07
	Sweepers & Scavengers					
New Delhi						
	Clerks & Cashiers	4079	22	0.5	4	0.1
	Subordinates including sweepers and scavengers	964	178	18.4	66	6.8
Kanpur						
	Clerks & Cashiers	2652	9	0.34	1	0.04
	Subordinates excluding sweepers and scavengers	1105	12	1.09
	Sweepers & Scavengers	565	177	31.50

Ahmedabad	Clerks & Cashiers Subordinates excluding sweepers and scavengers	1115	9	0.70
	Sweepers & Scavengers	634	28	4.40	15	2.36
Hyderabad	Clerks & Cashiers	1641	13	0.79	4	0.24
	Subordinates excluding sweepers and scavengers	721	49	6.79	1	0.14
	Sweepers & Scavengers	6	4	66.67	1	16.67
Central Office Establishments	Clerks & Cashiers	590	3	0.50
	Subordinates excluding sweepers and scavengers	269	14	5.50	1	0.40
	Sweepers & Scavengers

POSITION OF SUPERVISING STAFF AS ON 31-12-1967

Name of the Bank

State Bank of Bikaner & Jaipur	Joined as Probationary Officers Others	35 437
State Bank of Hyderabad	Joined as Probationary Officers Others	47 310	1	0.3	..
State Bank of Indore	Joined as Probationary Officers Others	27 150
State Bank of Mysore	Joined as Probationary Officers Others	40 213	1	0.47	..
State Bank of Patiala	Joined as Probationary Officers Others	12 150
State Bank of Saurashtra	Joined as Probationary Officers Others	0 213
State Bank of Travancore	Joined as Probationary Officers Others	13 251

STATE BANK OF INDIA

40

Name of the Local Head Office		Total Number	Scheduled Castes		Scheduled Tribes	
			Number	%	Number	%
Calcutta	Joined as Probationary Officers Others	229 953	1 1	0.44 0.10		
Bombay	Joined as Probationary Officers Others	44 1354	.. 2	.. 0.15		
Madras	Joined as Probationary Officers Others	138 852	.. 4	.. 0.47		
New Delhi	Joined as Probationary Officers Others	965 122				
Kanpur	Joined as Probationary Officers Others	73 608				
Ahmedabad	Joined as Probationary Officers Others	384			..	
Hyderabad	Joined as Probationary Officers Others	61 461	.. 2	.. 0.43	..	
Central office establishments	Joined as Probationary Officers Others	61 204	.. 1	.. 0.50		

APPENDIX III

(Vide para 2.18)

No. 1|1|70-Estt (SCT)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

New Delhi-1, the 31st July, 1970|9 Sravana, 1892

OFFICE MEMORANDUM

SUBJECT: *Procedure for selection of Scheduled Caste|Scheduled Tribe candidates against vacancies reserved for them— Issue of advertisements and holding of separate interviews.*

The undersigned is directed to refer to this Ministry's O.M. No. 31|10|63-SCT(I) dated 27th March, 1963 and No. 1|6|67-Estt(C) dated 20th September, 1967 laying down *inter alia* the procedure for de-reservation of reserved vacancies in the event of suitable candidates belonging to Scheduled Castes and Scheduled Tribes being not available even after applying the relaxed standard of suitability in their cases. When any such vacancies are dereserved and filled by general candidates the reservations are carried forward to subsequent three recruitment years *vide* para 2 of this Ministry's O.M. No. 27|25|68-Estt(SCT) dated 25th March, 1970. As in some services|posts, Scheduled Castes|Scheduled Tribes candidates could not be selected for all the vacancies reserved for them, the question of taking further steps in order to accelerate the induction of Scheduled Castes and Scheduled Tribes in such vacancies has been considered by the Government and it has been decided to adopt the following measures in this connection:

2. (a) *Advertisement of reserved vacancies (filled by direct recruitment otherwise than through examination) for Scheduled Castes|Scheduled Tribes candidates only.*

Where direct recruitment (otherwise than through examination) is to be made to a vacancy or vacancies reserved for Scheduled Castes or Scheduled Tribes only, (and not to any unreserved vacancy|vacancies as well), advertisement will be issued inviting applications only

from the candidates belonging to the Scheduled Castes and/or the Scheduled Tribes, as the case may be, and not from general candidates. However, if the reserved vacancy or vacancies referred to above include any such vacancy or vacancies which have been carried forward to the third year of recruitment, Scheduled Caste candidates can be considered for such of the vacancies as are reserved for Scheduled Tribes and *vice versa vide* para 3 of this Ministry's O.M. No. 27/25/68-Est(SCT) dated 25th March, 1970. Accordingly in the advertisement issued for filling in those reserved vacancies which have been carried forward to the third year of recruitment, applications should be invited from Scheduled Castes and Scheduled Tribes candidates, but it should be clarified in the advertisement that for a vacancy reserved for Scheduled Castes, Scheduled Tribes candidates would be considered only in the event of non-availability of suitable Scheduled Caste candidates and similarly, in respect of a vacancy or vacancies reserved for Scheduled Tribes, Scheduled Caste candidates would be considered only in the event of non-availability of suitable Scheduled Tribe candidates.

(b) Readvertisement for filling reserved vacancies

If, after following the procedure outlined in sub-para (a) above, the required number of Scheduled Caste or Scheduled Tribe candidates are not selected for the reserved vacancy or vacancies, the remaining reserved vacancy|vacancies will be readvertised but, on this occasion, general candidates would also be eligible to apply. The general candidates would, however, be considered only if no suitable Scheduled Caste or Scheduled Tribe candidates, as the case may be, are still available for appointment to the vacancies reserved for them. This may be clarified in the advertisement. In case any general candidate is thus appointed against reserved vacancy after its de-reservation the reservation should be carried forward according to the instructions in this regard.

(c) Advertisement where recruitment is to be made both for reserved and unreserved vacancies

If direct recruitment otherwise than through examination is to be made for reserved as well as unreserved vacancies on any one occasion, a single advertisement can be issued for such reserved and unreserved vacancies specifying clearly therein the vacancies reserved for Scheduled Castes and Scheduled Tribes. If the reserved vacancy or vacancies referred to above include any vacancy|vacancies which have been carried forward to the third year of recruitment, it should also be clarified in the advertisement that Scheduled Tribe

candidates would be considered for vacancies reserved for Scheduled Caste in the event of non-availability of suitable Scheduled Caste candidates and *vice versa* on the lines indicated in sub-para (a) above. If any reserved vacancies remain unfilled for want of suitable Scheduled Castes|Scheduled Tribes candidates, they should not be filled by general candidates on this occasion but should be readvertised and filled on the lines indicated in sub-para (a) above.

(d) *Direct recruitment through examination*

Where direct recruitment is made through examination, for reserved as well as unreserved vacancies, a single advertisement would be issued for such examination but the number of vacancies reserved for Scheduled Castes and Scheduled Tribes would be specified clearly in it and in case the required number of Scheduled Castes or Scheduled Tribes candidates are not available even by applying relaxed standards for the vacancy|vacancies reserved for them, the remaining reserved vacancy|vacancies could be filled by general candidates after dereservation of such vacancy|vacancies. The vacancy|vacancies so dereserved will be carried forward according to the instructions in this regard.

(e) *Separate interview of Scheduled Castes and Scheduled Tribes candidates*

(i) When direct recruitment otherwise than through examination is to be made in accordance with the procedure in subpara (b) or (c) above, the interview of Scheduled Castes|Scheduled Tribes candidates should be held on a day or sitting of the Selection Committee other than the day or sitting on which general candidates are to be interviewed so that the Scheduled Castes and Scheduled Tribes candidates are not judged in comparison with general candidates and the Interviewing authority|Board is|are prominently aware of the need for judging the Scheduled Castes|Scheduled Tribes candidates by relaxed standards.

(ii) In direct recruitment made through examination along with interview also, the interview of Scheduled Castes|Scheduled Tribes candidates should be held on a separate day or sitting on the lines indicated in sub-para (i) above.

(f) *Ad hoc appointment of Scheduled Castes|Scheduled Tribes candidates*

If it becomes necessary to fill a reserved vacancy pending selection according to the procedure outlined in sub-paras (a), (b) or (c)

above, the appointing authority may make ad hoc appointment of suitable Scheduled Caste or Scheduled Tribe candidates, as the case may be, against such reserved vacancy. In the case of posts recruitment to which is made through the Union Public Service Commission, the ad hoc appointment of Scheduled Castes|Scheduled Tribes candidates will be subject to Regulation 4(1) of the Union Public Service Commission (Exemption from Consultation) Regulations.

3. Ministry of Finance etc. are requested to bring the above instructions to the notice of all appointing authorities under them including public sector undertakings and statutory semi-Government and autonomous bodies.

(Sd.) T. R. PRASAD,
Under Secretary to the Govt. of India.

To

All Ministries|Departments of the Government of India and
Union Territories, etc. etc.

APPENDIX V

(Vide para 3.6)

STATE BANK OF INDIA CENTRAL OFFICE BOMBAY

30th December, 1970
9th Pausā, 1892 (Saka)

No. PER/26832

The Director of Employment Exchange
Government of India,
Ministry of Labour and Employment,
Directorate General of Employment and Training,
2-4, Shram Shakti Bhavan,
Rafi Marg,
New Delhi-1.

Dear Sir,

Utilisation of Employment Exchanges

With reference to the correspondence resting with your letter No. EE1-21(17) of the 9th December 1970, we have reviewed the working of our arrangement with you regarding utilisation of Employment Exchanges for the appointment of clerical/subordinate staff in the Bank and regret to advise that it has not worked to our satisfaction. The quality of the candidates sponsored by the Employment Exchanges is much inferior to what available in the open market; candidates who are really good typists/stenographers are hardly ever sponsored. The issuance of non-availability certificates by certain Employment Exchanges would point to the reluctance of suitable and promising candidates to register their names in Employment Exchanges.

2. The arrangement for utilisation of Employment Exchanges, as it stands at present, is restrictive in nature inasmuch as a number of applications from well qualified and deserving candidates are received by us direct and these are rejected for not having been routed through Employment Exchanges. Our rejection of such applications, besides involving loss of talent to the Bank, adversely affects our image *vis-a-vis* other public-sector banks who advertise their vacancies and select on the basis of an open competition.

3. You will please appreciate that we are a service institution and we cannot provide quality service unless we recruit quality personnel. We offer very attractive scales of pay and, therefore, there is no reason why we should not get the best that is available in the market. In the circumstances, we wish to advertise all our vacancies from 1971. An intimation of vacancies will of course be sent in each case to the Employment Exchanges concerned and the applications sponsored by them will be entertained along with those received direct. ..

4. Having regard to what is stated above, the compilation of job specifications in the Bank will not serve much purpose.

5. Please acknowledge receipt.

Yours faithfully,

Sd/- Chief Officer (Personnel).

No. EEI-21 (4) | 71

GOVERNMENT OF INDIA

MINISTRY OF LABOUR EMPLOYMENT & REHABILITATION
DEPARTMENT OF LABOUR AND EMPLOYMENT (D.G.E.T.)

Dated New Delhi, the 24th April 1971

To

The Chief Officer (Personnel),
State Bank of India,
Bombay.

SUBJECT: *Utilisation of Employment Exchanges*

Sir,

I am directed to refer to your letter No. PER/26832 dated the 30th December 1970 on the above subject and to say that the points raised therein have been fully considered in this Directorate General.

As you may be aware, a very large number of highly qualified applicants including first and second class graduates and postgraduates are seeking work through the Employment Exchanges. This Directorate General has in the recent past requested the State Directors of Employment to make all our efforts to sponsor the right types of candidates to you. This Directorate General is confident that the Employment Exchanges will be able to meet the demands

of the State Bank of India to your satisfaction. It is, however, suggested that while notifying the vacancies the recruiting authorities may indicate to the Employment Exchanges the type of applicants they would prefer for example, M.Com., B.Com., Graduates, first or second class, etc. so that the Exchanges sponsor as far as possible applicants who possess such qualifications. Any special requirements relating to experience or aptitude may also please be mentioned.

All vacancies in the Central Government departments, except those filled through the Union Public Service Commission or by normal promotion, are being filled through the Employment Exchanges. No department can consider applicants from other sources without obtaining a non-availability certificate from the Employment Exchanges. The Quasi-Government institutions and statutory organisations have also been directed to fall in line with Central Government departments in the matter of recruitment of staff through the Employment Exchanges *vide* Ministry of Home Affairs Office Memorandum No. 14(11)|64-Estt.D dated 21st March, 1964 (Copy enclosed). Even the public sector undertakings are making recruitment to all posts carrying a basic salary upto Rs. 500 through the local Employment Exchange. Recruitment to posts carrying a basic salary of over Rs. 500 is made through advertisement on all-India basis but in such cases also, it is stipulated in the advertisement that preference would be given to candidates registered with the Employment Exchanges *vide* Ministry of Industrial Development letter No. PRC-14(6)|68 dated the 14.8.68 and Pr. C.14(2)|67 dated the 6th April 1967 (copy attached).

The State Bank of India is one of the important employers in the public sector and it is desirable that they should follow the policy as laid down by the Government of India in the matter of recruitment of their personnel. If in respect of any category of jobs any difficulty is felt this Directorate General could also undertake advertisements on behalf of the State Bank of India as is being done in the case of other employers. This Directorate General would also have no objection to the appointing authorities of the Bank visiting the Employment Exchanges concerned and thus selecting the names of suitable candidates from the live registers of the Exchanges after intimating to the Employment Officers the qualifications and experience required of applicants and the scheme of selection.

It has, however, been reported that in some cases there has been considerable time lag between the submission and selection of candidates by the State Bank of India authorities. You will appreciate that the best qualified candidates do not remain unemployed for

long periods and it is thus possible that they may not have appeared for interview or test when called by the Bank authorities. It is, therefore, suggested that instructions may kindly be issued to the various recruiting authorities to finalise selections as early as possible.

I am to express the hope that the State Bank of India would fall in line with the recruitment policy laid down by the Government of India for employers in the public sector.

If the Bank has still any difficulties to discuss, the undersigned will be glad to do so.

Yours faithfully,

Sd/- K. B. SHARMA

Director of Employment Exchanges.

STATE BANK OF INDIA
CENTRAL OFFICE
BOMBAY.

11th May, 1971

21st Vysk, 1893 (Saka)

PER|10006

The Director of Employment Exchanges,
Government of India,
Ministry of Labour and Employment,
Directorate General of Employment and Training,
2-4, Shram Shakti Bhavan,
Rafi Marg,
New Delhi-1.

Dear Sir,

Utilisation of Employment Exchanges

With reference to your letter No. EEI-21(4)|71 of the 24th April 1971 and the discussions the undersigned had with you on the 30th April 1971 we thank you for your offer to advertise our vacancies, at your cost, according to the details to be worked out mutually. The matter is being considered and we will advise you in this regard in due course.

Yours faithfully,

Sd/- Chief Officer

(Personnel and Administration)

STATE BANK OF INDIA
CENTRAL OFFICE
BOMBAY.

The Director of Employment Exchanges,
Government of India,
Ministry of Labour and Rehabilitation,
Department of Labour and Employment,
(D.G.E. and T.),
New Delhi-1.

4205

2nd March, 1972
12th Phgh., 1893 (Saka)

Dear Sir,

Utilisation of Employment Exchanges

With reference to the correspondence resting with your letter No. EEI-21(4)/71 of the 4th February 1972, we have considered the matter in detail and feel that if we have to recruit the best talents to our clerical and cash department cadres, there seems to be no alternative for us but to advertise the vacancies on our own, especially when all other nationalised banks are resorting to advertisement for this purpose. The suggestion made in your letter of the 24th April 1971, that you could arrange for advertisements on our behalf, wherever difficulties are experienced for any category of jobs, will not suffice for our purposes in view of the fact that we wish to attract the best talents all along the line; the problem is not confined to isolated instances. Also, it will not be administratively convenient for us to look to the Employment Exchanges to advertise our vacancies inasmuch as our recruitment plans are a part of the larger exercise in manpower planning and as such are strictly time-bound. In the circumstances, we propose to go ahead with advertisements on our own and shall be glad to receive your advices at an early date. If any further discussions on the subject are considered necessary, the undersigned will be pleased to call on you on a day convenient to you.

On a strict interpretation of our arrangement with you, we have not been advertising our vacancies, reserved or otherwise. It has been, however, brought to our notice by the Commissioner for Scheduled Castes and Scheduled Tribes that the vacancies reserved for Scheduled Castes/Tribes candidates, which remain to be filled for a period of three years, must be advertised before these

are dereserved. We are, however, not too sure whether the aforesaid instructions regarding advertisement override our arrangement with you. We shall be glad to receive your clarification in this regard.

As you are perhaps, aware the Government of India have decided that upto two dependants of each deceased Defence Service Personnel are to be offered appointment on a priority basis and their applications need not be routed through the Employment Exchanges. We presume, therefore, that the applications for employment received from this category of candidates can be entertained outside the purview of our arrangement with you. Please, however, confirm.

Referring to paragraph 3 of your letter under reference, we have decided that from the year 1972, recruitment to the clerical and cash department will be confined by and large to graduates only. Also, all the candidates seeking employment as clerks, cashiers, etc., in the Bank will be tested in clerical aptitude, numerical ability, abstract reasoning and basic knowledge of English by means of objective type tests. In the case of stenographers and typists knowledge of stenography and/or typewriting will also be essential. We would, therefore, request you to advise the Employment Exchanges suitably in the matter so that the arrangement can work satisfactorily pending our discussion regarding its continuance or otherwise. While you issue instructions to the Employment Exchanges, we shall be glad if you will please also indicate to them that normally only graduates should be sponsored in response to requisitions from our offices, except where it is not possible to do so or when our offices indicate anything to the contrary, e.g., in the case of Scheduled Caste/Tribe candidates, it will be in order for Employment Exchanges to sponsor as they possess the minimum educational qualifications prescribed for them, i.e., II Division Matriculate or III Division Intermediate and fall within the prescribed age limits. Similarly, if necessary, in the case of vacancies of typists, candidates who are atleast I Division Matriculate or II Division Intermediate could be sponsored. For the posts of stenographers, candidates who are II Division Matriculate or III Division Intermediate could also be sponsored, provided the candidates available.

As indicated in paragraph 1 above, we would like you to take an early decision in the matter so that we can initiate arrangements for advertisement of our vacancies in future. In the mean-

time, please immediately advise us regarding the clarifications sought, *vide* paragraph 2 and 3 above.

Yours faithfully,
Sd/- Chief Officer,
(Personnel and Administration)

APPENDIX VI

(Vide para 3.18)

STATE BANK OF INDIA AND ITS SUBSIDIARIES PROBATIONARY OFFICERS

Applications are invited for appointment as Probationary Officers in the State Bank of India and its under-noted Subsidiary Banks for which a number of vacancies exist:—

1. State Bank of Bikaner and Jaipur
2. State Bank of Hyderabad
3. State Bank of Indore
4. State Bank of Mysore
5. State Bank of Patiala
6. State Bank of Saurashtra
7. State Bank of Travancore.

Eligibility Criteria

(A) Applicants must be Indian Citizens

(B) Age: Applicants must not be less than 20 years or more than 25 years of age as on the 1st September, 1971.

The age limit of 25 years may be relaxed—

- (i) upto 30 years in the case of candidates belonging to Scheduled Castes/Tribes
- (ii) upto 27 years in the case of candidates retrenched from Rehabilitation Finance Administration (upto 30 years if they have post-graduate qualifications);
- (iii) upto 28 years in the case of:
 - (a) bonafide displaced persons who have migrated to India from East Bengal on or after 1st January, 1964;
 - (b) immigrants from Burma, Ceylon and East African countries of Kenya, Uganda, Tanzania (including persons of Indian origin who were employed in Government service in those countries) as a result of constitutional changes in those countries;

- (c) disabled Defence Service Personnel; and
- (d) candidates having special qualifications such as Chartered Accountants, or those having training and experience in a commercial bank in a supervisory capacity for a period of at least 3 years.
- (iv) The Emergency|Short Service Commissioned Officer released or under notification for release from the Army should have been within the prescribed age limit as on the 1st September of the year in which they joined the pre-commission training.

Note:—In the case of a candidate who is eligible for age relaxation under more than one of the above categories, the age relaxation will be available cumulatively.

- (C) *Academic Qualifications:* Applicants must be at least Second Class Graduates|Post Graduates in Science, Arts, Commerce (offering elective subjects *other than* shorthand and typewriting), Engineering, Social Science or Agriculture from a recognised University. The Diploma in Rural Services awarded by the National Council of Rural Higher Education and National Diploma in Commerce of All India Council for Technical Education (offering elective subjects *other than* shorthand and typewriting) are recognised as equivalent to a University Degree. The selected candidates will be expected to join the Bank's general managerial cadre irrespective of the nature of their academic qualifications; there is no scope for utilisation of the officers in special fields such as Engineering, Agriculture etc.

Chartered Accountants are eligible to apply even though they might have secured third division in graduation.

Where no class|division is awarded, the candidates must have secured a minimum of 50 per cent marks in aggregate.

- (D) Candidates must be willing to serve anywhere in India.
- (E) Candidates who have appeared in the written test for the selection on three or more occasions in the past are not eligible to apply. This restriction will not apply to candidates belonging to Scheduled Castes|Tribes, provided they are otherwise eligible.

Reserved Vacancies:

15 per cent of the vacancies will be reserved for candidates belonging to Scheduled Castes and 7½ per cent for candidates belonging to Scheduled Tribes.

25 per cent of the vacancies will be reserved for Emergency Commissioned Officers|Short Service Commissioned Officers released or under notification for release from the Army.

Only such candidates who reach the standard prescribed by the Bank in the written examination and interview and are found to be physically fit will be considered for appointment in the reserved vacancies.

Candidates applying for the reserved vacancies should indicate prominently at the top of their applications that they are applying for a reserved vacancy.

Service Conditions:

The selected candidates will have to work as Probationary Officers under training for a period of three years (which period may be reduced at the Bank's discretion) after which, if found suitable, they will be confirmed in the Bank's service as "Officers Grade I" in the State Bank of India and as "Officers Grade II" in the Subsidiary Banks.

The initial monthly emoluments of Probationary Officers will range from Rs. 875 to Rs. 925 (excluding bonus) in the State Bank of India and from Rs. 825 to Rs. 850 (excluding bonus) in the Subsidiaries, depending on their place of posting. Further details regarding pay scales may be ascertained from any of our offices. Candidates having special qualifications such as Chartered Accountants with sufficient experience, or those having training and experience in Banking, may be given seniority and higher starting salary in the scale at the discretion of the Bank.

Probationary Officers in the State Bank of India enjoy the benefits of a contributory Provident Fund and non-contributory pension. Those in the Subsidiary Banks enjoy the benefits of a contributory Provident Fund and gratuity.

There are opportunities for promising men to be promoted to higher grades: the total emoluments at the maximum of the grades amount to nearly Rs. 3000 p.m. in the case of State Bank of India.

and Rs. 2,450 p.m. approximately in the case of the Subsidiaries Opportunities also exist for deserving persons for promotion to the senior staff position in the Bank outside the grades.

Selection Procedure:

The candidates who answer to the eligibility criteria will be invited for a written examination consisting of two papers of 3 hours duration each in General English and General Knowledge on the same day. Only such candidates who qualify in the written examination will be called for interview. The final selection will be made on the basis of the candidates performance in the written examination and the interview.

The examination will be held at the following centres subject to availability of sufficient number of candidates for each centre, failing which the candidates may be required to write the examination at some other centre at the Bank's discretion.

Caleutta, Patna, Cuttack, Shillong, bhubaneswar, Bombay, Indore, Jabalpur, Nagpur, Raipur, Poona, Bhopal, Madras, Bangalore, Coimbatore, Madurai, Hubli, Tiruchirapalli, Velore, Cochin, Trivandrum, Delhi, Jaipur, Julundur, Agra, Chandigarh, Simla, Srinagar, Kanpur, Varanasi, Lucknow, Allahabad, Ahmedabad, Baroda, Rajkot, Hyderabad, Vijayavada, Visakhapatnam, Kurnool.

No travelling expenses will be paid by the Bank in connection with the written examination. The candidates who qualify in the written examination and are invited for the interview, (which will be held at a few selected Centres), will be paid single 1st class fare for attending the interviews, to and from their station.

How to apply:

Those desirous of applying for the post should furnish the following particulars on a foolscap paper:—

1. Name
2. (a) Age as on 1-9-1971
(b) Date of birth
3. Academic qualifications

Examination passed (from degree course onwards)	Main subject of study	Division/Percentage of marks obtained	Name of University
---	-----------------------	---------------------------------------	--------------------

4. If eligible for age/fee concession in terms of the advertisement, state why
5. Choice of centre for examination .
6. Address to which communications should be sent
7. Particulars of remittance (viz. draft postal order No.) .
8. Signature

The application should only be in the above form and may be typed or neatly handwritten. Copies of testimonials/certificates need not be sent by the candidates. Should, however, any of the particulars furnished by a candidate turn out to be incorrect, his candidature is liable to be rejected at the Bank's sole discretion.

Applications accompanied by postal orders/bank draft for Rs. 25 (Rs. 15 in the case of candidates belonging to Scheduled Castes/Tribes; there shall be no fee in the case of Emergency Commissioned Officers and repatriates from Burma and Ceylon who are unable to pay and certify to that effect) should be sent in a cover with the superscription "Application for the post of Probationary Officer" to any of our undernoted 12 Offices, so as to reach by the 14th August, 1971 positively.

- | | |
|---|--|
| 1. The Secretary & Treasurer,
State Bank of India,
Local Head Office,
1, Strand Road,
Calcutta-1. | 7. The Secretary & Treasurer,
State Bank of India,
Local Head Office,
Bank Street
Hyderabad-1. |
| 2. The Secretary & Treasurer,
State Bank of India,
Local Head Office,
Apollo Street, Fort,
Bombay-1. | 8. The Regional Manager,
State Bank of India,
Judge's Court Road,
Patna (Bihar) |
| 3. The Secretary & Treasurer,
State Bank of India,
First Line Beach Road,
Madras-1. | 9. The Regional Manager,
State Bank of India,
Laitumkhrak,
Shillong (Assam). |
| 4. The Secretary & Treasurer,
State Bank of India,
Local Head Office,
11, Parliament Street,
New Delhi-1. | 10. The Regional Manager,
State Bank of India,
57, Forest Park,
Bhubaneswar (Orissa). |
| 5. The Secretary & Treasurer,
State Bank of India,
Local Head Office,
Mahatma Gandhi Road,
Kanpur-1. | 11. The Regional Manager,
State Bank of India,
Jehangirabad,
Bhopal-8 (M.P.) |
| 6. The Secretary & Treasurer,
State Bank of India,
Local Head Office,
Bhadra, Ahmedabad. | 12. The Regional Manager,
State Bank of India,
St. Marks, Road,
Bangalore (Mysore). |

An application not accompanied by the required examination fee or incomplete in any respect will not be entertained. Cash payment, cheques or money order remittances towards examination fee will not be accepted. *The examination fee once paid will not be refunded on any account nor can this fee be held in reserve for any other examination or selection.*

The employees of the State Bank of India or any of its Subsidiaries who possess the necessary educational qualifications may also apply to any Local Head Office|Regional Manager's Office through the Agent|Manager or the Head of the Department under whom they are serving. The age limits specified above are relaxable in their cases to the extent of their length of service in the bank, subject to a maximum of three years. In the case of those employees who have joined as Emergency Commissioned Officers/ Short Service Commissioned Officers, in addition to the age relaxation permissible to them as such, they will also be eligible to have the benefit of relaxation in age available to employees. Employees are also exempted from the payment of the examination fee.

Canvassing in any form will be considered a disqualification.

APPENDIX VII

(Vide para 4 of Introduction)

Summary of Conclusions|Recommendations of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes in the Report

S. No.	Reference to Para No. in the Report	Summary of Conclusions/Recommendations
1	2	3
1.	1.10	The Committee note with dissatisfaction that although the State Bank of India came into being in 1955 under the State Bank of India Act, 1955, the Government orders making reservation for Scheduled Castes and Scheduled Tribes in services were made applicable to Bank only in 1966.
2.	1.15	The Committee find no justification for the State Bank of India not having made reservations in the vacancies in the subordinate staff occurring spoardically in the various branches from time to time. The Committee regret that this has deprived a larger number of Scheduled Castes and Scheduled Tribes from joining the services of the Bank. This is entirely due to lack of proper planning and coordination and proper attention not having been paid to the reservation orders on the subject. The Committee would stress the desirability of recruitment in all the branches of the Bank in a Circle being coordinated at the District or Circle level. Branches should plan their future requirements well in time an notify the same to their respective District Offices and proper Circles for coordination.
3.	2.8	The Committee are distressed to note from the figures furnished by the State Bank of India that the percentage of Scheduled Castes and

1

2

3

Scheduled Tribes in the supervisory staff of the Bank is 0.25 and 0.02 respectively. In the subordinate services of the State Bank of India, in which, in the opinion of the Committee, there is a wide scope for the appointment of a large number of Scheduled Castes and Scheduled Tribes, their representation is not even 1 per cent. The Committee need hardly emphasise that the placement of these people in the services of the State Bank of India will improve only if all the Government of India orders regarding the reservations and other matters relating to the Scheduled Castes and Scheduled Tribes are *pari passu* made applicable to the services in the State Bank of India and its Subsidiaries.

4. 2.9

The Committee are unhappy to learn that the Employment Exchanges have not been able to sponsor the required number of Scheduled Caste and Scheduled Tribe candidates for the reserved vacancies notified to them by the Bank in spite of the fact that there is a large number of educated Scheduled Caste and Scheduled Tribe persons registered for employment with the Employment Exchanges. The Committee regret to point out that no information has been furnished to the Committee relating to the Calcutta, Madras, Delhi and Ahmedabad Local Head Offices in regard to the total number of Scheduled Caste and Scheduled Tribe candidates sponsored by the Employment Exchanges against the reserved vacancies notified to them by the State Bank of India. The information furnished in respect of other Local Head Offices is also scanty. The Committee find that in a majority of the cases, the State Bank of India did not indicate the specific numbers of posts reserved for Scheduled Castes and Scheduled Tribes respectively in its demands placed with Employment Exchanges. The Committee would like the State Bank of India invariably to specify the

1	2	3
		number of posts reserved for Scheduled Castes and Scheduled Tribes respectively while notifying its demands to the Employment Exchanges and maintain statistics relating to the number of reserved vacancies notified to the Employment Exchanges and the number of the Scheduled Caste and Scheduled Tribe candidates sponsored by the Employment Exchanges and numbers of candidates of these communities selected in each recruitment.
5.	2.10	In case the Employment Exchange are not able to sponsor the requisite number of Scheduled Caste and Scheduled Tribe candidates against the indents received from the State Bank they should furnish the 'non-availability' certificates to the Bank so as to enable the latter to advertise the vacancies.
6.	2.11	The information about the non-availability of candidates and the number of reserved posts to be filled, along with the qualifications prescribed for the reserved posts, should be brought to the notice of the Ministry of Finance (Department of Banking) and the Commissioner for Scheduled Castes and Scheduled Tribes.
7.	2.12	The Committee also desire that the Ministry of Education and Social Welfare (Department of Social Welfare) in consultation with the State Governments should formulate a scheme for imparting pre-recruitment training to eligible Scheduled Caste and Scheduled Tribe candidates to enable them to reach the prescribed standard for competition in the written examinations conducted by the State Bank of India and other nationalised Banks for entry in the Banks services, on the pattern of the Pre-examination Centres being run for these communities for competition in the I.A.S. etc. examinations.
8.	2.15	The Committee would like to re-emphasise the observations made by the Yardi Working

1

2

3

Group in its Report (1967) as well as by the Commissioner for Scheduled Castes and Scheduled Tribes in his Nineteenth Report (1969-70) regarding relaxations for Scheduled Castes and Scheduled Tribes in the matter of recruitment. They feel that unless specific and positive steps are taken in this direction, the Scheduled Castes and Scheduled Tribes will not be able to take advantage of the recruitment quotas reserved for them. The Committee are strongly of the opinion that the authorities of the State Bank of India must consider, at least on an experimental basis, the employment of the best of the candidates belong to Scheduled Castes and Scheduled Tribes, who possess the minimum qualifications for the post(s), against the reserved vacancies. They may be given in-service training afterwards so as to bring them up to the required standard.

Admittedly there are shortfalls in the representation of Scheduled Castes and Scheduled Tribes in the services of the State Bank of India and its Subsidiary Banks and it is absolutely necessary to wipe out those shortfalls as early as possible. The Committee are not convinced that the Employees' Unions would or can come in the way of giving due representation to the candidates of these communities in the services of the Bank. The Committee suggest that the State Bank of India should review its recruitment rules and consider the feasibility of modifying/relaxing the same to enable the Bank to resort to special or *ad hoc* recruitments of eligible Scheduled Caste and Scheduled Tribe candidates till the quotas reserved for them are filled up.

10.

2.28

The Committee are constrained to observe that even subsequent to the receipt of the Ministry of Home Affairs' communication regarding

1

2

3

reservations for Scheduled Castes and Scheduled Tribes by the Bank in 1966, there has been no perceptible improvement in the intake of Scheduled Caste and Scheduled Tribe candidates in the services of the State Bank of India and its Subsidiary Banks. The Committee find that the percentage of recruitment of these communities *vis-a-vis* the total recruitment made in the clerical and cash Department in the Calcutta Circle was 1.6 in 1966. It went down to 0.5 in 1967, 0.8 in 1968 and 1.37 in 1970. Figures for the year 1971 relating to this Circle have not been made available to the Committee. In the Bombay Circle also the position is not good. It was 4.2 per cent in 1966, 0.4 per cent in 1967 and 0.3 per cent in 1968. In the Madras Circle, it recorded a fall from 2.6 per cent in 1966 to 2 per cent in 1967, 1.5 per cent in 1968 and 1 per cent in 1971. The percentage in the Central Office establishment recorded a steep fall from 3 in 1966 to zero in 1967, 1969 and 1971, 0.5 in 1968 and 2 in 1971. In the New Delhi Circle, the percentage was 1 or less than 1 during the year 1966, 1967, 1968, 1969 and 1970. It was 2.5 in 1971 as against their quota of 22½ per cent reservations. The recruitment percentage of these communities in the officer cadre in the Bank and in the subsidiary Banks is also far from satisfactory.

The Committee are not convinced by the view point of the State Bank of India and the Government that the instructions of the Ministry of Home Affairs regarding reservations for Scheduled Castes and Scheduled Tribes are being implemented by the State Bank of India right from 1966. The Committee would, therefore, strongly urge that the State Bank of India must take immediate and effective steps to ensure that in all the vacancies in fresh recruitments, together with the vacancies carried forward from

1

2

3

previous years, the due proportions of candidates of these communities are invariably selected.

11. 3.12

The Committee have been informed that it is compulsory for the State Bank of India to get names of possible candidates for employment in the subordinate services of the State Bank of India from the local Employment Exchanges, limited to the particular district in which the Branch needing the staff is situated. The Committee have also been informed that as per the arrangement entered into by the Bank with the Director of Employment Exchanges in connection with the utilisation of Employment Exchanges for recruitment of clerks/cashiers in the State Bank of India, the Bank can call only 30 per cent candidates direct without the intervention of the Employment Exchanges. The Committee are unhappy to learn that the effort of the State Bank of India, even for recruitment of the Scheduled Castes and Scheduled Tribes, in the subordinate services of the Bank is confined to the district in which a Branch needing the staff may be situated. It is also regrettable to note that the State Bank of India should find itself unable to advertise the posts for Scheduled Caste and Scheduled Tribe candidates even when the Employment Exchanges are unable to sponsor adequate number of such candidates. Even according to the present practice and arrangements, the State Bank of India does recruit 30 per cent of its vacancies in the subordinate services otherwise than through the Employment Exchanges. The Committee, therefore, strongly recommend that the State Bank should be authorised to issue advertisements to the extent of at least 50 per cent of vacancies, the remaining 50 per cent of posts being filled up from the candidates sponsored by the Employment Exchanges. In case the latter are unable

1

2

3

to sponsor suitable candidates belonging to Scheduled Castes and Scheduled Tribes, the State Bank should then be allowed to resort to open advertisement for the unfilled posts also.

12. 3.21

The Committee feel that is the case of Scheduled Caste and Scheduled Tribe candidates for the posts of clerks/cashiers insistence on a particular class in the qualifying examination should be given up. A Scheduled Caste or Scheduled Tribe candidate should be called for the written test so long as he has passed the qualifying examination irrespective of the class obtained him in that examination.

13. 3.22

The Committee also note that in the competitive examination for recruitment as Probationary Officers in the State Bank of India, only Second Class Graduates or Second Class Post-Graduates are eligible and that there is no relaxation in the educational qualifications for Scheduled Caste and Scheduled Tribe candidates. The Committee understand that even the Union Public Service Commission has not fixed any Division Bar in the qualifying examination for appearing in the I.A.S. etc. examinations. In view of the fact that the State Bank of India invariably imparts in-service training to all the Probationary Officers after recruitment, the Committee suggest that the Bank should relax the Division Bar at least in the case of Scheduled Caste and Scheduled Tribe candidates for appearing in the examination for recruitment as Probationary Officers.

14. 3.23

The Committee would also like the State Bank of India to examine the feasibility of relaxing the selection standards for candidates belonging to Scheduled Castes and Scheduled Tribes to the extent the number of reserved vacancies cannot be filled on the basis of the general standard as per instructions from the Ministry of Home Affairs issued *vide* O.M. No. 11/70-Est(SCT) dated the 25th July, 1970.

1	2	3
15.	3.24	The Committee are also not satisfied with the quantum of concession given to the Scheduled Caste and Scheduled Tribe candidates in the matter of fees for examination for recruitment to the posts of Probationary Officers. The fee payable by a Scheduled Caste or Scheduled Tribe candidate should not exceed one-fourth of the amount payable by a general candidate.
16.	3.28	The Committee are unhappy to learn that the State Bank of India authorities did not interview the Scheduled Caste and Scheduled Tribe candidates separately until September, 1971. As pointed out by the Secretary, State Bank of India, New Delhi, this step, when they took it in September, 1971 showed better results in the intake of Scheduled Castes and Scheduled Tribes in the services of the Bank. The Committee hope that this salutary safeguard for the Scheduled Caste and Scheduled Tribe candidates will be scrupulously observed in future.
17.	3.29	The Committee note that the State Bank of India is to re-constitute the Recruitment Selection Boards and has agreed to take Scheduled Caste and Scheduled Tribe officers, where available, on such Boards. The Committee desire that, where the Bank does not have its own Scheduled Caste or Scheduled Tribe Officers available for the purpose, the Bank should associate an officer from the Department of Social Welfare of the Government of India or of the State Government concerned, with such Recruitment Selection Boards.
18.	3.34	The Committee note that promotions in the State Bank of India and its Subsidiaries, from Subordinate staff to Clerical Cadre and from Clerical Cash Department Cadre to Officer Grade II and trainee Officers, are made on the basis of a written test and interview. The Committee are constrained to note that the State Bank of

1

2

3

India and its Subsidiaries have not provided for reservations for Scheduled Castes and Scheduled Tribes in posts filled by promotion although the Ministry of Home Affairs, *vide* their O. M. No. 1/12/67-Est(C) dated the 11th July, 1968, issued instructions providing for reservations of 12½ per cent and 5 per cent (now 15 per cent and 7.5 per cent) for Scheduled Castes and Scheduled Tribes respectively, in promotions made on the basis of competitive examination limited to departmental candidates, within or to Class II, III and IV posts, in grade or services in which the element of direct recruitment, if any, does not exceed 50 per cent. The Committee also note with regret that the State Bank of India has not complied with the reservation orders of the Ministry of Home Affairs issued as early as in *1952 in regard to posts filled by temporary appointments which were to apply separately to:

- (a) permanent vacancies; and
- (b) to temporary vacancies lasting three months or longer whether in permanent or in temporary posts,

The Committee would, therefore, urge upon the State Bank of India to follow strictly the aforesaid reservation orders in favour of Scheduled Castes and Scheduled Tribes, without delay.

19

3.40

The Committee are distressed to note that the State Bank of India has de-reserved a large number of reserved posts as a matter of course without following the prescribed procedure in this regard. The Committee would like to stress that no vacancy reserved for a Scheduled Castes or a Scheduled Tribes should be de-reserved without following the proper procedure laid down for the purpose and necessary information being

1	2	3
		given to the Ministry of Finance (Department of Banking), Cabinet Secretariat (Department of Personnel) and the Commissioner for Scheduled Castes and Scheduled Tribes.
20.	3.41	The Committee hope that, in future, the State Bank of India before dereserving a reserved vacancy, will take, all necessary steps to get Scheduled Caste and Scheduled Tribe candidates from the Employment Exchanges, the Central Employment Exchange or the Directorate General of Employment and Training, New Delhi, as the case may be. If these agencies are unable to sponsor adequate number of Scheduled Caste and Scheduled Tribe candidates, the vacancies should be advertised in newspapers inviting applications from Scheduled Caste and Scheduled Tribe candidates only.
21.	3.42	The Committee also recommended that simultaneously with the issue of advertisements for such vacancies, these should be brought to the notice of the recognised Associations of Scheduled Castes and Scheduled Tribes.
22.	4.12	The Committee would like to emphasise that roster is the only mechanism to watch the proper placement of Scheduled Castes and Scheduled Tribes in services against the vacancies reserved for them. The Committee regret to note that this primary step has not been taken by the State Bank of India and its Subsidiaries. The Committee feel that this is contrary to the reservation orders. The Committee would urge the State Bank of India and its Subsidiaries to maintain scrupulously and regularly the prescribed rosters for ensuring proper implementation of the reservation orders.
23.	4.13	The Committee regret to note that the Ministry of Finance (Department of Banking) have been regularly receiving annual statements from the State Bank of India and its Subsidiaries, but they have not been able to scrutinise the same

1	2	3
		for ensuring recruitment of Scheduled Castes and Scheduled Tribes against the vacancies reserved for them, and to take corrective measures in regard to the unusual divergence between expectation and performance. The Committee would like the Ministry of Finance (Department of Banking) to publish the annual statements regarding the representation of Scheduled Castes and Scheduled Tribes in the services of the State Bank of India and its Subsidiaries in their annual report and to highlight the lapses, if any, on the part of the State Bank and its Subsidiaries in not implementing the orders/instructions for the recruitment of persons belonging to these communities in the services of the Bank against the quota reserved for them.
24.	4.14	The Committee would also recommend that the Ministry of Finance (Department of Banking) and the State Bank of India should set-up separate Cells, within their respective Organisations and appoint Liaison Officers to ensure due compliance of the reservation orders.
25.	4.15	The Committee note that loans without interest are given to the Housing Cooperative Societies of the State Bank of India for house-building purpose and that loans from the Societies are available to all irrespective of caste or community.