



Punjab National Bank
HRD Division, Head office,
7, Bhikhaji Cama Place,
New Delhi – 110066.

PUNJAB NATIONAL BANK INVITES APPLICATIONS FOR APPOINTMENT OF 02 SMG SCALE – IV OFFICERS IN SPECIALIST CADRE AS PER THE FOLLOWING ELIGIBILITY CRITERIA :-

No. of Vacancies : 02 (Out of this 01 is reserved for ST)

Educational Qualification The candidates should possess qualifications like CA/ICWA/CFA/MBA/MA(Economics)/MA or M.Sc (Statistics) and must have 4 years experience in middle Management out of which at least 2 years experience in implementation of risk Management system in any Bank/ financial institutions of repute.

Maximum Age Limit 45 years as on 01.07.2004

Scale of Pay Rs. 13,900 – 16,140

The selected Officers shall be responsible for planning and implementation Risk Management Systems. He should have the knowledge and expertise of International best practices as enumerated to Basel II and vision to implement them.

1. Relaxation in upper Age Limit:-

- i) **Scheduled Caste/ Scheduled Tribe Candidates** by 5 years.
- ii) **In the case of Ex-service Commissioned Officers, including ECOs/SSCOs who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) 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** by 5 Years
- iii) **Other Backward Classes candidates** by 3 years
- iv) **All persons who are ordinarily been domiciled in Kashmir Division of J & K State during 01.01.80 to 31.12.89** by 5 years.
- v) **Officers serving in RRBs and who have put in minimum of 5 years of service** by 5 years
- vi) **Physically Handicapped Category Candidates** by 10 years.

contd...2/-

NOTE:-

- a. An Ex-serviceman who has once joined a Govt. job on the civil side after availing of the benefits given to him as an Ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in government will cease.
- b. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- c. All persons eligible for age relaxation under 2 (iv) above must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January, 1980 to the 31st day of December, 1989.

The above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the community Certificate.

3. 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 may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

4. Selection Procedure

- (a) All eligible candidates should apply in the prescribed Application format given below alongwith certified Photostat copies of required Certificates to reach on or before the last date for receipt of applications. Applications received after the last date will not be considered.
- (b) For Scale – IV Officers:- Selection will be done through Written Test/ Screening Test and Interview. Written Test will be held at Delhi only. The date for the Written Test will be communicated in the Call letter.

5. Application Fee and Postage Charges (Non-refundable) :

The Application fee of Rs. 250/- for General/ OBC/Minority Community/ Ex-servicemen Category and Rs. 50/- for SC/ST/PH Category should be remitted through Demand Draft/Banker's Cheque favouring "PNB Recruitment Account" payable at Delhi only alongwith application Form.

6. General Instructions

- a) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication on or before the stipulated date.
- b) Properly completed applications should be sent strictly in accordance with the prescribed format given below alongwith self attested photostat copies of all certificates.
- c) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. 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.
- d) Candidates should note that if selected, they are required to execute a "Bond" with Surety for serving the Bank at least for a period of 05 years and in the event of his/her resignation from the post before this period, the specialist officer will be required to Indemnify and refund to the Bank the cost incurred on training amounting to Rs. 1.00 lac (Rupees One lakh only). The Bond will be obtained from the selected Specialist officers before his/her joining the Bank
- e) Reserved Category Candidates are required to submit a self attested photostat copy of their Caste Certificate in support of his/her claim belonging to the Caste Category. Similarly, Physically Handicapped Category candidates are also required to submit a certificate from the authorised certifying authority i.e. Medical Board at the District level.
- f) An application not accompanied by full Application Fee, relevant certificates in respect of their Educational Qualification, Experience and Caste Category (if applicable) etc. or not in the prescribed format or not signed by the candidate or incomplete in any respect will be rejected.

g) Applications once made will not be allowed to be withdrawn.

contd...4/-

- h) A Recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate.
- i) Candidates who are in employment should send their applications through proper channel and produce a “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature may not be considered.
- j) Only candidates willing to serve anywhere in India should apply.
- k) Decision of the 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 conduct of interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
- l) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at NCT of Delhi.
- m) Existing staff members are also eligible to apply subject to fulfilling the eligibility criteria strictly.

9. HOW TO APPLY:-

APPLICATIONS COMPLETE IN ALL RESPECTS SHOULD BE SENT TO THE ASSTT. GENERAL MANAGER, PUNJAB NATIONAL BANK, HRD DIVISION, HEAD OFFICE, 7 BHIKHAIJI CAMA PLACE, NEW DELHI – 110066 AND MARKED “APPLICATION FOR THE POST OF CHIEF” THROUGH ORDINARY POST ONLY.

10. LAST DATE FOR RECEIPT OF APPLICATIONS

THE APPLICATIONS SHOULD REACH THE ASSTT. GENERAL MANAGER, HRD DIVISION, PUNJAB NATIONAL BANK, HEAD OFFICE, 7 BHIKHAIJI CAMA PLACE, NEW DELHI – 110066 ON OR BEFORE 22.01.2005 . For the candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshdweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J & K State, Lahaul and Spiti district and Pangi Sub Division of Chamba District of Himachal Pradesh, the last date for receipt of application will be 05.02.2005.

ASSTT. GENERAL MANAGER

11. Sex : Male Female

12. Father's Name : _____

13. Age relaxation claimed, if any: _____ Yes No
(Specify basis and enclose relevant certificate) Please mark tick

14. (a) Are you an Ex-serviceman ? Yes No

(b) Are you an Employee of Regional Rural Bank ? Yes No

(c) Are you a candidate who had ordinarily been domiciled in Kashmir Division of the State of J & K during the period of 01.01.80 to 31.12.89 Yes No

15. Educational Qualification: (As on the date of application, Matriculation/SSC onwards).

Examination passed	Name of the Institution/University	Subjects studied in detail	Date, Month & Year of Passing	Percentage of Marks/Class obtained

16. Particulars of Post qualification Experience, including the Present Occupation/job (as on the date of application).

Name of the employer(s) etc. and the nature and details of activities carried out by the employers	Designation	Period of Service		Length of Service Years/ Month	Nature of duties performed in detail	Remarks (Reasons for leaving service)
		From	To			
1	2	3	4	5	6	7

17. Any other information _____

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve any where in India. I agree that Bank has the right to transfer me to any part of the country at its discretion.

I hereby agree that any legal proceedings in respect of any matter(s) or claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only in NCT of Delhi and Courts/Tribunal/Forums at NCT of Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute. I undertake to abide by all the terms & conditions mentioned in the advertisement given by the Bank.

PLACE:

Date:-

SIGNATURE OF CANDIDATE