



## Lateral Recruitment of Specialist Officers in SMGS V and TEGS VI

Bank invites applications from Indian Citizens for the aforesaid posts.

**Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria.**

### IMPORTANT DATES:

Commencement of date of on-line application	<b>10.12.2024</b>
Last Date of online application	<b>25.12.2024</b>
All revisions/ Corrigendum (if any) will be hosted on Bank's website only.	

### 1. DETAILS OF POSTS AND RESERVATION

S. No	Post	Scale	No. of Vacancies						Of which PWD			
			SC	ST	OBC	EWS	UR	TOTAL	VI	HI	OC	MD/ID
I	Deputy General Manager-Rajbhasha	TEGS-VI	-	-	-	-	1	1	-	-	-	-
II	Deputy General Manager- Financial Inclusion	TEGS-VI	-	-	-	-	1	1	-	-	-	-
III	Assistant General Manager-Risk	SMGS- V	-	-	-	-	1	1	-	-	-	-
IV	Assistant General Manager-Forex	SMGS- V	-	-	-	-	1	1	-	-	-	-
V	Assistant General Manager-Trade Finance	SMGS- V	-	-	-	-	1	1	-	-	-	-
VI	Assistant General Manager-Compliance	SMGS- V	-	-	-	-	1	1	-	-	-	-
VII	Assistant General Manager-Treasury	SMGS- V	-	-	-	-	1	1	-	-	-	-
VIII	Assistant General Manager-Rajbhasha	SMGS- V	-	-	-	-	1	1	-	-	-	-
IX	Assistant General Manager-Digital	SMGS- V	-	-	-	-	1	1	-	-	-	-
X	Assistant General Manager-Fintech Collaboration	SMGS- V	-	-	-	-	1	1	-	-	-	-

### **Abbreviations Stands for –**

SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, EWS- Economically Weaker Section, UR – Un reserved, PWD-Persons With Disability, VI- Visual Impaired, HI- Hearing Impaired, OC- Orthopedically Challenged, ID- Intellectual Disability, MD- Multiple Disability.



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- For SC/ST/OBC candidates: Even if there is no vacancy reserved for SC/ST/OBC category candidates for a particular post, such candidates can still apply. However, they will not be eligible for any concession etc.
- There is no reservation for Ex-servicemen in the vacancies in Officers' Cadre.

**2. ELIGIBILITY CRITERIA**

**i. Nationality / Citizenship:**

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 1<sup>st</sup> Jan. 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the interview but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him / her by the Government of India.

S. No.	Post	Age as on 01.12.2024	Qualification as on 25.12.2024	Experience as on 25.12.2024
I.	<b>Deputy General Manager- Rajbhasha in TEGS-VI</b>	Maximum Age 45 years	Post Graduate Degree in Hindi with English as a subject at the degree (graduation) level OR Post graduate degree in Sanskrit with English and Hindi as subjects at the degree (graduation) level.	Minimum 12 years' of post qualification experience in BFSI Sector/ NBFC out of which 3 years' of experience at Senior/ Head level position as Rajbhasha Officer, equivalent to Scale IV and above in the Bank.
II.	<b>Deputy General Manager- Financial Inclusion in TEGS-VI</b>	Maximum Age 45 years	The Candidate must be a Graduate or having equivalent degree from a reputed Govt. recognized University	Minimum 12 years' of post qualification experience in in BFSI Sector/ NBFC out of which 3 years' of experience at Senior/ Head level position in relevant field, equivalent to Scale IV and above in the Bank.
III.	<b>Assistant General Manager- Risk in SMGS-V</b>	Maximum Age 45 years	The candidate must be:- (i) B.Sc. Statistics from AICTE/UGC approved University/ College with aggregate of 55% marks.	Minimum 10 Years' experience in BFSI Sector/ NBFCs/SFBs/Rating Agencies/ Analytics Firms/Reputed Brokerage Agencies/Fintech institutions

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			<p>OR</p> <p>(ii) MBA in Finance or Banking or PGDBM in Banking/or Finance or its equivalent from AICTE/UGC approved University/ College with aggregate of 55% marks.</p> <p>OR</p> <p>(iii) Advanced degree in Analytical field (M.Sc. in Statistics/ Applied Maths/ Operation Research or Data Science Field).</p> <p>OR</p> <p>(iv) Completed professional courses CA/ICWA/CS.</p> <p>Note: - Candidates with following Additional Qualifications will be preferred:</p> <p>i) Financial Risk Manager (FRM) ii) Professional Risk Manager (PRM) from PRMIA iii) Diploma in Risk</p>	with atleast 3 Years in the Risk Management at Senior / Head level position (Scale IV & above).
IV.	<b>Assistant General Manager-Forex in SMGS-V</b>	Maximum Age 45 years	Graduation from Govt recognized University or Institution. MBA/CA will be preferable. Desirable: Certificate in International Trade Finance from IIBF.	<p>i. Minimum 12 years of working experience in a Public sector bank/Private Sector bank/foreign bank/ financial institution, of which minimum 7 years of experience in handling Forex business/trade finance.</p> <p>ii. Applicant must be working minimum as Scale IV or equivalent in a Public sector bank/Private Sector bank/foreign bank/ financial institution for at least one year in present scale.</p> <p>iii. Excellent understanding of Forex with risks and controls surrounding this function. Understanding of Trade finance operations.</p>

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V.	<b>Assistant General Manager-Trade Finance in SMGS-V</b>	Maximum Age 45 years	<p>i. Graduation from Govt recognized University or Institution. MBA/CA will be preferable.</p> <p>ii. Certificate in International Trade Finance from IIBF.</p>	<p>i. Minimum 12 years of working experience in a Public sector bank/Private Sector bank/foreign bank/ financial institution, of which minimum 7 years of experience in handling Forex business/trade finance.</p> <p>ii. Applicant must have experience of at least one year in Scale IV and above or equivalent in a Public sector bank/Private Sector bank/foreign bank/ financial institution.</p> <p>iii. Excellent understanding of Forex with risks and controls surrounding this function. Understanding of Trade finance operations.</p>
VI.	<b>Assistant General Manager-Compliance in SMGS-V</b>	Maximum Age 45 years	<p>Graduate in any discipline from Desirable: CAIIB</p>	<p>Post qualification experience of at least 10 years in the Banking or financial services with minimum 3 years exposure in Audit / Finance / Compliance / Legal /Risk Management functions. Last assignment should be in senior management grade or above for minimum 3 years in any Banking or financial Institution.</p>
VII.	<b>Assistant General Manager-Treasury in SMGS-V</b>	Maximum Age 45 years	<p>CA/ MBA/ PGDM / CFA or other relevant post graduate qualification from a recognized University/ Institution. Preferable: Certificate/Diploma in Treasury Management, Certified Treasury Dealer Course.</p>	<p>Minimum post qualification experience of 10 years in the Banking Services or Financial Services, out of which minimum 05 years' experience in scale-III or IV in Treasury. Applicant must be working as Scale-IV or equivalent in a public sector bank/private sector bank/foreign bank/FI for minimum period of 1 years. Preferably 4 years of Investment Banking and Derivative Experience.</p>



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VIII.	<b>Assistant General Manager-Rajbhasha in SMGS-V</b>	Maximum Age 45 years	Post Graduate Degree in Hindi with English as a subject at the degree (graduation) level OR Post graduate degree in Sanskrit with English and Hindi as subjects at the degree (graduation) level.	Minimum 10 years' of post qualification experience in in BFSI Sector/ NBFC out of which 3 years' of experience at Senior/ Head level position as Rajbhasha Officer, equivalent to Scale IV and above in the Bank.
IX.	<b>Assistant General Manager-Digital in SMGS-V</b>	Maximum Age 45 years	B.Tech /B.E in Computer Science/ IT/Electronics & Communication/ Electronics & Tele Communication/ Electronics/ MCA/ MSc Computer Science or equivalent qualification.	Minimum experience of 10 years in BFSI/ PSUs/ Central Govt./ State Govt. / Listed IT Companies/ Private limited Companies out of which minimum 5 years should be in Digital Banking Scenario/ Digital Strategy or related field. Preference will be given to those who have experience in Digital Banking.
X.	<b>Assistant General Manager-Fintech Collaboration in SMGS-V</b>	Maximum Age 45 years	A Degree (Graduation) in any discipline from a University recognized by the Govt. of India/Govt. bodies AICTE etc. Preference shall be given to the candidates who possess MBA/Post graduate diploma or degree in B.E./B.Tech /Management or its equivalent	Minimum of 10 Years' of post qualification experience in BFSI Sector with 3 Years of experience in Fintech space out of which 1 year experience at Senior / Head level position in Fintech space, equivalent to Scale IV and above in the Bank.

**Educational Qualification:**

- All the educational qualifications mentioned should be from a recognized University/ Institute/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies. Proper document from Board/ University / Regulatory Body has to be submitted at the time of application / interview / as and when called for by the Bank. The date of passing the examination which is reckoned for eligibility will be the date of passing, appearing on the mark-sheet/ provisional certificate, issued by the University/Institute.
- In case the result of a particular examination is posted on the website of the University/ Institute and web based certificate is issued then a certificate in original issued by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and for further process.
- Candidates should indicate the percentage obtained in Graduation/Post Graduation calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is

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awarded, the same should be converted into percentage and indicate the same in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

- d) Calculation of Percentage: The percentage of marks, unless mentioned by the University/ Board, shall be arrived at, by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/ optional/ additional optional subject, if any, multiplied by 100. This will be applicable for those Universities also where class/ grade is decided on the basis of Honours marks only.
- e) The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%

### **3. RELAXATION IN UPPER AGE LIMIT (in case of candidates belonging to following categories)**

Sl.No.	Category	No. of years of relaxation
i)	Scheduled Caste/ Scheduled Tribe	5 years
ii)	Other Backward Classes(Non-creamy layer)	3 years
iii)	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act,2016"	10 years
iv)	Persons affected by 1984 riots	5 years

#### **Note:**

- a. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 2.3(iii) to 2.3(iv).
- b. Candidates claiming relaxation under 2.3 (I to iii) should enclose necessary certificate as documentary proof.
- c. The maximum age specified is applicable to General Category candidates and Economically Weaker Section (EWS) Category Candidates
- d. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a





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Non-creamy layer clause as per the Government of India guidelines from time to time, at time of application.

- e. An Ex-servicemen, who has once joined in a Government job on the civil side after availing the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government job ceases.

### **4. RESERVATIONS:**

- Reservation for SC/ST/OBS/EWS candidates will be provided as per government guidelines.
- Candidates belonging to and applying under “reserved SC/ST/OBC category” or claiming reservation under EWS are required to submit a certificate regarding his/her ‘Community’ OR EWS status in the Government prescribed format.
- OBC certificate produced at time of document verification should contain the “Non-creamy Layer Clause” which is not more than one year old and caste must be notified in Central List for State as displayed on [www.ncbc.co.in](http://www.ncbc.co.in).
- Benefit of reservation under EWS category is permissible only upon production of an ‘Income and Asset Certificate’ issued by a Competent Authority in the format prescribed. The Income and Asset Certificate issued is based on gross annual income for the previous Financial Year as per extant DoPT guidelines.
- Candidates who fail to produce the applicable certificate for reservation on the date prescribed i.e. on the date of document verification at the time of group discussion or personal interview, as applicable, he/she will not be considered for further recruitment process.
- Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as Unreserved or Unreserved (VI/Hi/OC/MD/ID) in the online application form.
- There is no reservation for Ex-Servicemen in Officers’ Cadre.

**The competent authority for the issue of the certificate to SC/ST/OBC/EWS/ Persons with Benchmark Disabilities (PwBD) is as under:**

**For SC/ST/OBC/EWS:** (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate/ Taluk Magistrate/ Executive magistrate/ Extra Assistant Commissioner (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the area where the candidate and or his family normally resides.



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### **Reservation for Persons with Benchmark Disabilities**

Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

- Visually Impairment (VI) category includes Blindness and low vision;
- Hearing Impaired (HI) category includes Deaf and Hard of hearing;
- Orthopedically Challenged (OC) includes Locomotor Disability (One arm-OA, One Leg-OL, Both Leg-BL, One Arm and One Leg – OAL), cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- Intellectual Disability (ID) category includes intellectual disability (Autism Spectrum Disorder, specific learning disability and mental illness);
- Multiple Disabilities (MD) means disability amongst clauses (a) to (d) including deaf-blindness in the posts identified for each disability:

Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016” and authorized certifying authority will be the Medical Board of the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic/ Ophthalmic/ ENT Surgeon or any person designated as certifying authority by appropriate government.

Only those persons with ‘Permanent Benchmark Disability’ would be eligible for reservation. ‘Benchmark Disability’ means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measureable term, as certified by the certifying authority.

Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates in support of it at the time of document verification.

### **Guidelines for Persons with Benchmark Disabilities using a Scribe**

- The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:
- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe should be from an academic discipline different from the one stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above.





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Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the selection process.

- e. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- f. The scribe arranged by the candidate should not be a candidate for the online examination under this selection process. If violation of the above is detected at any stage of the process, candidature for selection process of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- g. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- h. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. In such cases, the Candidate and scribe may also be debarred either permanently or for a specified period from all Punjab and Sind Bank examinations.

### **Guidelines for candidates with locomotor disability and cerebral palsy**

- a. A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

### **Guidelines for Visually Impaired candidates**

- a. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- b. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.
- c. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

### **Guidelines for candidates with Intellectual Disability (ID)**

A compensatory time of 20 minutes per hour of examination, either availing the services of a scribe or not, shall be permitted for the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

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### **Guidelines for persons with specified disabilities having less than 40% disability and having difficulty in writing:**

A compensatory time of not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe.

In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

**Note:**

- These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.
- Bank reserves the right to conduct re-exam if there is doubt about the genuineness/ validity of candidate's score/performance.

### **5. SCALE OF PAY & OTHER FACILITIES**

Grade	Pay Scale	Remarks
<b>SMGS V</b>	<b>120940-3360/2-127660-3680/2-135020</b>	DA, HRA /Leased Accommodation (if applicable, as per Scale and location in line with Bank's prescribed norms), CCA will be paid as per rules in force from time to time and depending upon the place of posting. Medical, LTC, Terminal Benefits and other perquisites will be as per prevailing rules.
<b>TEGS VI</b>	<b>140500-4000/4-156500</b>	

### **6. PROBATION PERIOD, BOND AMOUNT AND MINIMUM SERVICE PERIOD**

The selected candidates shall be required to execute a service bond as under:-

Post	Scale	Bond Amount	Bond Period	Probation Period
<b>Deputy General Manager</b>	<b>TEGS-VI</b>	Bond amount shall be equivalent to 3 months' gross salary (initial basic+ DA as on date of resignation+ Special allowance+ DA on Special allowance) in respective Officer Scale	2 years	6 months
<b>Assistant General Manager</b>	<b>SMGS-V</b>			

- The selected candidates shall be required to execute a service bond as applicable to scale they are being recruited in.
- The service bond shall have to be accompanied with an undertaking to serve the Bank for a minimum period from the date of joining the Bank as mentioned in above table.



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- Candidates will also have to furnish one surety of equal amount, acceptable to the Bank in the specified proforma before joining the Bank on his/ her selection for rendering service for a minimum period as given in above table from the date of joining the Bank.
- In the event of their resignation from the post before the end of the specified period, they will have to pay the Bond amount to the Bank.

**7. CREDIT HISTORY:** The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining.

### **8. SELECTION PROCEDURE**

S. No.	Post	Scale	Selection Procedure
1	Assistant General Manager	SMGS-V	<ul style="list-style-type: none"><li>• Written test **</li><li>• Short-listing</li><li>• Personal Interaction/Interview</li></ul>
2	Deputy General Manager	TEGS - VI	<ul style="list-style-type: none"><li>• Written test **</li><li>• Short-listing</li><li>• Personal Interaction/Interview</li></ul>

**\*\*The Bank may conduct the online examination depending upon the registration of number of applications.**

The details of further process for online examination will be informed later on through our Bank's website <https://punjabandsindbank.co.in/>. The weightage for Online Test Score (if conducted) & Interview marks will be 70% & 30% respectively.

The Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited.

**Bank reserves the right to shortlist requisite number of candidates based on the experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for further selection process as decided by the Bank.**

The Personal Interview venue, time & date will be informed to the shortlisted candidates in the respective call letter and candidates have to attend the same at their own cost. The call letters will be sent by email only. The interviews will be conducted at New Delhi.

The total marks allotted for Interview is 100. The minimum qualifying marks in interview will be 40% (35% for SC/ST/OBC/PWBD candidates).



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Final selection will be made on the basis of marks obtained by the candidates in the entire selection process and will be according to the merit ranking.

**Examination Centers- On line test will be held at various centers depending on the number of applicants received, administrative feasibility or specific requirement of the Bank.**

### **9. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF PERSONAL INTERVIEW**

While appearing for Personal Interview, candidates are advised to bring original documents along with self-attested copies thereof as detailed below, failing which they shall not be allowed to appear for the Personal Interview:-

- Appropriate certificate in support of Date of Birth.
- Printout of interview call letter.
- Valid system generated printout of the online application form registered for post.
- Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.
- Age relaxation valid proofs.
- All Certificates and testimonials of Educational Qualification and other Certifications from Standard X<sup>th</sup> onwards. (Semester-wise marksheets and Provisional / Final Degree Certificate for Graduation & PG)
- All Appropriate document(s) in support of work experience(s), if any. NOC from the existing employer, if employed with any public sector bank or Govt./ Quasi-Govt Organization or PSU
- Appropriate Certificate(s) in support of Caste/Category/ Disability/ Ex-Servicemen (if applicable). In case of OBC Candidates, OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of joining (issued within one year prior to the date of joining). OBC Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Valid EWS certificate.
- Disability certificate in the prescribed format issued by the District Medical Board in case of Persons With Benchmark Disability category
- Persons eligible for age relaxation under 2 (v) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- Photo Identify Proof of name and permanent address.
- Two passport size photographs similar to that pasted on the application form.
- Any other relevant documents in support of eligibility.



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**NO DOCUMENT SHOULD BE DIRECTLY SENT TO THE BANK BEFORE OR AFTER THE INTERVIEW FOR THE POSTS.**

**a) IDENTITY VERIFICATION:**

**Documents to be produced:**

- The call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-aadhar card with a photograph/ Employee ID, should be submitted to the for verification.
- The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the process.
- Ration Card and Learners Driving License will not be accepted as valid id proof for this project.
- In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.
- Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with call letter while attending any stage of the recruitment process, without which they will not be allowed to appear for the same
- The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

**b) BIOMETRIC DATA – Capturing and Verification**

The Bank, at various stages, may capture photo and thumb impression/ IRIS Scan of the candidates in digital format for biometric verification of the candidates.

Candidate will ensure that his/ her correct thumb impression/ IRIS Scan is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates must follow the guidelines that shall be provided to them in their call letter. In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled. Further, the candidate is advised not to apply any external matter like menhadi, ink, chemical etc. on his/ her hands.



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### 10. APPLICATION FEE (NON-REFUNDABLE)

Category of Applicant	Application Fee
SC/ST/ PWD	150 + Applicable Taxes + Payment Gateway Charges for SC, ST, PWD
All others	850 + Applicable Taxes + Payment Gateway Charges for General, EWS & OBC candidates

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

### 11. HOW TO APPLY

Eligible candidate has to apply online through the Bank's website (<https://punjabandsindbank.co.in/>) only. No other means/ mode of application are acceptable.

#### **a) IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should:

- Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guidelines for photograph & signature scan and upload in the advertisement.
- Scan their Thumb impression, Hand written declaration, education, experience, reservation certificates, DOB proof etc. as per the eligibility criteria.
- The text for the hand written declaration is as follows – “I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Appointment Process. Bank may send call letters for the Interview etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online and must maintain that e-mail account and mobile number.
- Image File format should be .png, .jpg, .jpeg, .bmp, .gif.
- Documents scanned must be in **PDF format** only.
- The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.



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- viii) No application shall be entertained beyond the stipulated date & incomplete applications will be rejected.
- ix) In case of multiple applications, only the last valid (complete) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- x) A candidate shall have to apply separately for each post.
- xi) Candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement before applying.

### **b) APPLICATION PROCEDURE:**

- i) For registration log on to the Bank's website <https://punjabandsindbank.co.in/> and on the Home Page under the link "Recruitment" click the relevant Notification.
- ii) As per application procedure of Portal devised by IBPS or Recruitment Consultant or any other outside testing agency engaged by the Bank.

### **c) PAYMENT OF FEES**

- i) Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only.
- ii) Cash, Cheques, Money Orders, Postal Stamps etc. will NOT BE ACCEPTED.
- iii) Application once made will not be allowed to be withdrawn and the Fees once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.
- iv) Payment of fees/ intimation charges through ONLINE MODE and no other mode of payment is acceptable.

## **12. GENERAL INSTRUCTIONS AND CONDITIONS:**

- (i) The Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited.
- (ii) The number of vacancies advertised are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
- (iii) The selected candidates may be posted anywhere in India, depending on the requirement of the Bank.
- (iv) Bank will consider the eligibility of candidates based on their suitability and experience in the respective field.
- (v) Merely fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The shortlisting committee constituted by the bank will decide the



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shortlisting parameters and thereafter, adequate number of candidates, as decided by the bank will be shortlisted and called for interview. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.

- (vi) Any request for change of date, time and venue for online examination and interview will not be entertained.
- (vii) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the bank in future should be identical and there should be no variation of any kind.
- (viii) Bank reserves its right to change / add / cancel the selection process & re-schedule at its discretion, under unforeseen circumstances, if any. Change, if any, will be announced on our Bank's website or by email. Bank reserves the right to cancel the entire process without giving any reason/notice/intimation /refund of application fee and Intimation charges and such decision of the Bank will not be notified or intimated to the candidates individually.
- (ix) Any notice/communication meant for the candidates displayed on the Bank's Website or sent by Registered/Speed Posts or conveyed to the email id mentioned in the application at the time of registration with the Bank, shall be deemed to be sufficient service of communication upon the candidate, for all purposes. The Bank takes no responsibility for any delay in receipt or non-receipt of any application or communication. Hence, candidates are requested to check their email and Bank's website regularly, to keep track of the process. The Bank is not responsible for any postal delay or technical reasons.
- (x) Before applying for the post, the candidate should ensure that he /she fulfils the eligibility criteria and other norms specified in this advertisement. It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as the application form. Candidates are therefore urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard. Their candidature at all the stages of recruitment process will be purely provisional subject to satisfying prescribed eligibility criteria mentioned in this advertisement.
- (xi) Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Bank in this regard shall entertain no correspondence or personal enquiries.
- (xii) In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.



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- (xiii) Candidates will have to produce original of all Educational Qualification Certificates and Mark Sheets, Experience Certificate(s) etc, at the time of document verification, failing which his/her candidature may be cancelled. Candidates will not be allowed to participate in Interview without production of the original documents.
- (xiv) Date of birth as per Secondary School Certificate (SSC)/School leaving certificate must confirm age eligibility.
- (xv) An application form which is not accompanied by self-attested photocopies of relevant certificates or the requisite fee not being paid or uploaded documents not self-attested by the candidate or not bearing the candidate's photograph displayed at the specified place or incomplete in any respect, will not be entertained.
- (xvi) One recent, recognizable colored Passport size photograph should be firmly pasted/ uploaded on the application at the appropriate place and should be signed across by the candidate after pasting/ on printing. Requisite copies of the same photograph *should be brought by the candidate* for use at the time of interview.
- (xvii) Only candidates willing to serve anywhere in India should apply unless location for Post advertised is specified.
- (xviii) No request for change of address/ email id/ phone number will be entertained.
- (xix) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (xx) The Bank takes no responsibility for any certificate/remittance sent separately.
- (xxi) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- (xxii) Only those candidates who are short-listed for appearing for the further process will be intimated through e-mail only. The list of candidates who will be finally shortlisted for appointment in the Bank will also be intimated at the communication address furnished by them in the Application Form and the said list will be hosted on the Bank's Website, <https://punjabandsindbank.co.in/>.
- (xxiii) Appointment of shortlisted candidates will be subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service Regulations & Conduct Rules of the Bank.
- (xxiv) Selected candidates will be required to produce a valid discharge certificate/ relieving letter from their present employer before joining the service. Candidates serving in Government/ Public Sector Undertakings including Banks are required to produce a "No Objection Certificate" from their employer at the time of interview, failing which their candidature shall not be considered.
- (xxv) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
- (xxvi) **Action against Candidates Found Guilty of Misconduct:** Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated



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and should not suppress any material information while submitting application. If a candidate is (or has been) found guilty of –

- a. using unfair means during the selection procedure or
- b. impersonating or procuring impersonation by any person or resorting to any irregular or improper means in connection with his/ her candidature for selection or
- c. obtaining support for his/ her candidature by unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - To be disqualified from the selection process for which he/ she is a candidate.
  - To be debarred either permanently or for a specified period from any examination or recruitment conducted by Punjab and Sind Bank.
  - For termination of service, if he/ she has already joined the Bank.

(xxvii) The test conducting agency, would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by test conducting agency in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, in such cases Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

### **13. DISCLAIMER**

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection will lead to disqualification of the candidate from the selection and he/she will not be allowed to appear in any of the PUNJAB AND SIND BANK recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

**NEW DELHI**

**Date: 10.12.2024**

**GENERAL MANAGER**

**Human Resource Development**