

Human Resource Department, Circle Office Kolkata West  
United Tower 3rd Floor, 11, Hemant Basu Sarani, Kolkata – 700001  
E-mail- cokolwesthrd@pnb.co.in

CO:KOL-WEST:HRD:TS:120

Date: 08.03.2022

# ADVERTISEMENT FOR RECRUITMENT OF PEONS IN SUB-ORDINATE CADRE (KOLKATA WEST CIRCLE)

Punjab National Bank Kolkata West circle invites applications from eligible candidates for recruitment of Peons in subordinate cadre for its Branches/Offices as per the following details:-

**Educational qualifications:** Minimum and Maximum pass in XIIth standard or its equivalent with basic reading/writing knowledge of English

**Age criteria:** Minimum 18 years, Maximum 24 years as on date **01.01.2022** with applicable relaxations

**Relaxation of upper age limit:** SC/ST candidates by 05 years, SC/ST Physically/Orthopedically Handicap candidates by 15 years, OBC candidates by 03years, OBC Physically/Orthopedically handicap candidates by 13 years, Physically/Orthopedically handicap candidates by 10 years, Ex-servicemen candidates by 03 years in addition to the length of military service and for children/family members of those who died in the 1984 riots by 03 years. The maximum age limit of all relaxations combined not to exceed 45 years unless it is so provided in Govt. Directives.

Emoluments: Basic Pay:- Rs.14500/- to Rs.28145/- + other allowances

**The eligible candidates should be domicile of Kolkata and Howrah District only**

**Details of vacancies:**

SL No.	Circle Office	Quota allotted for Direct Recruitment	Category					Out of Which					
			SC	ST	OBC	UR	EWS	HI	OC	VI	ID	EXS	DISXS/DXS
1	Howrah	08	02	1	01	03	01	1	-	-	-	02	01
2	Kolkata	08	02	00	02	03	01	00				01	00

**Documents to be enclosed: Self attested photo copy of following documents must be enclosed with the application form:**

1. Passport size Photo to be affixed in the application form as per the space provided
2. Complete Mark Sheet along with pass certificate of educational Qualifications
3. School/College leaving certificate form the institution last attended
4. Copy of Address proof ( Voter ID, Aadhaar Card, etc.)and ID proof ( Voter ID, Aadhaar Card, PAN card etc.)
5. Domicile certificate of Kolkata and Howrah district issued by the competent authority (Collector etc) or registration with District Employment Exchange as a proof of domicile.
6. Copy of caste certificate issued by Tahsildar, except general category. In case of OBC candidates, latest caste certificate (not more than one year old) mentioning non-creamy layer clause to be submitted.
7. Copy of discharge book (all pages), PPO, ID card and LPC in case of Ex-servicemen and priority certificate in case of Dependent of Ex-servicemen issued by Zilla Sainik Welfare Board.
8. Employment Exchange Registration Card, if registered.
9. The candidates who are physically challenged, besides producing a general medical fitness certificate, will also furnish a medical certificate by the authorized Govt. hospital clearly indicating the nature and extent of disability.
10. Copy of other certificates, if any like Transfer Certificate of last class studied etc
11. Copy of Income and Asset certificate if applying under EWS (Economically Weaker Section) issued by one of the following Authorities : District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Add.Deputy Commissioner/ 1<sup>st</sup> class stipendiary Magistrate/ Sub Divisional Magistrate/ Taluk Magistrate/ Presidency Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Magistrate/ Revenue Officer not below the rank of Tahsildar/ S.D.O. of the area where the candidate and his/her family normally resides.
12. Registration with District Employment Exchange / Zilla Sainik Welfare Board (if any)

**Selection procedure:** The selection of Peons will be made on the basis of percentage of marks obtained by the candidates in 10<sup>th</sup> standard and 12<sup>th</sup> standard. Any qualification other/ higher than the above two will not be taken into account (Graduate Candidates are not eligible). No communication will be sent to those candidates whose selection are not being considered. Bank reserves the right to reject any application at any stage of the process and even after selection, cancel the candidature of the candidate in case it is detected at any stage that the candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect / false information/certificate /documents or has suppressed any material facts. The decision of the Bank as regards selection shall be final. Bank reserves the right to cancel recruitment process anytime without citing any cause and for any amendments to such vacancies without assigning reasons whatsoever.

Other important Information:

- **No application will be accepted by hand. Last date of submission of duly completed application is 23.03.2022.** Applications received after 23.03.2022/incomplete/without required documents such as copy of educational qualifications (i.e 10<sup>th</sup> & 12<sup>th</sup> marksheet/pass certificate) etc. shall not be considered.
- Application with supporting documents (self-attested photo copies), passport size photograph (1 copy) and one self-addressed envelope duly stamped be sent by Speed Post/Registered Post only to the following address superscribing "RECRUITMENT OF PEON IN SUB-ORDINATE CADRE" along with caste category on the envelope to: The Chief Manager, HRD department, Punjab National Bank, **Human Resource Department, Circle Office Kolkata West United Tower 3rd Floor, 11, Hemant Basu Sarani, Kolkata – 700001.**

Place: Kolkata

Sd/-  
Circle Head

**RECRUITMENT OF PEONS IN SUB-ORDINATE CADRE (KOLKATA WEST CIRCLE)**  
**FORMAT FOR THE POST OF PEON – 2021-22**

1. Name: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_ (DD/MM/YYYY)
3. Fathers name: \_\_\_\_\_
4. Religion: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Gender: ☐ Male ☐ Female
7. Candidates category: ☐ General ☐ OBC ☐ SC ☐ ST ☐ EWS
8. Disability (if any) : Type of disability \_\_\_\_\_, % of disability \_\_\_\_\_
9. Whether convicted by any Court: ☐ Yes ☐ No
10. Ex-Servicemen: ☐ Yes ☐ No (If yes, ☐ Navy ☐ Army ☐ Air force)
11. Educational Qualification:

Please Paste recent coloured passport size photograph with signature across it

Highest Qualification: X Standard ☐ Marks % \_\_\_\_\_ Date of Passing \_\_\_\_\_ (DD/MM/YYYY)  
XII Standard ☐ Marks % \_\_\_\_\_ Date of Passing \_\_\_\_\_ (DD/MM/YYYY)

12. Whether Currently Pursuing Education: ☐ Yes ☐ No

If yes, Course Name: \_\_\_\_\_ From Institute \_\_\_\_\_

13. PAN No: \_\_\_\_\_ ADHAAR No. \_\_\_\_\_

14. Name of Employment Exchange and number, if registered: \_\_\_\_\_

15. Languages Known:	<u>Reading</u>	<u>Writing</u>	<u>Speaking</u>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bengali	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Complete Domicile Address: \_\_\_\_\_

PIN Code: \_\_\_\_\_ District: \_\_\_\_\_

17. Correspondence address : \_\_\_\_\_

PIN Code: \_\_\_\_\_ District: \_\_\_\_\_

18. Contact No.: \_\_\_\_\_ Email Id: \_\_\_\_\_

19. Previous work experience, if any: \_\_\_\_\_

**I hereby declare that the above furnished information is true to the best of my knowledge and belief and also confirm that I do not have any higher educational qualification other than that specified for the post. If any of the above information is found to be false/incorrect at a later stage, my candidature shall be cancelled without any notice.**

PLACE : \_\_\_\_\_  
DATE : \_\_\_\_\_

FULL SIGNATURE OF CANDIDATE