

HUMAN RESOURCES MANAGEMENT DIVISION
CORPORATE OFFICE, SECTOR 10, DWARKA, NEW DELHI -110075

NOTICE

EMPANELMENT OF RETIRED / RETIRING OFFICERS OF INDIAN ARMY, INDIAN AIR FORCE AND INDIAN NAVY FOR THE POST OF CHIEF DEFENCE BANKING ADVISOR, SENIOR DEFENCE BANKING ADVISOR AND DEFENCE BANKING ADVISOR

**LAST DATE FOR RECEIPT OF APPLICATION BY REGISTERED/SPEED POST:
30.03.2021**

Punjab National Bank invites applications from Retired / Retiring Officers of Indian Army, Indian Air Force and Indian Navy, who fulfill the eligibility criteria as mentioned hereunder and have recently retired / **are going to retire within three months** from the date of advertisement with satisfactory service record, for empanelment as Chief Defence Banking Advisor, Senior Defence Banking Advisor and Defence Banking Advisor.

1. However, empanelled retiring officers shall get their assignment only after their retirement. The Bio-data should be submitted **on the attached format** to the General Manager, Punjab National Bank, Head Office, Human Resource Management Division, First Floor, Plot No. 4, Sector 10, Dwarka, New Delhi – 110075, only by **REGISTERED/SPEED POST**.
2. Application for “**Empanelment of Chief Defence Banking Advisor, Senior Defence Banking Advisor and Defence Banking Advisor**” should be mentioned on the envelope, carrying Bio-data.
3. Mere submission of application for empanelment or approval of the name for empanelment does not, in any way, constitute guarantee for allotment of the advisor job of any nature from the Bank. The allocation of posting at PNB Head Office / Zonal Offices / Circle Offices / Government Business Verticals to all the Advisors is the prerogative of the Bank.
4. It is only a contractual work for a specific period and the Retired Officer/s so assigned the work would not be entitled to claim any regular employment or any other benefit from the bank in future.
5. Any officer who is under investigation or has been imposed major penalty / proved guilty in any departmental or judicial enquiry in his/her entire service career is not eligible for consideration.

6. Vacancies:

Following ex-servicemen/**officers going to retire within three months** from the date of advertisement are to be selected for posting at Head Office at New Delhi / Zonal Offices/ Circle Offices /Government Business Verticals:

S.N	Name of the Post	Post code	Rank In Indian Army or equivalent Rank in Indian Air Force /Indian Navy	Number of Vacancies	Maximum Age
1	Chief Defence Banking Advisor for posting at Head Office New Delhi	CDBA	Major General or equivalent in Airforce or Navy	One	62
2	Senior Defence Banking Advisors for posting at Head Office New Delhi	SDBA	Colonel or equivalent in Airforce or Navy	Two	62
3.	Defence Banking Advisors for posting at various Zonal offices/circle offices/Government business verticals	DBA	Lt Colonel or equivalent in Airforce or Navy	Nine(Five from Army, Three from Airforce, One from Navy)	62

- Numbers of vacancies mentioned above are provisional and may vary as per the actual requirement of the Bank.
- Candidates are advised to check the Bank's website www.pnbindia.in for details and updates (including list of shortlisted/qualified candidates). Call letter/advice, where required, will be sent by email only(No hard copy will be sent).
- Names of the short listed candidates shall be placed on the bank's website on www.pnbindia.in.

Eligibility Criteria/Role Expectations and Job Profile

The eligibility criteria of the officers for filling up the post of Chief Defence Banking Advisor is superannuation with the rank of Major General in Indian Army or equivalent Rank in Indian Air Force/ Indian Navy.

The eligibility criteria of the officers for filling up the post of Senior Defence Banking Advisor is superannuation with the rank of Colonel in Indian Army or equivalent Rank in Indian Air Force/ Indian Navy.

The eligibility criteria of the officers for filling up the post of Defence Banking Advisor is superannuation with the rank of Lieutenant Colonel in Indian Army or equivalent Rank in Indian Air Force/ Indian Navy.

Senior Defence Banking Advisor and Defence Banking Advisor would be supporting officer to Chief Defence Banking Advisor. All these Advisors shall be reporting to the Chief General Manager, PNB, HO: Customer Acquisition Division.

Role , Expectations and Job Profile

1. CDBA (Major General or equivalent)

- To liaise with Army Headquarters/other defence forces' HQ/paramilitary forces for expanding the relationship between Army/other forces and PNB at the institutional level and also increasing the spread of Bank's Defence business with their personnel including officers.
- Arranging meeting with Army HQ/ Command HQ/other defence Forces' HQ etc, when senior functionaries of PNB want to call on them.
- Arranging presentations at Army HQ/Command HQ/Regimental centres/Naval HQ/Air HQ.
- Acting as One point contact for the Army HQ/Navy HQ/Airforce HQ/paramilitary forces
- Assisting PNB in identifying locations for branch expansion and also setting up of ATMs and e-lobby (Multi-functional Kiosks).
- The advisor shall not represent the bank directly in any negotiations nor exercise any administrative, financial or disciplinary powers.
- Coordinating with SDBAs, DBAs for marketing all defence schemes of the bank/other institutional business and handling complaints Pan India.

2. SDBA(Colonel or equivalent)

- To assist CDBA for expanding the relationship between armed forces and PNB at the institutional level and also increasing the spread of Bank's Defence business with their personnel including officers.
- The SDBAs would be the arms of CDBA and would help in setting up meetings with Army/Navy. Airforce/other forces Headquarters and Pan India
- Ensuring cohesiveness and fill in the gaps to increase business from the three forces of Army/Navy/Air force/paramilitary forces at the same time and not depending on any one particular force.
- Assisting CDBA and PNB in identifying locations for branch expansion and also setting up of ATMs and e-lobby (Multi-functional Kiosks).
- Coordinating with CDBA,DBAs for marketing all defence schemes of the bank /other institutional business and handling complaints

3. DBA (Lt Colonel or equivalent)

- Liaising with local Divisions/Regimental Centres /Regiments/Brigade Head quarters/Medical units etc as well as local units of other Defence forces/para military forces for expanding the relationship between Army/Navy/Airforce /Paramilitary forces and PNB at the institutional level and increasing the spread of our defence business
- Dealing with any localized issues of the periphery they cover.
- Conducting mass account opening/loan campaigns in large cantonments, participating in monthly darbars/sainik sammelansetc
- Ensuring that the accounts of all new PBOR (person below officer rank) recruits in regimental centres are tapped including pension accounts and terminal benefits of pensioners.
- Arranging of account opening for officer cadets at various academies, training institutions and other places where they report
- Coordinating with CDBA, SDBAs for marketing all defence schemes of the bank /other institutional business and handling complaints

Terms of Engagement

a)Period of Contract:

The term of office of the holder of any above post shall be for one year and to be further reviewed on yearly basis subject to the condition of good health and performance of DBC and continuous monitoring process be followed to gauge business generation for the bank. The stipulation of engagement will automatically expire permanently on attaining total 05 years of engagement or 65 years of age, whichever is earlier.

b)Compensation Package:

- **Chief Defence Banking Advisor:** The fixed compensation package per annum will be Rs.16.8 lacs. *Vehicle and driver facility will be provided to the Chief Defence Banking Advisor (Major General or equivalent).*
- **Senior Defence Banking Advisor:** The fixed compensation package per annum will be Rs.14.4lacs.
- **Defence Banking Advisor:** The fixed compensation package per annum will be Rs.13.2 lacs.

c)Terms & Conditions:

- I. The tenure of the advisor would be initially for one year and would be renewed on yearly basis subject to condition of good health and performance of advisors.
- II. Performance of the advisor will be subject to review on quarterly basis.
- III. The engaged executives who have been assigned the job of advisors will have to execute a non-disclosure/confidentiality agreement.
- IV. Empanelled executive will have to sign a legal undertaking stating that there will be no conflict of interest of any kind from their side with the bank.
- V. In case of in service executive, he/she will have to produce letter of No objection from his current organization at the time of interview and will have to resign/relieve from the services of current organization if he/she gets selected.
- VI. Engagement will be of full time nature i.e. once engaged the executive cannot involve in some other kind of employment by any other employer.
- VII. Executive once selected have to produce a report of medical fitness to the bank.
- VIII. This engagement will not be treated as re- employment as the engagement will be purely contractual and of temporary nature (non- official) with either party has right to terminate the contract with prior notice of 15 days.
- IX. In case of unsatisfactory performance, the assignment will be cancelled, even before completion of the period of assignment. Executive Director will be the competent authority for such cancellation.
- X. Leave for one day will be provided in every month for the engaged executive if his job profile requires him to visit office regularly , otherwise if executive is engaged on work from home/offsite basis there will be no leave of any kind provided to engaged executive.

d) Proposed Place of Posting

CDBA and SDBAs will be posted at Delhi but can be transferred anywhere in India as per bank's need. DBAs to be posted at various zonal/circle offices/Government Business Verticals as per the bank's need.

Selection Procedure:

Valid applications will be short listed by the Committee of Executives and the shortlisted candidates will be called for interview. Final selection will be on the basis of performance in the interview. The officers retiring shortly from defence services may also be shortlisted.

Short listing for interview will be strictly based on the profile giving due weightage to specialized qualification, experience in industry, awards and recognition during professional career.

General Instructions:-

1. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified date and that the particulars furnished by him/her are correct in all respects.
2. 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 incorrect/false information or has suppressed any material fact(s) his/her candidature will stand cancelled. If any of these shortcomings is detected even after appointment, his/her services are liable to be terminated.
3. Candidates should have a valid mail id which should be kept alive during the currency of this recruitment, to receive call letters and other communications, if any.
4. The bank takes no responsibility for any delay in receipt of any communication in postal transit.
5. The applicants should ensure that the application is strictly in accordance with the prescribed format and is properly filled.
6. Any legal proceedings in respect of any matter of claim or dispute arising out of the advertisement and/or an application in response thereto can be instituted only at Delhi and courts/tribunals/forums at Delhi only shall have sole & exclusive jurisdiction to try any case/dispute.
7. The Advisor will undertake that he / she will not sub-contract / sub-assign the other assignment.
8. Incomplete application or application without requisite enclosures will not be entertained.

9. The last date for receipt of application with Bio-data at ours(through **REGISTERED/SPEED POST** only) is 30.03.2021 till close of working hours, at the following address :

The General Manager
Punjab National Bank Head Office
Human Resource Management Division,
First Floor, Plot No. 4, Sector 10,
Dwarka, New Delhi – 110075

10. Bank holds right to cancel the advertisement at any stage and call off the whole selection process at its discretion.

For queries: Kindly mail on defencebusiness@pnb.co.in

Dated: 13.03.2021.

GENERAL MANAGER (HRMD)

APPLICATION FOR EMPANELMENT OF RETIRED / RETIRING OFFICERS OF INDIAN ARMY, INDIAN AIR FORCE AND INDIAN NAVY FOR THE POST OF CHIEF DEFENCE BANKING ADVISOR ,SENIOR DEFENCE BANKING ADVISOR AND DEFENCE BANKING ADVISOR

The General Manager
Punjab National Bank Head Office
Human Resource Management Division,
First Floor, Plot No. 4, Sector 10,
Dwarka, New Delhi – 110075



Dear Sir,

I am submitting my application for my empanelment as Chief Defence Banking Advisor/ Senior Defence Banking Advisor/ Defence Banking Advisor in terms of notice displayed on the Bank’s website – www.pnbindia.in. My bio-data is as under:

BIO-DATA

S. N.	Particulars	Detail
1.	Name	
2.	Name of the Post applied	
3.	Rank held at time of superannuation/leaving the defence forces/ Present rank if still serving	
4.	Address Present: Permanent:	
5.	Mobile No.	
6.	Landline No/s. (with STD Code)	
7.	E-mail address	
8.	Date of Birth	
9.	Age (<u>As on date of advertisement</u>)	
10.	Date of Appointment in the Defence Forces	
11.	Date of superannuation or Date of leaving the Defence Forces	

12.	Total period of service in Defence forces	
13.	Last 5 year service experience in defence forces with details	
14.	Period of experience in rank last held	
15.	Whether Medical Certificate of physical fitness from medical practitioner (Minimum MBBS) is attached	
16.	Criminal case proceedings and/or conviction by the Court, if any, with details thereof.	
17	Qualification – Academic	
18	Qualification – Professional	
19.	Any Other Qualification	
20	Any Other relevant Detail/s if any:	

List of documents required: Academic qualification and Professional Qualification, NOC from defence forces if still in service, Pension Payment Order, (KYC document for proof of address and ID ,) two references, Medical certificate , any other relevant document, List of awards/recognition in defence forces if any, passport photograph

21. Undertaking :

- a) I hereby confirm and undertake that the details/information furnished above are true and correct to the best of my knowledge. In case, any information is found otherwise or incorrect later on, the Bank has the right to depanel / terminate the assignment, without giving any notice to me.
- b) I undertake that I shall not sub contract / sub assign the other assignment.
- c) I also declare that if my name is empanelled for Banking Advisor assignment, I shall do the tasks entrusted to me in the best interest of the Bank.
- d) I shall also abide by the rules and regulations of the Bank in force from time to time and shall always keep the Bank's interest safeguarded.

22. I understand & agree that the assignment will be on the terms & conditions as contained in the offer letter at the time of giving the assignment of Banking Advisor work.

Date: _____

Signature: _____