

(A Government of India Undertaking)

Human Resources Development Division
Head Office, 7, Bhikaiji Cama Place, New Delhi -110066

Opening Date for On-line Registration	28.1.2014
Closing Date for On-line Registration (Including for Candidates from Far-Flung Areas)	11.2.2014
Tentative Date of Written Examination	23.3.2014
Downloading of Call Letters for Written Test	10.3.2014

**PUNJAB NATIONAL BANK INVITES ON-LINE APPLICATIONS
FROM INDIAN CITIZENS FOR THE FOLLOWING POSTS :**

Post code	Name of post	Grade/ scale	No. of vacancies	Scale of pay
01	Manager (Security)	MMG Scale II	26	19400-700/1-20100-800/10-28100
02	Manager (Civil Engineer)	MMG Scale II	04	19400-700/1-20100-800/10-28100
03	Manager (Mechanical Engineer)	MMG Scale II	01	19400-700/1-20100-800/10-28100
04	Manager (Architect)	MMG Scale II	02	19400-700/1-20100-800/10-28100
05	Manager (Financial Analysts)	MMG Scale II	05	19400-700/1-20100-800/10-28100
06	Manager (Industry)-Civil	MMG Scale II	05	19400-700/1-20100-800/10-28100
07	Manager (Industry)-Chemical	MMG Scale II	05	19400-700/1-20100-800/10-28100
08	Manager (Industry)-Electrical	MMG Scale II	05	19400-700/1-20100-800/10-28100
09	Manager (Industry)-Mechanical	MMG Scale II	05	19400-700/1-20100-800/10-28100
10	Manager (Industry)-Textile	MMG Scale II	05	19400-700/1-20100-800/10-28100
11	Manager (Industry)-Electronics & Telecommunication	MMG Scale II	03	19400-700/1-20100-800/10-28100
12	Manager (Industry)-Computer Science / IT	MMG Scale II	02	19400-700/1-20100-800/10-28100

13	Officer (Civil Engineer)	JMG Scale I	08	14500-600/7-18700-700/2-20100-800/7-25700
14	Officer (Electrical Engineer)	JMG Scale I	03	14500-600/7-18700-700/2-20100-800/7-25700
15	Officer (Mechanical Engineer)	JMG Scale I	01	14500-600/7-18700-700/2-20100-800/7-25700
16	Officer (Printing Technologist)	JMG Scale I	02	14500-600/7-18700-700/2-20100-800/7-25700
TOTAL			82	

DA, CCA, HRA/leased accommodation, Leave Fare Concession, hospitalisation benefits, retirement benefits and other perquisites shall be as per Bank rules.

2. DETAILS OF RESERVATION

Cadre/Scale	No. of Posts	SC	ST	OBC	GEN	PC		
						OC	HI	VI
MMG Scale - II	68	07	05	17	39	01	01	-
JMG Scale - I	14	01	04	-	09			
TOTAL	82	08	09	17	48	01	01	-

The number of vacancies/reserved vacancies is provisional and may vary according to the actual requirement of the Bank. The reservation also includes the backlog of reserved vacancies. Please note that the reservation in respect of different posts in each scale will be as decided by the bank.

Abbreviations used : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, GEN-General Category, OC: Orthopedically Challenged, HI - Hearing Impaired, VI – Visually Impaired. (PWD includes OC, HI and VI.)

NOTE:

(A) For all posts, candidates willing to serve anywhere in India need to apply.

(B) Regarding Persons With Disabilities (PWD):-

- As the reservation for PWD is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GENERAL) to which they belong.
- It is clarified that it may not be possible to employ PWD candidates in all offices/ branches of the Bank and in case of their selection they will have to work in the post identified as suitable for them by the Bank.
- The selected candidates are liable to be posted at any of the Bank's Branches/ Offices, anywhere in India, as per requirement, at the sole discretion of the Bank.

(C) APPLICATIONS FROM SERVING EMPLOYEES:

- Subject to fulfilling the other eligibility criteria, existing employees of Punjab National Bank may also apply through proper channel.
- Such candidates if selected should resign from the existing post and join the new post as a fresh candidate like any other candidate selected from outside.

3. ELIGIBILITY CRITERIA :-

3.1) NATIONALITY / CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January, 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 Government of India. A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination/interview conducted by the Bank but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by the Government of India is submitted to the bank.

3.2) AGE, EDUCATIONAL QUALIFICATIONS AND POST QUALIFICATION WORK EXPERIENCE REQUIRED

Post Code	Post	Age as on 01.01.2014	Educational Qualifications As on opening date of Online Registration (28.1.2014)	Post Qualification Work Experience & Other stipulations As on opening date of On-line Registration (28.1.2014)
01	Manager (Security)	Max – 32 years	Graduate from the University recognized by Govt. of India.	An Officer with 5 years Commissioned Service in Indian Army / Navy / Air Force OR 5 years of service as a Police Officer not below the rank of Asstt. Supdt. of Police / Dy. Supdt. of Police OR Officers of identical work in para-military forces with 5 years experience.
02	Manager (Civil Engineer)	Min – 21 years Max – 35 years	B.E./ B.Tech. Degree in Civil Engineering from a University recognized by Govt. of India/Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate.	Minimum of 4 years in Construction/ Maintenance of multistoried commercial/ Residential buildings with Government departments/ Institutions/ Semi-Government departments/ Public Sector Undertakings/ Listed & reputed corporates.
03	Manager (Mechanical Engineer)	Min – 21 years Max – 35 years	B.E./ B.Tech. Degree in Mechanical Engineering from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate.	Minimum 4 years in installation, handling and maintenance of LIFTS, Air-conditioning system including cabling and water pumps etc. with Government departments/ Institutions/Semi Government departments/ Public Sector Undertakings/ Listed & reputed corporates.

04	Manager (Architect)	Min – 21 years Max – 35 years	B.Arch./ Degree in Architecture from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate and should have valid membership of council of Architecture. AND Should be conversant with code of practice & local bye-laws and also have knowledge of Auto CAD 3D Max. and Revit etc.	Minimum 4 years in designing of Construction of multistoried commercial/Residential buildings and their Interiors with Government departments /Institutions/ Semi Government departments/ Public Sector Undertakings/ Listed & reputed corporates.
05	Manager (Financial Analyst)	Min – 21 years Max – 35 years	Bachelor degree from any University recognized by Govt. of India ; AND Following from NIBM Pune: Post Graduate Programme in Banking & Finance OR Post Graduate Diploma in Management (Banking & Financial Services)	-----
06	Manager (Industry)-Civil	Min – 21 years Max – 35 years	B.E./ B.Tech. Degree in Civil Engineering from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate& consistent 60% or above marks from Sr. Secondary onwards.	Minimum 2 years in the field of Civil Engineering. with Government departments/ Institutions/ Semi-Government departments/ Public Sector Undertakings.
07	Manager (Industry)- Chemical	Min – 21 years Max – 35 years	B.E./ B.Tech Degree in Chemical Engineering from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate& consistent 60% or above marks from Sr. Secondary onwards.	Minimum 2 years in the field of Chemical Engineering. with Government departments/ Institutions/ Semi-Government departments/ Public Sector Undertakings.
08	Manager (Industry)- Electrical	Min – 21 years Max – 35 years	B.E./ B.Tech Degree in Electrical Engineering from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate& consistent 60% or above marks from Sr. Secondary onwards	Minimum 2 years in the field of Electrical Engineering. with Government departments/ Institutions/ Semi-Government departments/ Public Sector Undertakings.

09	Manager (Industry)- Mechanical	Min – 21 years Max – 35 years	B.E./ B.Tech. Degree in Mechanical Engineering from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate & consistent 60% or above marks from Sr. Secondary onwards.	Minimum 2 years in the field of Mechanical Engineering. with Government departments/ Institutions/ Semi-Government departments/ Public Sector Undertakings.
10	Manager (Industry)- Textile	Min – 21 years Max – 35 years	B.E./ B.Tech. Degree in Textile Engineering from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate & consistent 60% or above marks from Sr. Secondary onwards	Minimum 2 years in the field of Textile Engineering with Government departments/ Institutions/ Semi-Government departments/ Public Sector Undertakings.
11	Manager (Industry)- Electronics & Telecommuni cation	Min – 21 years Max – 35 years	B.E./ B.Tech. Degree in Electronics & Communication Engineering from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate & consistent 60% or above marks from Sr. Secondary onwards	Minimum 2 years in the field of Electronics & Communication Engineering. with Government departments/ Institutions/ Semi-Government departments/ Public Sector Undertakings.
12	Manager (Industry)- Computer Science / IT	Min – 21 years Max – 35 years	B.E./ B.Tech. Degree in Computer Science/ Information Technology from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate & consistent 60% or above marks from Sr. Secondary onwards.	Minimum 2 years in the field of Computer Science/ Information Technology with Government departments/ Institutions/ Semi-Government departments/ Public Sector Undertakings.
13	Officer (Civil Engineer)	Min – 21 years Max–30 years	B.E./ B.Tech. Degree in Civil Engineering from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate.	Work experience of minimum 01 year (in the relevant field of engineering) with Government departments/ Institutions /Semi Government departments / Public Sector Undertakings/ Listed & reputed corporate.
14	Officer (Electrical Engineer)	Min – 21 years Max–30 years	B.E./ B.Tech. Degree in Electrical Engineering from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate.	Work experience of minimum 01 year (in the respective field of engineering) with Government departments/ Institutions /Semi Government departments / Public Sector Undertakings/ Listed & reputed corporate.

15	Officer (Mechanical Engineer)	Min – 21 years Max – 30 years	B.E./B.Tech.Degree in Mechanical Engineering from a University recognized by Govt. of India / Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate.	Minimum of 1 year work experience in the field of Air- conditioning and Lift Work with Government departments/ Institutions /Semi Government departments / Public Sector Undertakings/ Listed & reputed corporates
16	Officer (Printing Technologist)	Min – 21 years Max – 30 years	Bachelors degree from the University recognized by Govt. of India ; AND Diploma(03 years)/ Degree in Printing Technology from a University recognized by Govt. of India/ Govt. Regulatory bodies	-----

Candidates can apply for only one post. Application for Multiple posts will be rejected.

NOTE:

- (A) Experience wherever required is post qualification, full time and in the relevant field. (Experience below 06 months in any organization will not be considered). The experience as a permanent employee will only be considered.
- (B) The level of educational qualifications prescribed for the posts is minimum. Candidates must possess above qualifications/ work experience **as on opening date of registration i.e. 28.1.2014** and must produce Marks Sheet & Provisional Certificate/ Degree Certificate issued from the University if called for **interview**. The result of the qualification prescribed must have been declared on or before 28.1.2014 The exact date of declaration of result should be explicitly mentioned in the Degree certificate or any other certificate issued by the university. Other-wise, the date appearing on the marksheets/ Provisional Certificate/ Degree Certificate shall be reckoned for deciding eligibility. No correspondence shall be entertained in this matter.
- (C) Candidates must specifically indicate the class/ division and percentage of marks obtained (calculated to the **nearest two decimals**) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same should be converted into percentage in terms of conversion norms of university in this regard, besides indicating the CGPA/OGPA in the application. Candidates will have to produce the certificate/ document issued by university evidencing conversion formula of university, when called for interview.
- (D) Calculation of Percentage: The percentage marks shall be arrived at by dividing the 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. This will be applicable for those Universities also where Class / Grade is decided on 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%.

3.3 RELAXATION IN UPPER AGE LIMIT

(i)	Scheduled Caste/ Scheduled Tribe	5 Years
(ii)	Other Backward Classes	3 Years
(iii)	Physically Challenged	10 Years
(iv)	All persons who are ordinarily been domiciled in the State of Jammu & Kashmir during 01.01.80 to 31.12.89	5 Years
(v)	Ex-Servicemen	<p><u>For selection through written test & interview</u> Ex-service Commissioned Officers, including ECOs/ SSCOs, who have rendered at least 05 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment - 5 years</p> <p><u>For selection through interview</u> 3 years plus period of service in armed forces.</p> <p>For Manager (Security), the age including all relaxations of age, must not exceed 40 years.</p>
(vi)	Children/ Family members of those who died in the 1984 riots	3 Years

NOTE:

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. 3.3 (iii) to 3.3 (vi). Candidates availing relaxations/ other benefits available to Ex-Servicemen category will have to produce the discharge certificate/ certificate issued by the competent authority (in the format prescribed) that they are due for discharge on or before 10.02.2015, at the time of interview, failing which they will not be allowed to appear in the interview/ their candidature is liable to be rejected.

3.4 DEFINITIONS :

(A) Ex-Serviceman (EXSM):

- (i) Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel & Administrative Reforms Notification No.36034/5/85/Estt.(SCT) dated 27.10.1986 as amended from time to time.
- (ii) An Ex-Serviceman who has once joined in a Govt. Job on the civil side after availing the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of re-employment ceases.

(B) Persons With Disabilities (PWD)

Categories of Disabilities:

- (i) An Orthopedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central/ State Govt.) would be eligible for reservation in services/ posts.

Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

- (ii) Deaf & Hearing Impaired (HI): the deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all, even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (iii) Visually Impaired (VI): The visually impaired persons are those suffering from blindness or low vision.
Blindness – refers to a condition where a person suffers from any of the following conditions:
 - a) Total absence of sight (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses (c) Limitation of the field of vision subtending an angle of 20 degree or worse.Person with low vision – means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- (iv) **Degree of Disability:** Degree of disability will be as per Govt. of India guidelines.

4. **SELECTION PROCEDURE**

- Selection will be through **written test (on-line) and/or interview**. Merely satisfying the eligibility norms do not entitles a candidate to be called for Test or Interview. The written test shall comprise of the following tests :

Sr. No.	Name of the Tests	No. of Questions	Maximum Marks	Total Time
1	Reasoning	50	50	120 Minutes
2	English Language	50	25	
3	Quantitative Aptitude	50	50	
4	Professional Knowledge	50	75	
	Total	200	200	

The above tests except the Test of English Language will be available bilingually, i.e. in English and Hindi.

Other detailed information regarding the written examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the IBPS/ Bank's website.

4.1 **Penalty for wrong answers**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

4.2 **Use Of Scribe by PWD candidates:**

Guidelines for Persons With Disabilities using a Scribe:-

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe during the written examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the examination under this recruitment process. If violation of the above is detected at any stage of the process, candidature for this recruitment process of both the candidate and the scribe will be cancelled.
- The scribe should be from an academic stream different from that 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. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.

Those candidates who use a scribe shall be eligible for additional/ compensatory time of 20 minutes for every hour of the examination.

Guidelines for candidates:-

(i) With locomotor disability and cerebral palsy

An additional/ compensatory time of 20 minutes per hour 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), although no scribe shall be permitted to such candidates.

(ii) Visually Impaired candidates

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination. Additional/ compensatory time will not be available to Visually impaired candidates using magnified font.

Guidelines with regard to PWD candidates/ use of scribe are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

The on-line Written Test is proposed to be held on 23.3.2014 (Sunday) at Ahmedabad, Bengaluru, Bhubaneshwar, Bhopal, Chennai, Chandigarh, Delhi, Guwahati, Hyderabad, Jammu, Jaipur, Kolkata, Lucknow, Mumbai & Patna centers. The allocated Centre/ Venue for the Examination will be intimated through Call Letter.

- Bank reserves the right to cancel any of the above mentioned centers and/ or add some other centers, depending upon the response of the candidates, administrative feasibility, etc.
- The Candidates will have to appear for the written examination at the allotted Centre at their own expenses and risks and the Bank will not be responsible for any injury or losses etc. of any nature.
- The date of the test is tentative. The exact date/ centre /venue of examination will be communicated to the candidates through the call letters for the examination. The Bank reserves the right to cancel or make any change in the date of the test/ vary the selection procedure, if necessary.

5. Application Fee / Intimation/ Postal Charges (Non-refundable):

APPLICATION FEE	
SC/ST/PWD category candidates	Rs 50/- per candidate (only intimation charges)
General/OBC/EXSM category candidates	Rs 400/- per candidate

6. GENERAL INSTRUCTIONS

- 6.1 Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.

- 6.2 Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/intimation charges once paid, shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.
- 6.3 A recent, recognizable colour passport size photograph, which should be the same as the one uploaded in the on-line application form, should be firmly pasted on the call letter for written examination/interview and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the written test/ interview may lead to disqualification. 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 correspondences with the Bank in future should be identical and there should be no variation of any kind.
- 6.4 No candidate is permitted to use Calculators, Mobile Phones, Pagers or any other instruments in the Examination Hall.
- 6.5 The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.
- 6.6 Candidates will have to produce original Caste/ Disability/ relevant certificates at the time of interview, failing which his/her candidature will be cancelled. OBC candidates availing reservation will have to produce OBC certificate with Non-creamy layer clause at the time of interview & an undertaking in the prescribed format regarding non creamy layer status as on closing date of registration. The competent authority for issue of Caste/Disability certificate has been defined at point No. 8 below. The certificate issued by only those competent authority authorized to issue Caste/Disability certificate will be acceptable.
- 6.7 Candidates serving in Govt./ quasi-Govt./ Public Sector Undertakings (including nationalized banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered
- 6.8 All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their educational/experience certificates as well as caste certificate, certificate of disability in the proforma prescribed by Govt. Of India or any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.

- 6.9 No Travelling Allowance is payable to candidates who are called for the written test. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual to and fro 2nd Class Rail/ Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/ Ticket(s) for attending the interview.
- 6.10 The Bank takes no responsibility for any delay in /non-receipt or loss of any communication
- 6.11 Any resulting dispute arising out of and/ or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at NCT of Delhi.
- 6.12 Canvassing in any form will be a disqualification. The Bank will be comparing the responses of a candidate with those of other candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/her candidature without any intimation.
- 6.13 Request for change of address/ email ID/ written examination centre/ interview centre will not be entertained.
- 6.14 In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- 6.15 Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.
- 6.16 Candidates are advised to note that if selected, they will be required to execute an Indemnity Bond with surety for serving the Bank for a specified period, as below. In case he/she resigns from or leaves/abandons the service and /or neglects in performance of the duty assigned to him/ her leading to termination of his/her service as per rules/ regulations by the Bank before the specified period, he/she will indemnify the bank upto the extent of bond amount, for all losses, costs, charges and expenses. Selected officers shall execute the indemnity bond before joining the Bank.

Post - Scale	Amount of Bond	Bond Period
MMG Scale-II	Rs 2.00 lacs	03 Years
JMG Scale-I	Rs 1.00 lac	03 Years

7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

7.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

7.2 At the time of written examination/ interview/ Group Discussion (wherever applicable), if a candidate is/has been found guilty of:

- using unfair means during the examination or

- impersonating or procuring impersonation by any person or
- misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose
- resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) to be **disqualified** from the examination for which he/she is a candidate
 - (b) to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by the Bank
 - (c) for **termination** of service, if he/she has already joined the Bank.

8. THE COMPETENT AUTHORITY FOR ISSUING THE CERTIFICATE TO SC/ST/OBC/PC IS AS UNDER:

8.1 For SC/ST/OBC: District Magistrate/ Additional Dist. Magistrate/ Collector/ Deputy Commissioner/ Additional Dy. Commissioner/ Dy. Collector/ First Class Stipendiary Magistrate/ Sub-Division Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

8.2 For Persons With Disabilities : Authorized Certifying Authority will be a Medical Board duly constituted by the Central/ State Govt. having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon/ Ophthalmology Surgeon/ ENT Surgeon as the case may be.

9. HOW TO APPLY:-

9.1 Candidates can apply online only and no other mode of application will be accepted.

Candidates have the option of making the payment of requisite fees/ intimation charges either through the ONLINE mode or the OFFLINE mode:

Application Fees/ Intimation Charges [Payable from 28.1.2014 to 11.2.2014 (Online payment) and 30.01.2014 to 13.02.2014 (Offline payment) both dates inclusive]

- Rs. 50/- for SC/ST/PWD candidates.
- Rs. 400 /- for General/ OBC/EXSM candidates

Before applying online, candidates should—

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in this Advertisement.

- (ii) If desiring to make Online Payment of the requisite application fee/intimation charges keep the necessary details/documents ready (In case of Offline Payment i.e. CBS candidates have to apply online, obtain a fee payment challan and then remit the necessary application fees/intimation charges).
- (iii) Have a valid personal email ID, which should be kept active for this round of recruitment. Bank may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. 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 on-line and must maintain that email account.

Procedure for applying online

- (i) Candidates are first required to go to the Bank's website www.pnbindia.in-Link-recruitment- and open the On-Line Application Form.
- (ii) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully including upload the photograph and signature and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. Any change/alteration found may disqualify the candidature.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data. No change/edit will be allowed after submission.

9.2 Mode of Payment

Payment of fees/ intimation charges via the ONLINE MODE

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (iii) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference. If the online transaction has not been successfully

completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.

- (iv) On successful completion of the transaction, an e-receipt will be generated. Candidates are required to take a printout of the e-receipt.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

Payment of fees/ intimation charges via OFFLINE MODE (at counters of PNB branches):

- Payment of fee/ intimation charges through the offline mode can be made through the CBS branches of Punjab National Bank-
- After filling in and pressing the "SUBMIT" button in the online application form, a Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- Candidates should take a printout of the system generated fee payment challan immediately
- The registration at this stage is provisional.

Fee Payment: Fee payment will be accepted at the CBS branches of PNB from 2nd working day after registration and can be made within three working days. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on 01.02.2014 then he/she will be able to deposit the fee from 04.02.2014 to 06.02.2014 considering 02.02.2014 is a non-working day). Once fee has been paid, the registration process is completed.

Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees/ intimation charges. Please ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.

Note: There is also a provision to reprint the submitted application containing fee details, three days after fee payment.

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form three days after fee payment, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

9.3 GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying on-line, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below;.

(i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above

- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your On-line Application will not be registered unless you upload your photo and signature as specified.

NOTE :

- a. In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
- b. Candidates are advised to take a printout of their system generated on-line application form after registering.
- c. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

10. CALL LETTERS FOR THE ON-LINE TEST

The date of the On-line Test is TENTATIVELY FIXED as 23.3.2014. However, it will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Written Examination.

10.1 PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING WRITTEN TEST:

All eligible candidates will be required to download their call letter for on-line examination and the Information Handout from the **Bank's website www.pnbindia.in- Link (Recruitment)** tentatively on or after **10.3.2014** Date of commencement of downloading interview call letters for all the posts will be intimated by way of separate notice on the Recruitment Section of Bank's website pnbindia.in >link Recruitment. Hence, candidates are advised to visit the bank's website frequently for the date of commencement of downloading of written examination / interview call letters. Candidates should note that the call letters will not be sent through any other mode.

10.2 In case of any difficulty in downloading the call letter, the candidate should contact the Help Desk as mentioned in FAQs with regard to downloading the call letter.

Candidates are advised to regularly visit the Bank's website>Recruitment Section for updates/ notices/ instructions.

Last Date for Registration of On-line Applications : 11.2.2014

The above advertisement can also be viewed at the Bank's Website - **www.pnbindia.in**.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates

**ASSTT. GENERAL MANAGER (HRD)
PUNJAB NATIONAL BANK**