पंजाब नैशनल बैंक punjab national bank

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

Opening Date for On-line Registration	**23.08.2016**
Closing Date for On-line Registration (Including for Candidates from Far-Flung Areas)	**09.09.2016**
Tentative Date of On-line Examination	**14.10.2016 (Friday)**
Downloading of Call Letters for Test	**On or After 04.10.2016**

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	Chief Manager(Architect)	SMG-IV	01	50030-1460/4-55870-1650/2-59170
02	Manager(IT)- Oracle /Finacle - DBA/ Application	MMG Scale II	10	31705-1145/1-32850-1310/10-45950
03	Manager(IT)- SQL Server – DBS/ Application	MMG Scale II	5	31705-1145/1-32850-1310/10-45950
04	Manager(IT-) Finacle Customization / Scripting)	MMG Scale II	20	31705-1145/1-32850-1310/10-45950
05	Manager(IT)- Information/ Cyber Security/Forensic/Compliance of IT Audit	MMG Scale II	4	31705-1145/1-32850-1310/10-45950
06	Manager(IT)- Mobile Application	MMG Scale II	8	31705-1145/1-32850-1310/10-45950
07	Manager(IT)- Networking	MMG Scale II	2	31705-1145/1-32850-1310/10-45950
08	Manager(IT)-Applications Development(Platforms-Java, dotnet, HTML, XML, UNIX, LINUX, windows, Biztalk)	MMG Scale II	12	31705-1145/1-32850-1310/10-45950
09	Manager(IT)- Web Designer	MMG Scale II	5	31705-1145/1-32850-1310/10-45950
10	Manager(IT)- Base 24 Switch-Coding/Testing/Management	MMG Scale II	3	31705-1145/1-32850-1310/10-45950
11	Manager(IT)- Report Tools	MMG Scale II	4	31705-1145/1-32850-1310/10-45950
12	Manager(IT)-Hardware	MMG	2	31705-1145/1-32850-

		Scale II		1310/10-45950
13	Manager (Agriculture)	MMG Scale II	30	31705-1145/1-32850-1310/10-45950
14	Manager (Security)	MMG Scale II	35	31705-1145/1-32850-1310/10-45950
15	Manager (HRD)	MMG Scale II	24	31705-1145/1-32850-1310/10-45950
16	Manager (Electrical Engineer)	MMG Scale II	02	31705-1145/1-32850-1310/10-45950
17	Manager (Civil Engineer)	MMG Scale II	03	31705-1145/1-32850-1310/10-45950
18	Manager (Mechanical Engineer)	MMG Scale II	01	31705-1145/1-32850-1310/10-45950
19	Manager (Law)	MMG Scale II	01	31705-1145/1-32850-1310/10-45950
20	Fire Officers	JMG Scale I	06	23700-980/7-30560-1145/2-32850-1310/7-42020
21	Economic Officer	JMG Scale I	02	23700-980/7-30560-1145/2-32850-1310/7-42020
22	Officer (Civil Engineer)	JMG Scale I	04	23700-980/7-30560-1145/2-32850-1310/7-42020
23	Officer(Industry)-Mechanical	JMG Scale I	02	23700-980/7-30560-1145/2-32850-1310/7-42020
24	Officer(Industry)-Electrical	JMG Scale I	01	23700-980/7-30560-1145/2-32850-1310/7-42020
25	Officer(Printing Technologist)	JMG Scale I	04	23700-980/7-30560-1145/2-32850-1310/7-42020
TOTAL			**191**	

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

2. DETAILS OF RESERVATION

Cadre/Scale	No. of Posts	SC	ST	OBC	GEN	PWD		
						OC	HI	VI
SMG Scale - IV	**01**				01	01	04	02
MMG Scale - II	**171**	26	13	46	86			
JMG Scale - I	**19**	0	07	02	10			
TOTAL	**191**	**26**	**20**	**48**	**97**	**01**	**04**	**02**

- 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**.**
- Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates .

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 andVI.)
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 01.07.2016	Educational Qualifications As on opening date of On-line Registration (23.08.2016)	Post Qualification Work Experience & Other stipulations as on opening date of On-line Registration (23.08.2016)
01	Chief Manager (Architect)	Min-35 years Max-45 years	i)Bachelor Degree in Architecture from a University recognized by Govt. of India/ Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate. ii) Must have valid registration of Council of Architecture. iii) Must have knowledge of Auto CAD & should be conversant with Govt guidelines pertaining to procurement of works, goods & services.	Minimum 10 years experience in planning, designing and supervising execution of multi-storied Commercial/Institutional/ Residential projects along with interiors, in Government/Semi Government Departments or Institutions/ Public Sector Undertakings.
02	Manager(IT)-Oracle /Finacle - DBA/ Application	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer Engineering /Computer Science & Technology/ Information Technology from a University /Institute recognized by Govt. of India or its regulatory Bodies	Minimum of 03 years experience in DBA profile, handling and maintaining databases as well as application servers, Oracle RAC and production issues analysis and trouble shooting. Must also have experience in Storage & Backup Technologies.
03	Manager (IT) (SQL Server – DBS/ Application)	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer Engineering /Computer Science & Technology/ Information Technology from a University	Minimum of 03 years experience in handling large SQL installations, developing and maintaining database objects on SQL server and hands on experience as Database Administrator specializing in SQL Server

			/Institute recognized by Govt. of India or its regulatory Bodies	and Oracle.
04	Manager (IT) (Finacle Customizatio n/Scripting)	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer Engineering /Computer Science & Technology/ Information Technology from a University /Institute recognized by Govt. of India or its regulatory Bodies	Minimum of 03 years experience in customizing & scripting of Finacle products and other Surround products for interface with Core Banking Application.
05	Manager (IT)- Information/ Cyber Security/Fore nsic/Complia nce of IT Audit	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer Engineering /Computer Science & Technology/ Information Technology from a University /Institute recognized by Govt. of India or its regulatory Bodies	Minimum of 03 years experience in handling various Information Security related roles including IT Audit, Cyber Security, Cyber Forensics, identifying security risks and developing mitigation plans, Firewall & IPS Management.
06	Manager (IT) Mobile Application	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer Engineering /Computer Science & Technology/ Information Technology from a University /Institute recognized by Govt. of India or its regulatory Bodies	Minimum of 03 years experience in designing, developing, enhancing, debugging, and implementing mobile application software.
07	Manager (IT) Networking	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer Engineering /Computer Science & Technology/ Information Technology from a University /Institute recognized by Govt. of India or its regulatory Bodies	Minimum of 03 years experience in design, deployment and maintenance of large technical networking projects; Voice/data infrastructure
08	Manager (IT) (Applications Development Platforms - Java, dotnet,	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer	Minimum of 03 years experience in software development design patterns & methodologies and relevant experience in Full

	HTML, XML, UNIX, LINUX, windows, Biztalk)		Engineering /Computer Science & Technology/ Information Technology from a University /Institute recognized by Govt. of India or its regulatory Bodies	stack web application development (ASP.NET, C#, MVC, jQuery, T-SQL, HTML, CSS).
09	Manager (IT) Web Designer	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer Engineering /Computer Science & Technology/ Information Technology from a University /Institute recognized by Govt. of India or its regulatory Bodies	Minimum of 03 years experience in design, scripting and maintenance of WebPages, websites and web centric products. Must be well versed in front end web technologies including HTML5, CSS3, JavaScript, jQuery, Wordpress, PHP and have proficiency in tools viz:- Photoshop, Illustrator , InDesign.
10	Manager (IT) (Base 24 Switch-Coding/Testing/Management)	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer Engineering /Computer Science & Technology/ Information Technology from a University /Institute recognized by Govt. of India or its regulatory Bodies	Minimum of 03 years experience in Small Code development, testing and debugging applications and managing ATM switch operations
11	Manager (IT) -Report Tools	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer Engineering /Computer Science & Technology/ Information Technology from a University /Institute recognized by Govt. of India or its regulatory Bodies	Minimum of 03 years experience in using various reporting tools for MIS analysis and specialized reporting requirements
12	Manager (IT) Hardware	Min. – 25 Years Max. –28 Years	B.E./ B Tech. Degree in Computer Science/ Computer Science & Engineering/ Computer Engineering /Computer Science & Technology/ Information Technology from a University /Institute recognized by	Minimum of 03 years experience in evaluation of technical developments and handling sizing and procurement of computer hardware including high end servers for various needs of the organization

			Govt. of India or its regulatory Bodies	
13	Manager (Agriculture)	Min – 25 years Max – 35 years	i)4 year Degree (graduation) in Agriculture/ Horticulture/Animal Husbandry/ Veterinary Science/ Dairy Science/ Agri. Engineering/ Fishery Science/Pisciculture/ Agri Marketing & Cooperation/ Co-operation & Banking/ Forestry, Agricultural Biotechnology, Food Science and Agriculture Business Management **AND** *ii)2 years full time MBA/ PGDBA/PGDBM/PGDM/ Post Graduate Degree in Agri Business Management/ Agriinformatics *Please note that experience is required only in respect of candidates who do not possess educational qualification as prescribed at point ii) above.	For candidates not possessing 2 years full time MBA/ PGDBA/PGDBM/PGDM/ Post Graduate Degree in Agri Business Management/ Agriinformatics:- Minimum of 5 years experience as an Agriculture officer with Private / Foreign Banks
14	Manager (Security)	Min- 21 Years Max-35 Years	Bachelor's degree from any University recognized by Govt. of India	An Officer with **5** years Commissioned Service in Indian Army / Navy / Air Force **OR** Officers of identical work in para-military forces with **5** years experience
15	Manager (HRD)	Min – 25 years Max – 35 years	02 years full time (not through Distance Mode of Education) Post Graduate Degree/Diploma in Personnel Management/ Industrial Relations/HR/ HRD/ HRM/ Social Work/ Labour Law. (In case of multiple specializations, one of the fields of specialization should be in the prescribed stream. In case of Major/Minor specialization; Major specialization should	Minimum 2 years experience as officer, in the field of HR in Scheduled Commercial Banks/PSUs/ Central or State Govt. Departments.

			be in the stream prescribed.)	
16	Manager (Electrical Engineer)	Min – 25 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	Minimum of 4 years in Electrical work in installation handling and maintenance of electrical equipments viz. UPS, Generators, energy saving devices, starters, motors, control panels, HT/LT, Switch gears in Government/ Semi Government Departments or Institutions /Public Sector Undertakings/ Listed corporate or its subsidiaries/group companies
17	Manager (Civil Engineer)	Min – 25 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 4 years in Construction/ Maintenance of multistoried Commercial/ Residential buildings in Government/ Semi Government Departments or Institutions / Public Sector Undertakings/ Listed corporate or its subsidiaries/group companies.
18	Manager (Mechanical engineer)	Min – 25 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/ DG Set/ Air-conditioning system including cabling and water pumps etc. in Government/ Semi Government Departments or Institutions/ Public Sector Undertakings/ Listed corporate or its subsidiaries/group companies
19	Manager (Law)	Min – 25 years Max – 35 years	i)Graduate with a Degree in Law or Law Graduate who has passed 5 years Integrated Law Course from the university recognized by Govt. of	Minimum of 3 years:- i) Active experience as practising advocate. **OR** ii) As Law Officer in the Legal Department of Scheduled

			India. ii) Must have enrolled as Advocate with Bar Council.	Commercial Bank/State or Central Govt./PSU
20	Fire Officer	Min.-25 Years Max.-40 years	i)Bachelors degree from a University recognized by Govt. of India **AND** Sub-Officer Course from National Fire Service College, Nagpur with minimum of 50% marks in aggregate. ii) Must possess knowledge in respect of mandatory requirements of providing fire protection and prevention in high rise business buildings as per National Building Code and Bureau of Indian Standards and NFPA.	i)Minimum of 03 years experience as Sub- Officer in State/ Central/ Defence Fire Services **OR** ii) Minimum of 05 years experience as Fire Officer/Fire Safety Officer in any of the High rise Building of Group E –Business Class as mentioned in National Building Code 2005, in Public Sector Undertaking/Public Ltd. Company registered in India under Companies Act.
21	Officer (Economics)	Min. 21 years Max.28 years.	Post Graduate Degree in Economics with 60% marks OR equivalent CGPA from the University recognized by Govt. of India or its regulatory bodies.	--------
22	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.	Minimum 02 years (in the relevant field of engineering) with Government/Semi Government Departments or Institutions / Public Sector Undertakings/Listed corporate or its subsidiaries/group companies

23	OFFICER (Industry)- Mechanical	Min. – 21 Years Max. – 30 Years	B.E./B.Tech Degree in Mechanical Engineering from any University /Institute recognized by Govt. of India with a minimum of 60% marks in aggregate at Sr. Secondary & Graduation Level	------
24	OFFICER (Industry)- Electrical	Min. – 21 Years Max. – 30 Years	B.E./B.Tech Degree in Electrical Engineering from any University /Institute recognized by Govt. of India with a minimum of 60% marks in aggregate at Sr. Secondary & Graduation Level	------
25	Officer Printing Technologist	Min – 21 years Max – 30 years	a)B.E./B.Tech degree in Printing Technology, with a minimum of 60% marks in aggregate, from any University/ Institute recognized by the Govt. of India/ Govt. Regulatory bodies **OR** b) Diploma (03 years) in Printing Technology with a minimum of 60% marks in aggregate and a Bachelor's degree, from any University/ Institute recognized by the Govt. of India/ Govt. Regulatory bodies.	------

NOTE

(A) Experience wherever required is post qualification, in the relevant field. Full time & as a permanent employee (Experience below 06 months in any organization will not be reckoned).

(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. 23.08.2016** 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 **23.08.2016.** The exact date of declaration of result should be explicitly mentioned in the Degree certificate or any other certificate issued by the university. Otherwise, the date appearing on the mark sheets/ 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 have ordinarily been domiciled in the State of Jammu & Kashmir during 01.01.80 to 31.12.89	**5 Years**
(v)	Ex-Servicemen	**For selection through test & interview** 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**

		<u>For selection through interview</u> 3 years plus period of service in armed forces. The age including all relaxations of age, must not exceed 40 years for Manager (Security) and 55 years for other posts.
(vi)	Children/Family members of those who died in the 1984 riots	**3 Years**

<u>NOTE:</u>

a. The maximum age limit specified in 3.2 above is applicable to General category candidates.

b. 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).

c. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process, as required by the bank.

d. 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 09.09.2017, 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, Deptt. 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/her as an Ex-Serviceman for his/her re-employment, his/her Ex-Serviceman status for the purpose of re-employment in Govt. jobs 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 **on-line test and/or interview.** Merely satisfying the eligibility norms do not entitles a candidate to be called for Test or Interview. The **on-line** 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 (Relevant to the Post)	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 **on-line** examination will be given in an Information Handout, which will be made available for the candidates for 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 Online Test. 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 **on-line** 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 same scribe cannot be used by more than one candidate. In addition, 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 **on-line** examination.

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

Eligible Candidates 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 favourably entertained.

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).

(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 and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination.

- This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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-lineTest is proposed to be held on **14.10.2016** at Ahmedabad, Bengaluru, Bhubaneswar, 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 online 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 online 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 online 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 authorities authorized to issue Caste/Disability certificate will be acceptable. **Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in Central List are not entitled to OBC reservation. They should indicate their category as General in the Online application form**.

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 online 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 right to

cancel the candidature of the concerned candidates and such candidates will be disqualified.

6.13 Request for change of contact no./address/ email ID/online 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 IndemnityBond 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
SMG Scale-IV	Rs 5.00 lacs	03 Years
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 online 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 Stipendary 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 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:-

The candidates can apply only for one post. Candidates can apply online only from 23.08.2016 to 09.09.2016 and no other mode of application will be accepted.

9.1 Pre-Requisites for Applying Online

Before applying online, candidates should:
(i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as per para 9.3 of this Advertisement.
(ii) Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.
(iii) Have a valid personal email ID, which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. Under nocircumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate doesnot have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and mustmaintain that email account.

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

Procedure for applying online:

(1) Candidates are first required to go to the Bank's website www.pnbindia.in and click the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.

(2) To register their application candidates will be entering their basic information in the online application form. After that a provisional registration number andpassword will be generated by the system and displayed on the screen. Candidate should note down theProvisional registration number and password. An Email & SMS indicating the Provisional Registrationnumber and Password will also be sent. They can reopen the saved data using Provisional registration numberand password and edit the particulars, if needed.

(3) Candidates are required to upload their photograph and signature as per the specifications given in theGuidelines given hereunder for Scanning and Upload of Photograph and Signature.

(4) Candidates are advised to carefully fill in the online application themselves as no change in any of thedata filled in the online application will be possible/ entertained.

Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

9.2 Mode of Payment

Candidates have to make the payment of requisite fees/ intimation charges through ONLINE mode only:

(i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application. 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. 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.

Once the application is filled in completely, candidate should Final Submit the data.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

(iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(vi) On successful completion of the transaction, an e-receipt will be generated.

(vii) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated online transaction may not have been successful.

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 charges 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.
- 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, 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.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.
- Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them,
  They may consider that their online application has not been successfully registered.

- An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log onto the Bank's website on account of heavy load on internet/website jam.

- Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/her is found to be false at a later stage.

9.3 <u>GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE</u>

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.

(iv) 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. After uploading the photograph/signature in the online application form, candidates should check that the images are clear and have been uploaded correctly.

b. In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature.

c. Candidates are advised to take a printout of their system generated on-line application form after registering.

10. CALL LETTERS FOR THE ON-LINE TEST

The date of the On-line Test is TENTATIVELY FIXED as 14.10.2016. 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 Online Examination.

10.1 PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING ONLINE TEST:

All eligible candidates will be required to download their call letter for on-line examination and the Information Handout from the **IBPS/Bank's website www.pnbindia.in- Link (Recruitment/Career**) tentatively on or **after 04.10.2016. 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/Career. Hence, candidates are advised to visit the bank's website frequently for the date of commencement of downloading of** on-line **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 : 09.09.2016

Bank may cancel/change recruitment process for any of posts notified in this advertisement, at any stage, depending upon exigencies or otherwise. In case of cancellation of recruitment process, the candidates will be refunded application fees deposited by them while applying on-line.

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

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.

Dated: 20.08.2016

DEPUTY GENERAL MANAGER (HRMD)
PUNJAB NATIONAL BANK