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HUMAN RESOURCES DIVISION, HEAD OFFICE
मानव संसाधन प्रभाग, प्रधान कार्यालय
PLOT NO. 4, SECTOR 10, DWARKA, NEW DELHI – 110075
प्लाट नं 4, सेक्टर 10, द्वारका, नई दिल्ली – 110075

Opening Date of Online Registration	**03.11.2025**
Closing Date of Online Registration	**23.11.2025**
Tentative Date of Online Test (wherever required)	**December 2025/ January 2026**

PUNJAB NATIONAL BANK INVITES ONLINE APPLICATIONS FOR THE FOLLOWING POST

Post Code	Name of the Post	Grade/ Scale	No. of Vacancies	Scale of Pay
01	**Local Bank Officer (LBO)**	JMGS-I	750	48480-2000/7-62480-2340/2-67160-2680/7-85920

In addition to basic pay, selected candidates will be entitled to DA, CCA, HRA/ Leased Accommodation, Leave Fare Concession, Medical Insurance, Retirement Benefits and other perquisites shall be as per Bank rules.

1. DETAILS OF STATE - WISE VACANCIES

S.No.	State	Mandatory Language Proficiency	Vacancy	SC	ST	OBC	EWS	UR	Out of which (PwBD)				
									OC	HI	VI	ID	Total
1	**Andhra Pradesh**	Telugu	**5**	0	0	1	0	4	0	0	0	0	0
2	**Gujarat**	Gujarati	**95**	14	7	25	9	40	1	1	1	0	3
3	**Karnataka**	Kannada	**85**	12	6	22	8	37	1	1	1	0	3
4	**Maharashtra**	Marathi	**135**	20	10	36	13	56	2	1	1	1	5
5	**Telangana**	Telugu	**88**	13	6	23	8	38	1	1	1	0	3
6	**Tamil Nadu**	Tamil	**85**	12	6	22	8	37	1	0	1	1	3
7	**West Bengal**	Bengali	**90**	13	6	24	9	38	1	1	0	1	3
8	**Jammu & Kashmir**	Urdu/ Dogri/ Kashmiri	**20**	3	1	5	2	9	0	0	0	0	0
9	**Ladakh**	Urdu/ Purgi/ Bhoti	**3**	0	0	0	0	3	0	0	0	0	0
10	**Arunachal Pradesh**	English	**5**	0	0	1	0	4	0	0	0	0	0
11	**Assam**	Assamese/ Bodo	**86**	12	6	23	8	37	0	1	1	1	3
12	**Manipur**	Manipuri/ Meitei	**8**	1	0	2	0	5	0	0	0	0	0
13	**Meghalaya**	Garo/ Khasi	**8**	1	0	2	0	5	0	0	0	0	0
14	**Mizoram**	Mizo	**5**	0	0	1	0	4	0	0	0	0	0
15	**Nagaland**	English	**5**	0	0	1	0	4	0	0	0	0	0
16	**Sikkim**	Nepali/ Sikkimese	**5**	0	0	1	0	4	0	0	0	0	0
17	**Tripura**	Bengali/ Kokborok	**22**	3	1	5	2	11	0	0	0	0	0
	Grand Total		**750**	**104**	**49**	**194**	**67**	**336**	**7**	**6**	**6**	**4**	**23**

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Abbreviations used: SC - Scheduled Caste, **ST** - Scheduled Tribe, **OBC** - Other Backward Class, **EWS** - Economically Weaker Section, **UR** - Unreserved Category, **PwBD** - Persons with Benchmark Disabilities (includes OC, HI, VI, ID), **OC** - Orthopedically Challenged, **HI** – Hearing Impaired, **VI** – Visually Impaired, **ID** - Intellectual Disability

Note:

- The number of vacancies, including those reserved for various categories, is provisional and subject to change depending on the requirements of the Bank.
- Candidates belonging to reserved categories for which no vacancy has been announced may apply for vacancies announced for the Unreserved category, provided they meet the eligibility criteria laid down for Unreserved category candidates.
- Candidates will have to apply for **vacancy of one state only**. A candidate applying against vacancy of one state will not be eligible to apply against vacancy of any other state. Merit list will be drawn state - wise and category - wise.
- Selected candidates will be posted within the selected State, until completion of **nine (9) years of service or until their promotion to SMG Scale IV, whichever is earlier**.
- Prior experience will not be considered for any seniority in service.
- Regarding Persons with Benchmark Disabilities (PwBD), it is informed as under:

i. As the reservation for PwBD is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/EWS/UR) to which they belong.
ii. It is clarified that it may not be possible to employ PwBD candidates in all offices/ branches of the Bank. Their placement will be limited to such locations and positions/ job roles as are identified to be suitable for them by the Bank, keeping in view Bank's administrative and operational requirements.
iii. The selected PwBD candidates shall be liable to be posted at any of the Bank's branches/ offices, **within the State for which they have applied**, among the locations and roles identified suitable by the Bank. The decision of the Bank in this regard will be final and binding.

2. ELIGIBILITY CRITERIA

Application can be submitted only for one State, as per the vacancies identified in this notification. Applicants intending to apply must ensure that they fulfill the eligibility criteria specified below, including **proficiency in the specified language of the State** for which they apply, as indicated in the vacancy table above.

The eligibility criteria specified herein are the **basic requirements** for applying to the post. Candidates must produce the relevant documents in original and a photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications, experience certificates etc. as indicated in the online application form at the time of interview and any subsequent stage of the recruitment process as required by the Bank.

However, merely applying for / appearing for and/or qualifying at any stage of selection process for the post/s does not imply that a candidate will necessarily be eligible for employment / confer right on him / her for appointment in the Bank. Candidature at all stages

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shall be purely provisional and subject to verification of all documents and eligibility conditions to the satisfaction of the Bank.

Requests for change of State, Category, or any other details will not be permitted after submission of the online application form. The result will be processed strictly according to the information furnished in the application, subject to guidelines of the Government of India/Bank in this regard.

2.1 Nationality/ Citizenship:

An applicant must either be -

i. A citizen of India, or
ii. A subject of Nepal, or
iii. A 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 before the date of this notification.

However, it shall be mandatory that these candidates are **proficient in local language** as mentioned in para 1 above.

2.2 Age and Educational Qualification:

Post	Scale	Age (in years)	Education Qualification
Local Bank Officer (LBO)	JMGS-I	Min.: 20 Max.: 30	Candidate should be a **Graduate** in any discipline from a University/ Institution recognized/approved by Government of India or its regulatory bodies. The candidate must possess **valid Mark-sheet /Degree Certificate** that he/ she is a graduate on the day he/ she registers and indicate the percentage of marks obtained in Graduation while registering online.

2.3 Local Language

Candidates must be **proficient (reading, writing & speaking)** in the specified local language of the state for which they are applying, as mentioned in the State – wise vacancy table at Point 1 above.

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2.4 Experience (Post Mandatory Educational Qualification):

- Candidates must possess a **minimum of one-year post - qualification work experience in Clerical/ Officer Cadre** in any Scheduled Commercial Bank or Regional Rural Bank listed in Second Schedule of Reserve Bank of India (RBI) Act, 1934, amended from time to time.
- One advance increment in pay shall be payable for each prior completed year of service to such selected candidates, who have worked as an Officer in Scheduled Commercial Banks, subject to a **maximum of 02 (two) increments**, provided that the existing job profile of the candidate is similar to that of a **Scale - I Generalist Officer of Punjab National Bank.**
- Candidates **who have worked with the subsidiaries of Scheduled Commercial Banks** in Officer cadre will be eligible for only **one advance increment** provided that the existing job profile of the candidate is similar to that of a **Scale - I Generalist Officer of Punjab National Bank.**
- Candidates must submit **proof of prior experience** (in the prescribed format provided in the Annexures attached with this advertisement), duly certified by their existing/ previous employer(s) with whom they are/were employed.
- Experience in other financial institutions or organizations **will not be considered** if the job profile/ role performed **does not match substantially or is different** than the job profile of a Scale-I Generalist Officer of Punjab National Bank and such candidates will **not be eligible for advance increment**. Decision of the Bank in this regard would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.
- **No prior service/ experience will be considered for seniority purposes**.

2.5 Cut - off dates for eligibility:

- The **cut-off date** for the purpose of determining **age** shall be **01.07.2025.**
- The eligibility for **mandatory experience**, counted after completion of graduation, shall be reckoned as on the **closing date for online registration**, i.e. **23.11.2025**
- The eligibility for **educational qualification** shall also be reckoned as on the **closing date for online registration**, i.e. **23.11.2025**.
- The result of the qualification prescribed must have been declared on or before **23.11.2025**. The exact date of declaration of result should be explicitly mentioned in the Degree Certificate or any other certificate issued by the University/ College otherwise, the date appearing on the Mark Sheets/ Provisional Certificate/ Degree Certificate/ Course Completion Certificate shall be reckoned for deciding the eligibility. No correspondence shall be entertained in this matter.
- Candidate must specifically indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Cases where CGPA/ OGPA or any other grade is awarded, the same should be converted into percentage and indicated in the online application. The candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University/ College regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- Calculation of Percentage: The percentage of 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 in all semester(s)/ year(s) irrespective of honours/

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optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on the basis of Honours marks only.

- The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

2.6 Relaxation in Upper Age Limit

Sr	Category	Age relaxation
(i)	Scheduled Caste/ Scheduled Tribe	**05 Years**
(ii)	Other Backward Classes (Non-creamy layer)	**03 Years**
(iii)	Persons with Benchmark Disability as defined under "The Rights of Persons with Disabilities Act, 2016"	**10 Years**
(iv)	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (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 one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment, subject to ceiling as per Government guidelines	**05 years**
(v)	Persons affected by 1984 riots	**05 Years**

Note:

- The maximum age limit specified at Para 2.2 is applicable to Unreserved category candidates and Economically Weaker Sections (EWSs) category candidates.
- The relaxation in upper age limit to SC/ ST/ OBC (Non – Creamy Layer) candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in 2.6 (iii) to (v).
- Candidates seeking age relaxation/other benefits will be required to submit necessary certificate(s) in original/ copies at the time of Interview and at any stage of the recruitment process as required by the Bank, failing which they will not be allowed to appear in the Interview/ their candidature is liable to be rejected at any stage.
- Caste Certificate should be issued by competent authority in the prescribed format as stipulated by Government of India in case of SC/ ST/ OBC/ EWS category candidates. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the **candidate does not belong to creamy layer section** excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. The candidate should possess a valid OBC certificate with a non-creamy layer clause as per Government of India guidelines, issued from time to time.
- **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as Unreserved in the online application form.**
- Disability Certificate should be issued by competent authority in the **prescribed format** as stipulated by Government of India in case of PwBD category candidates.
- The formats of the certificates are annexed with the Notification. However, the same are subject to amendment from time to time as per Government Guidelines.

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- Candidates availing relaxations/ other benefits available to Ex-Servicemen category will have to produce the discharge certificate/ certificate issued by the competent authority that they are due for discharge on or before **22.11.2026**, at the time of Interview and at any stage of the recruitment process as required by the Bank, failing which they will not be allowed to appear in the Interview/ their candidature is liable to be rejected.

2.7 Other Provisions

- Candidates who have earlier worked in Punjab National Bank or any of its merged/ amalgamated entities and discharged from the services on account of **reasons other than VRS/ Resignation** shall **not be eligible to apply**.
- In case it is found at any stage of the recruitment process or even after appointment, that the candidate has falsely implicated this provision and was separated from the services of Punjab National Bank or any of its merged/ amalgamated entities for the reasons other than VRS/ Resignation, his/her candidature shall be summarily rejected or he/ she will be terminated from Bank's services without giving any notice, as the case may be.
- Candidates against whom there is/are adverse report(s) regarding character and antecedents or moral turpitude will **not be eligible to apply**.

2.8 Definitions

(A) Ex-Servicemen (ExSM):

- 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.
- 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. However, if an Ex-Serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as Ex-Servicemen for any subsequent employment but to avail of this benefit, an Ex-Serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled through direct recruitment and wherever reservation is applicable to Ex-Servicemen. **There is no reservation for Ex-Servicemen in direct recruitment in Officer Cadre.** However, age relaxation is applicable as per extant Government guidelines.

(B) Persons with Benchmark Disabilities:

- Under Section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for reservation. The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.

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I. **Orthopedically Challenged/ Locomotor Disability ("OC"/ "LD") Category:** A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Leprosy Cured, Cerebral Palsy, Dwarfism, Muscular Dystrophy and Acid Attack Victims, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/ limb dysfunction. Orthopedically challenged persons along with the following benchmarks are covered under locomotor disability:

a. "**Leprosy cured person**" means a person who has been cured of leprosy but is suffering from:
   i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
   ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
   iii. Extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

b. "**Cerebral palsy**" means a group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

c. "**Dwarfism**" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less;

d. "**Muscular dystrophy**" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

e. "**Acid attack victims**" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

II. **Visual Impairment ("VI" Category):** Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

a. **Blindness:**
   i. Total absence of sight; or
   ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
   iii. Limitation of the field of vision subtending an angle of less than 10 degree.

b. **Low Vision:**
   i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
   ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

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III. Hearing Impaired ("HI" Category):

a. **Deaf:** means a person having 70 DB hearing loss in speech frequencies in both ears.
b. **Hard of Hearing:** means a person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

IV. Intellectual Disability ("ID" Category): Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

i. **"Autism Spectrum Disorder" (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.
ii. **"Specific Learning Disability" (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.
iii. **"Mental Illness" (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

V. "Multiple Disabilities" means multiple disabilities amongst clause I, II, III and IV under para 2.8 (B) as mentioned above.

Note:

- DoP&T in consultation with Department of Empowerment of Persons with Disabilities (DEPwD) vide OM No. 36035/8/2023-Estt. (Res-II) dated 19.05.2023 has advised that it may not be appropriate to grant the benefit of reservation in jobs which are permanent in nature on the basis of temporary certificate of disability as this will have adverse bearing on genuine persons with benchmark disabilities with irreversible permanent disability.
- Only persons with benchmark disabilities would be eligible for reservation. "**Benchmark disability**" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in measurable terms, as certified by the certifying authority.
- A person who wants to avail benefit of reservation will have to submit a **permanent disability certificate** issued by a competent authority as per Government of India guidelines and this certificate will be subject to verification/ re-verification as may be decided by the Bank.
- The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies prescribed by the Bank.

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(C) Economically Weaker Sections (EWSs):

- Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes (Central List) and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWS for the benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be **income for the financial year prior to the year of application.** Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:

  i. **5 acres of agricultural land and above;**
  ii. **Residential flat of 1000 sq. ft. and above;**
  iii. **Residential plot of 100 sq. yards and above in notified municipalities;**
  iv. **Residential plot of 200 sq. yards and above in areas other than the notified municipalities.**

- The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
- The benefit of reservation under EWS can be availed upon production of Income and Asset Certificate issued by any one of the authorities as notified by Government of India in the prescribed format which only shall be accepted as a proof of candidate's claim of belonging to EWS.
- The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

Disclaimer: EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

3 SELECTION PROCEDURE:

3.1 The selection process for the post of Local Bank Officer shall be conducted in four phases, namely: I. Online Written test II. Screening III. Language Proficiency Test followed by IV. Personal Interview. The Bank reserves the absolute right to decide whether all or any of these modes shall be adopted for selection for the notified post.

I. **Online Written Test:** Eligible candidates will be required to appear for an Online Written Test. The structure of the test shall be as follows:

Name of the Test	No. of Questions	Maximum Marks*	Sectional Duration (in minutes)
Reasoning & Computer Aptitude	25	25	35
Data Analysis & Interpretation	25	25	35
English Language	25	25	25
Quantitative Aptitude	25	25	35
General/Economy/Banking Awareness	50	50	50

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- There will be **negative marking** for wrong answers. One – fourth of the marks assigned to each question will be deducted for each incorrect answer.
- Candidates will have to **score minimum qualifying marks** of 40% for General/EWS category and 35% for Reserved category in each section.
- The Bank, however, reserves the right to revise the minimum qualifying criteria at its sole discretion.

II. Screening

- The online application and documents submitted by the written test qualified candidates shall be scrutinized by Bank prior to the conduct of Language Proficiency Test (if required)/ Interview to examine whether the candidate fulfils required eligibility criteria.
- If, at any stage during the screening of documents or the subsequent phases, a candidate is found ineligible or documents are found incorrect/ false, his/her candidature shall be rejected and the candidate shall not be considered for any further stage of recruitment process.

III. Local Language Proficiency Test

- Candidates who have **not studied the local language of the State** for which they have applied as a subject in **10th or 12th standard** will be required to appear in the **Local Language Proficiency Test (LLPT).**
- The LLPT will be of **qualifying nature**, and candidates must secure the **minimum qualifying marks** as prescribed by the Bank to be considered for final selection. Candidates who **do not qualify in the LLPT** shall be treated as **ineligible for final selection**, irrespective of their performance other stages of selection.
- The LLPT will assess a candidate's **reading, writing and speaking proficiency** in the concerned local language.
- The **date, time and venue** of the LLPT will be **notified by the Bank separately**.
- Candidates who have indicated in the online application form that they have studied the specified local language in **10th or 12th standard will be exempted from appearing in the LLPT.** However, the **eligibility of such candidates shall be considered only upon submission of valid documentary evidence** (mark sheet or passing certificate) at the time of verification.

IV. **Personal Interview**:

- **All candidates shortlisted after qualifying the Online Written Test**, including those who have studied the concerned local language in 10th/ 12th standard or those required to appear for the LLPT, shall be **called for the Personal Interview**.
- Number of candidates to be called for Interview shall be decided by the Bank based on performance of candidates in the Online Written Test and Language Proficiency Test.
- Personal Interview will be of **50 marks**. Minimum qualifying marks in interview shall be 45% i.e. 22.50 for SC/ST candidates & 50% i.e. 25 for other candidates.
- Candidates who fail to obtain the minimum qualifying marks in the interview **shall be disqualified from further consideration.**
- Appearance in the interview **does not confer any right to selection**, and only those who **qualify in the LLPT** will be considered for inclusion in the merit list.

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V. Final Selection:

- The final selection shall be based on the **combined performance** of the candidates in the **Online Written Test and Personal Interview**, subject to **qualifying in the LLPT** (where applicable) and **fulfilling the eligibility criteria and document verification requirements**.
- Candidates who fail to qualify in the LLPT shall be **treated as ineligible for final selection**, even if they secure qualifying marks in the interview and written test.
- The merit list shall be prepared **State - wise and category - wise** based on the aggregate marks obtained in the Online Written Test and the Personal Interview, **among all eligible candidates**, including those who have **qualified in LLPT** or have been **exempted from it** on the basis having studied the specified local language in 10th or 12th standard.
- A candidate must qualify in both the Online Written Test and the Interview and be in the merit to be shortlisted for subsequent provisional appointment.
- In the event of two or more candidates having obtained the same score, merit order is decided as per **date of birth** (the candidate elder in age is placed before/ above the candidate younger in age), as per the prevailing practice.
- Candidates provisionally selected for appointment shall be issued **offers of appointment** based on their merit position and fulfillment of all prescribed eligibility criteria.

Note:

- The **Local Language Proficiency Test (LLPT) and Personal Interview** may be conducted on **consecutive days** or within a close timeframe, as per the discretion and administrative convenience of the Bank.
- The Bank reserves the right to decide the **schedule, structure, and mode of conduct** for both LLPT and the Personal Interview.

3.2 Examination Centres – Online Examination (Tentative List)

State / UT	Online Examination Centre
Andhra Pradesh	Vijayawada/ Guntur, Vizag, Vishakhapatnam, Tirupathi, Srikakulam, Rajahmundry
Arunachal Pradesh	Naharlagun
Assam	Dibrugarh, Guwahati, Jorhat, Silchar
Bihar	Arrah, Aurangabad, Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnea
Chhattisgarh	Bilaspur, Raipur
Delhi	Delhi/ New Delhi/ NCR
Gujarat	Ahmedabad/ Gandhinagar, Rajkot, Surat, Vadodara, Mehsana, Anand
Haryana	Hisar, Gurugram, Kurukshetra
Himachal Pradesh	Hamirpur, Mandi, Bilaspur
J&K	Jammu, Srinagar, Sambha
Jharkhand	Bokaro, Ranchi, Dhanbad, Jamshedpur
Karnataka	Bengaluru, Hubli-Dharwad, Mysuru(Mysore). Shivamogga(Shimoga)
Kerala	Ernakulam, Kozhikode, Thiruvananthapuram, Alappuzha, Kottayam, Thrissur
Ladakh	Leh, Kargil

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State / UT	Online Examination Centre
Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Ujjain
Maharashtra	Mumbai/ Navi Mumbai/ Thane/ MMR, Nagpur, Nashik, Pune, Kolhapur, Chhatrapati Sambhaji Nagar, Jalgaon, Satara, Sangli
Manipur	Imphal, Churachandpur
Meghalaya	Shillong
Mizoram	Aizwal
Nagaland	Kohima
Odisha	Balasore, Berhampur-Ganjam, Bhubaneshwar, Cuttack, Sambalpur
Punjab	Amritsar, Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala, Phagwara, Moga
Rajasthan	Ajmer, Bikaner, Hanumangarh, Jaipur, Jodhpur, Kota, Sikar, Udaipur
Sikkim	Gangtok
Tamil Nadu	Chennai, Coimbatore, Trichy, Madurai, Salem, Nagercoil/Kanyakumari, Virudhnagar
Telangana	Hyderabad, Warangal, Mahabubnagar, Karimnagar, Khammam
Tripura	Agartala
Uttar Pradesh	Agra, Aligarh, Ayodhya, Bareilly, Ghaziabad, Gorakhpur, Jhansi, Kanpur, Lucknow, Meerut, Moradabad, Muzaffarnagar, Noida, Prayagraj, Varanasi, Mathura
Uttarakhand	Dehradun, Haldwani, Roorkee
West Bengal	Asansol, Bardhman, Durgapur, Kalyani, Kolkata, Siliguri, Howrah

Note:

- The Bank reserves the right to **cancel, add or modify** any examination centre depending on administrative feasibility or the response of the candidates etc.
- Candidates will have to appear for the online examination at their **allotted Centre** at their own expense. The Bank shall not be responsible for any injury or losses etc. of any nature.
- The Online Written Test is likely to be conducted in the month of December'25/ January'26 and the **exact date/ centre/ venue of examination will be communicated to the candidates via the call letter**. The Bank reserves the right to cancel or make any change in the date/ centre/ selection procedure, if necessary.
- The following items are **strictly prohibited** inside the examination centre: -

i. Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
ii. Any communication device like Bluetooth, Earphones, Microphone, Pager, Health Band etc.
iii. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
iv. Ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. to be thoroughly checked.
v. Any Watch/Wrist Watch, Camera, etc.
vi. Any metallic item
vii. Any eatable item opened or packed
viii. Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

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Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaint. Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination as arrangement for their safekeeping cannot be assured. IBPS or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

The possibility for occurrence 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.

3.3 Guidelines for Persons with Benchmark Disabilities (PwBD) using the services of a Scribe for Online Examination

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No. 16-110/2003-DD III dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Finance, Department of Financial Services vide letter F.No. 3/2/2013-Welfare dated 26.04.2013; Office Memorandum F.No. 34-02/2015- DD-III dated 29.08.2018 and F.No. 29-6/2019-DD-III dated 10.08.2022 of Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan). In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/ her own scribe at his/ her own cost.
- The scribe may 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 online written test, if any.
- Deliberate wrong information about the candidate/ scribe in declaration form submitted at the time of online application or at the time of examination or at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time for examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- If violation of the above is detected at any stage of the process, candidature of the applicant will be cancelled. Candidates eligible for and 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 favorably entertained.
- Only candidates registered for compensatory time (at the time of online registration) will be allowed such concessions since compensatory time given to candidates shall be system based and it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be

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cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

3.3.1 Guidelines for Candidates with Locomotor Disability and Cerebral Palsy

Compensatory time of twenty minutes per hour or otherwise advised 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).

3.3.2 Guidelines for Visually Impaired (VI) 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** or otherwise advised of examination. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

3.3.3 Guidelines for Candidates with Intellectual Disability (ID)

Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates **with more than 40% Intellectual Disability** (autism, intellectual disability, specific learning disability and mental illness).

3.3.4 Guidelines for Candidates with Specified Disabilities having less than 40% disability and having difficulty in writing:

Candidates availing scribe in accordance with OM F.No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as **Appendix I**. Such candidates shall also, upload their certificate while filling the application form.

The qualification of the scribe should be one step below the qualification of the candidate taking examination. Letter of undertaking as per **Appendix II** should be submitted by such candidates at the time of examination.

Compensatory time of not less than twenty minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe.

Note: These guidelines are subject to change in terms of GoI guidelines/ clarifications, if any, issued from time to time.

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3.4 List of Documents to be produced before/ at the time of Personal Interview

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview or as and when required by the Bank, failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate will debar his candidature from further participation in the recruitment process.**

- Printout of the valid Interview Call Letter
- Valid system generated printout of the Online Application form
- Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)
- Photo Identify Proof and Address Proof (Officially Valid Documents)
- Relevant documents in support of Educational Qualification: Individual Semester-wise/ Year-wise Mark sheets & Certificates including final degree/ diploma certificate. Proper document from University/ College/ Institute for having declared the result on or before 23.11.2025**.**
- Income and Asset Certificate (valid on date of registration) issued by the competent authority and strictly in the prescribed format as stipulated by Government of India, in case of EWSs (Economically Weaker Sections) category candidates. The candidate should have a valid EWS certificate at the time of submitting online application.
- Caste Certificate issued by the competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC/ ST/ OBC category candidates and **caste name mentioned should tally letter by letter with Central Government list / notification.**
- In case of candidates belonging to OBC category, the caste certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the non-creamy layer clause should be valid at the time of submitting online application.
- Disability certificate in prescribed format (as per the Annexures attached with the advertisement) issued by the District Medical Board in case of Persons with Benchmark Disability category. If the candidate has used the services of a Scribe at the time of online examination, then the duly filled in details of the scribe in the prescribed format.
- An Ex-Servicemen candidate has to produce a copy of Service or Discharge Book along with Pension Payment Order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services on or before 22.11.2026.
- Candidates serving in Government/ Quasi Govt Offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview.
- Persons eligible for age relaxation under 2.6 (v) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Department of Financial Services F.No.9/21/2006-IR dated 27.07.2007.
- Persons falling in categories (ii), (iii), (iv) & (v) of point no. 2.1 above should produce a certificate of eligibility issued by the Govt. of India.
- Relevant documents in support of the work experience declared, including appointment letter, salary slip, relieving letter etc. (wherever applicable)

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- Experience Certificate (in prescribed format as per the Annexures attached)
- Any other relevant documents in support of eligibility.

Note:

- **Candidate will not be allowed to appear for the Interview if he/ she fails to produce the relevant eligibility documents as mentioned above. Non production of relevant eligibility documents as and when demanded by the Bank shall make the candidate ineligible for further process of recruitment.**
- **The prescribed format for the certificate to be produced by the candidates belonging to the reserved category (SC/ST/OBC/EWS/PWBD) is enclosed with the advertisement and also available at https://pnb.bank.in/ under Recruitments/Careers.**

4. CALL LETTERS FOR ONLINE WRITTEN TEST/ LLPT/ INTERVIEW

- The date of **Online Written Test** will be intimated through the **Call Letter**, which will also specify the **Centre/ Venue** for the examination. Call letters will be released well in advance of the examination date.
- All eligible candidates will be required to download their call letter for Online Examination/LLPT/ Interview and Information Handout from the Bank's website **https://pnb.bank.in/** under Recruitments/ Careers.
- The date of commencement of downloading Call Letters for the post will be notified separately on the Bank's website. Hence, the candidates are advised to visit the Bank's website regularly for updates regarding the date of examination and downloading of Call Letters.
- **No Call Letter will be sent by post or by any other mode**. The Bank will not be responsible for any delay or non – receipt of communication due to incorrect contact details or email address provided by the candidate.

5. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

- Candidates are advised, in their own interest, **not to furnish any false, fabricated, or misleading information** and not to suppress any material information while filling out the online application form.
- At the time of Online Examination/ LLPT/ Interview (wherever applicable), if a candidate is/ has been found guilty of:

a. Using unfair means during the Online Examination/ LLPT, or
b. Impersonating or procuring impersonation by any person, or
c. Misbehaving in the examination/ LLPT/ 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, or
d. 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, or
e. obtaining support of his/her candidature by unfair means, or
f. carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:

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i. to be disqualified from the examination for which he/she is a candidate.
ii. to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.
iii. for termination of service, if he/she has already joined the Bank.

6. APPLICATION FEE (NON-REFUNDABLE)

Category	Fee amount (per candidate)
SC/ST/PwBD category candidates	Rs. 50/- + GST @18% = **Rs. 59/-** (only postage charges)
All others	Rs. 1000/- + GST @18% = **Rs. 1180/-**

Bank transaction charges for online payment of application fee will have to be borne by the candidate himself/ herself.

The fee once paid shall **not be refunded** under any circumstances, nor it can be reserved for any other examination or selection.

7. HOW TO APPLY

Candidates can **only apply online from 03.11.2025 to 23.11.2025** through the Bank's website **https://pnb.bank.in/** under Recruitment/ Career. **No other mode of application will be accepted.**

7.1 Pre-Requisites for Applying Online

Before applying online, candidates should scan and upload their photograph, signature, left hand thumb impression, handwritten declaration image, proof of age, caste/ disability certificate, educational qualification, certification and work experience documents keeping in view the guidelines contained in para 7.4 below.

7.2 Procedure for Applying Online

- Candidates are required to apply online through website **https://pnb.bank.in/**. **No other means/ mode of application will be accepted.**
- Candidates are required to have a **valid personal Email ID and Mobile Number**. These should be kept active till the completion of this recruitment project. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying online. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.
- Candidates will have to click on the link "**CLICK HERE FOR NEW REGISTRATION**" to register their application by entering the basic information in the online application form. After that 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.
- In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. There is a provision to modify the online application prior to final submission only. Candidates are requested to make use of this facility to correct the details in online application, if any. They can reopen the saved data using provisional registration

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number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data. Use of special characters while filling the form will not be allowed.

- Candidates are advised to carefully fill in the online application themselves as no change in any of the data 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 COMPLETE REGISTRATION button**. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in the online application form and ensuring that the same is correct prior to submission as no change is possible after submission.
- The name of the candidate and his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ mark sheets/photo identity proofs etc. Any change/ alteration found may disqualify the candidature.
- 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 a candidate does not receive the email and SMS intimations at the email ID/ mobile number specified by him/ her, he/ she may consider that his/ her online application has not been successfully registered.
- An online application which is incomplete in any respect such as without proper passport size photograph, signature, left hand thumb impression, hand written declaration or other attachments uploaded in the online application form/ unsuccessful fee payment **will not be considered as valid.**
- 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 are found to be false at a later stage.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Caste, Date of Birth, Post applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modification will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with 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 or omission to provide the required details in the online application form.

7.3 Mode of Payment

- Candidates have to make the payment of requisite fees/ intimation charges through **ONLINE mode only.**
- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The payment can be made by using Debit Cards (RuPay/ Visa/ Master Card), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets or UPI by providing information as asked on the screen.
- After COMPLETE REGISTRATION, an additional page of the application form is displayed wherein candidates shall follow the instructions and fill in the requisite details.
- 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.

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- On successful completion of the transaction, an **e-receipt will be generated**.
- Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated then 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 and 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 online including payment of fees / intimation charges, 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.
- Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the authorised 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 online application forms 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.

7.4 Guidelines for Scanning and Uploading the Documents

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left hand thumb impression, hand written declaration and pdf scan of other attachments as per the specifications given below.

Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.

i) Photograph: (4.5cm × 3.5cm)

- 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 is no reflection and eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

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- Dimensions: 200 x 230 pixels (preferred)
- Size of file should be between 20kb – 50kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, colours etc. during the process of scanning.
- Photo uploaded should be of appropriate size and clearly visible.

Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Do's:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

ii) Signature:

- The applicant has to sign on white paper with Black Ink pen.
- 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
- Signature (NOT IN CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

iii) Left hand thumb impression: (3cm x 3cm)

- The applicant has to put his left hand thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)

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- File Size: 20kb – 50kb
- Note: If a candidate does not have left thumb, he/ she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/ right hand or toe.

iv) Hand-written declaration image: (10cm x 5cm)

- The applicant has to write the declaration in English clearly on a white paper with black ink.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (preferred for required quality) i.e. 10 cm * 5 cm (Width * Height)
- File size: 50kb – 100kb
- Note: The handwritten declaration has to be in the candidate's hand writing and in English only. The text should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get that text of declaration typed and put their left-hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications).
- The text for handwritten declaration is as follows:
  "I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

v) Caste/ Disability Certificate (if applicable):

- Caste/ Disability Certificate issued by the competent authority as per GoI guidelines
- File type: PDF
- File size: not exceeding 500kb

vi) Educational Qualification Documents:

- Xth and XIIth Standard Mark sheet
- Year wise/ Semester wise/ Consolidated mark sheets and degree certificate
- File type: PDF
- File size: not exceeding 500kb

vii) Post Educational Qualification Work Experience Documents:

- Relevant work experience certificate or any other document in support of post educational qualification work experience
- Format of Experience Certificate (format as per the attached Annexures)
- File type: PDF
- File size: not exceeding 500kb

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Note:

- The above attachments should be of the applicant only and **uploaded at the specified place only in the online application form.**
- The above attachments should be of the applicant and not by any other person.
- If the applicant's signature on the attendance sheet or call letter signed at the time of the examination does not match the signature uploaded, the applicant will be disqualified.
- **Signature / Hand written declaration in CAPITAL LETTERS will NOT be accepted.**

7.5 Procedure for Scanning the Documents

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set colour to True Colour and file size as specified above
- Crop the image in the scanner to the edge of the photograph/ signature/ left hand thumb impression/ hand written declaration and then use the upload editor to crop the image to the final size (as specified above).
- Image file should be in JPG or JPEG format eg. image01.jpg or image01.jpeg and dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/ MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the file menu and size can be adjusted by using crop and then resize option.

7.6 Procedure for Uploading the Documents

- While filling in the online application form, the candidate will be provided with separate links for uploading photograph, signature, left hand thumb impression, hand written declaration and other attachments.
- Click on the respective link for uploading the requisite documents/ images.
- Browse and select the location where the image/ document has been saved.
- Select the file by clicking on it
- Click 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case it is unclear / smudged, the same may be re-uploaded to the expected clarity/ quality.
- **Online application form will not be registered unless the above mentioned files have been uploaded at the specified places.**

Note:

- In case the face in the photograph or signature or left hand thumb impression or the hand written declaration is unclear / smudged, the candidate's application **may be rejected**.
- After uploading the photograph / signature / left hand thumb impression / hand written declaration in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left hand thumb impression or the hand written declaration is not prominently visible, the candidate may edit

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his/ her application and re-upload his/ her photograph or signature or left hand thumb impression or the hand written declaration, prior to submitting the online application form.

- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam and he/ she will be responsible for the same.
- Candidate must ensure that photo to be uploaded is of required size and the face should be clearly visible.
- All pdf files in respect of documents mentioned at 7.4 (i) to (vii) to be uploaded in online application should be of the specified size and be clearly visible so as to determine the eligibility or else, the candidate's application may be rejected.

8. BIOMETRIC VERIFICATION

- Bank may, at various stages – such as the time of online examination or Interview, capture photo and thumb impression/ IRIS Scan in digital format for biometric verification of the candidates.
- Candidate will ensure that his/ her correct thumb impression/ IRIS Scan is captured at various stages as any mismatch between captured and verified impressions may lead to **cancellation of candidature**. Accordingly, candidates are advised to follow the guidelines that shall be provided to them in their call letter.
- In case, any candidate is not found to be genuine, then apart from taking legal action against him/ her, his/ her candidature will be cancelled.
- Refusal to participate in biometric verification may also lead to disqualification.
- Further, the candidates are advised not to apply any external matter like mehandi, ink, chemical etc. on their hands.
- The Bank reserves the right to decide the timing, method and stages at which biometric verification shall be conducted.

9. INDEMNITY BOND

The selected candidates will be required to execute an Indemnity Bond undertaking to serve the Bank for a period of at least **03 years or to pay the Bank a sum of Rs.2,00,000.00** (Rs. Two Lakh Only) in case he / she leaves the Bank before completion of 03 years of active service.

10. CREDIT HISTORY

- The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum **CIBIL score of 680 or above** at the time of joining the Bank.
- Those candidates whose CIBIL status has not been updated before the date of joining, have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the offer of appointment may be withdrawn/ cancelled.
- Candidates with no bank account shall not be required to produce the CIBIL status. CIBIL score requirement is not a pre-condition to apply.

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11. **DEPLOYMENT OF LBOs IN THE BANK**

- Selected candidates will be designated as **"Local Bank Officer"** and will be on **probation for a period of 02 years from the date of joining the Bank**. Their confirmation in Bank's service will be determined in terms of Punjab National Bank (Officers') Service Regulation, 1979.
- After completion of induction training, LBOs will be deployed in any of the Circles **within the State for which they have been selected.**
- After final selection, LBOs will remain posted in same state for which they have applied, **till completion of 09 years of service or promotion to SMG Scale IV, whichever is earlier.**
- The Bank reserves the right to determine the place of posting, role assignment, and subsequent transfers of LBOs in the interest of the organization.

12. GENERAL INSTRUCTIONS

- Candidature at all stages of the recruitment process shall remain **provisional**, subject to verification of eligibility criteria and other supporting documents. Merely being shortlisted, appearing for the test/ interview, or inclusion in the merit list does **not confer any right to appointment.**
- At the time of interview/ joining, candidates must produce **original certificates** in proof of their educational qualifications, age, category, and other eligibility criteria as declared in the online application. Failure to produce such documents shall lead to **cancellation of candidature.**
- All information regarding the recruitment process – including test dates, result announcements, and interview schedules shall be made available **only through the Bank's official website** or sent to the candidate's registered e – mail address/ SMS.
- Not more than one application should be submitted by any candidate. In case of multiple applications, only the **latest valid and completed application** will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- Before applying, the candidate should ensure that he/ she fulfils the eligibility and other norms mentioned in this advertisement. Application, 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. 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, 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 regard. If any shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated.
- A recent, recognizable colour passport size photograph, which should be the same as the one uploaded in the online 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 online test/ interview may lead to disqualification. A candidate should ensure that the signature appended by him/ her in all the places viz. call

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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.

- Candidates belonging to SC/ ST/ OBC/ PwBD/ EWS categories will have to submit certificate in support of their claim at the time of Interview and at any stage as demanded by the Bank.
- No Travelling Allowance is payable to candidates who are called for the Online Test & LLPT. 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.
- The selected applicants, who are presently in employment, will be required to produce an unconditional, clear and valid discharge certificate / relieving letter certificate from their present employer before joining the service of the Bank.
- The appointment of the short-listed / selected candidate is subject to further completion of the prescribed pre-recruitment formalities, submission of notified documents, Execution of Service Indemnity Bond, submission of Medical Fitness Certificate issued either by Authorized Medical Officer of District Govt. Hospital or Medical Consultant appointed at any of the Controlling Offices of Punjab National Bank in the format prescribed.
- At the time of Interview/appointment, the candidates will be required to provide details regarding criminal case(s) charged/pending against him/her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc.
- The Bank reserves the right to deny the appointment depending upon such disclosure and/or independent verification.
- Bank takes no responsibility for any delay in/ non-receipt or loss of any communication.
- The candidates are advised to possess/ acquire valid Aadhaar card for the process. The Bank may conduct Online Aadhaar verification of the candidate/ scribe at different stages of the selection process.
- Any 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.
- 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 the candidature of the concerned candidates and such candidates will be disqualified. No representation in this regard shall be entertained.
- Request for change of contact number/ address/ email ID/ online examination centre/ LLPT exam centre/ Interview centre will not be entertained.
- In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- 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. **Candidates are advised to regularly visit the Bank's website https://pnb.bank.in/ under Recruitments/ Careers for updates/ notices/ instructions.**

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12. DISCLAIMER

- Bank may cancel/ change recruitment process for the post 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 online.
- Bank's decision in respect of all matters pertaining to this recruitment will be final and binding on all the candidates.
- Any notice/ communication meant for the candidates displayed on Bank's website 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.
- Bank reserves the right to cancel the recruitment process partly/entirely at any time, if required, without issuing any further notice or assigning any reason thereof.

Dated: 03.11.2025 **GENERAL MANAGER (HRD)**

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ANNEXURES

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.

1.This is to certify that Sri / Smt / Kum*_____ son / daughter* of_____ of village / town* _____ in District / Division*_____of the State / Union Territory*_____belongs to the _____Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under :

* The Constitution (Scheduled Castes) Order, 1950 ;
* The Constitution (Scheduled Tribes) Order, 1950 ;
* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
* The Constitution (Pondicherry) Scheduled Castes Order 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
*The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

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 # 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____Father /Mother* of Sri / Smt / Kumari*_____of village / town _____in District/Division*_____of the State/Union Territory*_____ who belong to the_____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____[Name of the authority] vide their order No. _____ dated _____.

3.Shri/Smt/Kumari*_____and/or* his/her* family ordinarily reside(s) in village/town*_____ of_____ District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place: **[With seal of Office]**

Date : **State/Union Territory**

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

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* Please delete the words which are not applicable.
# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note: The Certificate is subject to amendment/ modification of Scheduled Castes and Scheduled Tribes lists from time to time as per Government of India Guidelines.

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FORM OF CERTIFICATE TO BE PRODUCED BY

OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT

TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kumari_____son/daughter of _____ of village/Town _____District/Division _____ in the State/ Union Territory_____ belongs to the _____community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____dated _____*. Shri/Smt./Kumari _____and/or his/her family ordinarily reside(s) in the _____District/Division of the _____State/Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.

Dated :

District Magistrate/
Deputy Commissioner etc.

Seal

*** - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.**

****- As amended from time to time.**

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

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Government of ……..

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

(Prescribed proforma subject to amendment from time to time)

Certificate No. ……

Date : ……

VALID FOR THE YEAR ……

This is to certify that Shri/Smt./Kumari …….. son/daughter/wife of …….. permanent resident of …….. Village/Street …….. Post Office……. District…… in the State/Union Territory …… Pin Code …….. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets*** :

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities

2. Shri/Smt./Kumari …… belongs to the …… caste which is not recognized as a

Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size attested Photograph of the applicant

Signature with seal of Office ……

Name ……

Designation ……

* Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2 :The term **'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3 : The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE :- **The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS : -**
(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
(iii)Revenue Officer not below the rank of Tehsildar and
(iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

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FORM-I

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport size attested photograph (Showing face only) of the person with disability

Certificate No. : **Date :**

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) _____ Age _____ years, male/female _____ registration No. _____ permanent resident of House No._____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of :

- **locomotor disability**
- **Dwarfism**
- **Blindness**

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/She has _____% (in figure) _____ percent (in words) permanent locomotor disability/ dwarfism /blindness in relation to his/her _____ (part of body) as per guidelines (……number and date of issue of the guidelines to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.

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FORM - II

Certificate of Disability

(In case of multiple disabilities)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. : **Date :**

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) _____ Age _____ years, male/female _____ registration No. _____ permanent resident of House No._____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (……number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language Disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum disorder			
15	Mental-illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson’s disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

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(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (……number and date of issue of the guidelines to be specified), is as follows :-

In figures :- _____ percent

In words :- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

 # - e.g. Single eye

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

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FORM - III

Certificate of Disability

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport size Attested Photograph (Showing face only) of the person with disability

Certificate No. : **Date :**

This is to certify that I have carefully examined

Shri/Smt./Kum._____

son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) ____ ____ ____ Age _____ years, male/female _____Registration No. _____ permanent resident of House No._____ Ward/Village/Street _____ Post Office _____District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (……number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid Attack Victim			
6	Low vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language Disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple sclerosis			
16	Parkinson’s disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

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2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

 # - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)
Countersigned
{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

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FORMAT OF EXPERIENCE CERTIFICATE

(ON LETTER HEAD OF THE ORGANIZATION)

This is to certify that Shri/ Ms._____ joined the services of this organization as _____ (designation) on_____ (date of joining). The details of his/ her employment are as under:

Period From	Period To	Designation	Nature of duties performed (clearly define the duti relating to the post applied for as mentioned in t advertisement

Name:_____

Designation & Department:_____

Organization's Seal:_____

Date:

Place:

Note: The certificate on the above format should be issued by the Competent Authority on the letter head of the organization and a copy of the appointment letter from the said organization should be attached.

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APPENDIX- I

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs …… (name of the candidate), S/o / D/o ……, a resident of ……..…… (Vill/PO/PS/District/State), aged …… yrs, a person with …… (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition, He / She requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of Medical Authority

(Signature & Name)	**(Signature & Name)**	**(Signature & Name)**	**(Signature & Name)**	**(Signature & Name)**
Orthopedic/ PMR specialist	**Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator**	**Neurologist (if available)**	**Occupational therapist (if available)**	**Other Expert, as nominated by the Chairperson (if any)**
(Signature & Name)				
Chief Medical Officer / Civil Surgeon / Chief District Medical Officer …… Chairperson				

Name of Government Hospital / Health Care Centre with Seal

Place :

Date :

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APPENDIX II

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I, _____, a candidate with (nature of disability/condition) appearing for the (name of the examination) bearing Roll No. at _____ (name of the centre) in the District _____, (name of the State). My educational qualification is _____ .

2. I do hereby state that _____(name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his/her qualification is _____ . In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place:
Date:

Note: The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.