पंजाब नैशनल बैंक punjab national bank

(A Government of India Undertaking)

Human Resources Management Division
Corporate Office , Sector 10, Dwarka, New Delhi -110075

Opening Date for On-line Registration	**08.09.2020**
Closing Date for On-line Registration (Including for Candidates from Far-Flung Areas)	**29.09.2020**
Tentative Date of On-line Examination	**Oct/Nov.**

PUNJAB NATIONAL BANK INVITES ON-LINE APPLICATIONS FROM INDIAN CITIZENS FOR THE FOLLOWING POSTS :

Post code	Name of post	Grade/ scale	No. of vacancies	Scale of pay
01	Manager (Risk)	MMGS-II	160	31705-1145/1-32850-1310/10-45950
02	Manager(Credit)	MMGS-II	200	31705-1145/1-32850-1310/10-45950
03	Manager(Treasury)	MMGS-II	30	31705-1145/1-32850-1310/10-45950
04	Manager (Law)	MMGS-II	25	31705-1145/1-32850-1310/10-45950
05	Manager (Architect)	MMGS-II	02	31705-1145/1-32850-1310/10-45950
06	Manager (Civil)	MMGS-II	08	31705-1145/1-32850-1310/10-45950
07	Manager(Economic)	MMGS-II	10	31705-1145/1-32850-1310/10-45950
08	Manager(HR)	MMGS-II	10	31705-1145/1-32850-1310/10-45950
09	Senior Manager (Risk)	MMGS-III	40	42020 -1310/5-48570-1460/2-51490
10	Senior Manager (Credit)	MMGS-III	50	42020 -1310/5-48570-1460/2-51490
TOTAL			**535**	

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

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2. DETAILS OF RESERVATION

Cadre/Scale	No. of Posts	SC	ST	OBC	EWS	GEN	PWBD			
							OC	HI	VI	ID
Manager (Risk)	160	25	12	43	16	64	1	1	1	0
Manager(Credit)	200	31	15	54	20	80	1	0	1	1
Manager(Treasury)	30	4	3	8	3	12	0	1	1	1
Manager (Law)	25	3	1	8	2	11	1	1	0	1
Manager (Architect)	02	0	0	1	0	1	0	0	0	0
Manager (Civil)	08	1	1	2	1	3	1	0	1	1
Manager(Economic)	10	2	1	2	1	4	0	1	0	1
Manager(HR)	10	1	1	3	1	4	1	1	1	0
Senior Manager (Risk)	40	7	3	10	4	16	1	1	0	1
Senior Manager (Credit)	50	7	4	14	5	20	1	1	1	0
TOTAL	**535**	**81**	**41**	**145**	**53**	**215**	**7**	**7**	**6**	**6**

- The number of vacancies/reserved vacancies is provisional and may vary according to the actual requirement of the Bank. The reservation also includes the backlog of reserved vacancies. Please note that the reservation in respect of different posts in each scale will be as decided by the bank**.**

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

Abbreviations used : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS-Economically Weaker Sections , GEN-General Category, OC-Orthopedically Challenged, HI - Hearing Impaired, VI – Visually Impaired. (PWBD includes OC, HI, VI, ID.)

NOTE:

(A) For all posts, candidates willing to serve anywhere in India need to apply.
(B) Regarding Persons With Benchmark Disabilities (PWBD):-

- As the reservation for PWBD is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GENERAL) to which they belong.
- It is clarified that it may not be possible to employ PWBD candidates in all offices/branches of the Bank and in case of their selection they will have to work in the post identified as suitable for them by the Bank.
- The selected candidates are liable to be posted at any of the Bank's Branches/ Offices, anywhere in India, as per requirement, at the sole discretion of the Bank.

3. ELIGIBILITY CRITERIA :-

3.1) NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, The United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

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A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination/interview conducted by the Bank but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by the Government of India is submitted to the bank.

3.2) AGE, EDUCATIONAL QUALIFICATIONS AND POST QUALIFICATION WORK EXPERIENCE REQUIRED

Post Code	Post	Age as on 01/07/2020	Educational Qualifications as on opening date of On-line Registration	Post Qualification Work Experience & Other stipulations as on opening date of On-line Registration
01	Manager - Risk	Min – 25 years Max – 35 years	**Essential:-**Bachelor/Masters in Math/ Statistics/ Economics/ or FRM/ PRM/ DTIRM/ MBA (Finance)*/ CA/ ICWA/ CFA/ PGPBF minimum of 60% in aggregate. **Desirable:-** 1.Certificate Examination in Risk in Financial Service, IIBF 2.Certification Course in Risk Management, NIBM	Minimum 1 year of post-qualification experience in Banks/PSU/Corporate High Value Credit/ NBFC.
02	Manager - Credit	Min – 25 years Max – 35 years	**Essential:-**CA/ICWA/MBA or PGDM (with specialization in Finance) or equivalent post-graduation degree/diploma from any AICTE approved institute.* minimum of 60% in aggregate. **Desirable:-**Certificate in Commercial Credit, Moody's Analytics.	Minimum 1 year of post-qualification experience in Banks/PSU/Corporate High Value Credit/ NBFC.
03	Manager - Treasury	Min – 25 years Max – 35 years	**Essential:-**MBA-Finance or equivalent from a recognized university/institute/CA/ ICWA/CFA/CAIIB/Diploma in Treasury Management/ PGPBF minimum of 60% in aggregate. **Desirable:-** 1. Certificate Treasury Dealer Course, IIBF. 2. Certificate Course in Treasury Management, NIBM.	Minimum 1 year experience as an officer in banking in Treasury of a Bank. OR Minimum 1 year experience of working with primary dealer
04	Manager – Law	Min – 25 years Max – 35 years	Graduate with a degree in law or law graduate, minimum of 60% in aggregate, who has passed 05 years integrated course from the university recognized by the Govt. of India.	Minimum of 2 years:- As Law Officer in the Legal Department of Scheduled Commercial Bank/State or Central Govt./PSU

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05	Manager - Architect	Min – 25 years Max – 35 years	i)Bachelor Degree in Architecture from a University recognized by Govt. of India/ Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate. ii) Must have valid registration of Council of Architecture. iii) Must have knowledge of Auto CAD & should be conversant with Govt guidelines pertaining to procurement of works, goods & services.	Minimum 1 year experience in planning, designing and supervising execution of multi-storied Commercial/Institutional/ Residential projects along with interiors, in Government/Semi Government Departments or Institutions/ Public Sector Undertakings.
06	Manager - Civil	Min – 25 years Max – 35 years	B.E./ B.Tech Degree in Civil Engineering from a University recognized by Govt. of India/ Approved by Govt. Regulatory Bodies, with a minimum of 60% marks in aggregate	Minimum 1 year in Construction/ Maintenance of multistoried Commercial/ Residential buildings in Government/ Semi Government Departments or Institutions / Public Sector Undertakings/ Listed corporate or its subsidiaries/ group companies.
07	Manager - HR	Min – 25 years Max – 35 years	02 years full time (not through Distance Mode of Education) Post Graduate Degree/Diploma in Personnel Management/ Industrial Relations/HR/ HRD/ HRM/ Labour Law with a minimum of 60% marks in aggregate*	Minimum 2 years experience as officer, in the field of HR in Scheduled Commercial Banks/PSUs/ Central or State Govt. Departments/ listed Corporate Entity (with manpower of over 2000 employees)
08	Manager – Economic	Min – 25 years Max – 35 years	Post Graduate Degree in Economics with a minimum of 60% marks in aggregate OR equivalent CGPA from the University recognized by Govt. of India or its regulatory bodies	Minimum 2 years experience as officer, in Scheduled Commercial Banks/PSUs/ Central or State Govt. Departments/ listed Corporate Entity
09	Senior Manager - Risk	Min – 25 years Max – 37 years	**Essential:-**Bachelor/Masters in Math/ Statistics/ Economics/ or FRM/ PRM/ DTIRM/ MBA (Finance)*/ CA/ ICWA/ CFA/ PGPBF minimum of 60% in aggregate. **Desirable:-** 1.Certificate Examination in Risk in Financial Service, IIBF 2.Certification Course in Risk Management, NIBM	Minimum 3 years of post-qualification experience in Banks/PSU/Corporate High Value Credit/ NBFC.

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10	Senior Manager - Credit	Min – 25 years Max – 37 years	**Essential:-**CA/ICWA/MBA or PGDM (with specialization in Finance) or equivalent post-graduation degree/diploma from any AICTE approved institute.* minimum of 60% in aggregate. **Desirable:-**Certificate in Commercial Credit, Moody's Analytics.	Minimum 3 years of post-qualification experience in Banks/PSU/Corporate High Value Credit/ NBFC.

In all cases where MBA or PGDM or equivalent post graduation degree/diploma is mentioned as criteria for educational qualification, following guidelines will be applicable:
a. The course is required to be of 2 years duration.
b. The course should be Full time. Course completed through correspondence/part-time/distance mode will not be considered.
c. In case of dual specialisations, one of the two fields of specialisation should be in the field prescribed for the post.
d. In case of major/ minor specialisations, major specialisation should be in the field prescribed for the post.
e. Candidates having PG Degree (MMS or MBA)/PG Diploma with more than two specialisations or General MBA are not eligible to apply.
f. The institute should be recognized/approved by Govt.;Govt.bodies/AICTE

NOTE:

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

(B) The level of educational qualifications prescribed for the posts is minimum. Candidates must possess above qualifications/ work experience **as on opening date of registration i.e. 08.09.2020** and must produce Marks Sheet & Provisional Certificate/ Degree Certificate issued from the University if called for **interview**. The result of the qualification prescribed must have been declared on or before **08.09.2020.** The exact date of declaration of result should be explicitly mentioned in the Degree certificate or any other certificate issued by the university. Otherwise, the date appearing on the marksheets / Provisional Certificate/Degree Certificate shall be reckoned for deciding eligibility. No correspondence shall be entertained in this matter.

(C) Candidates must specifically indicate the class/division and percentage of marks obtained (calculated to the **nearest two decimals)** in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same should be converted into percentage in terms of conversion norms of university in this regard, besides indicating the CGPA/OGPA in the application. Candidates will have to produce the certificate/document issued by university evidencing conversion formula of university, when called for interview.

(D) Calculation of Percentage : The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.

(E) The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

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3.3 RELAXATION IN UPPER AGE LIMIT

(i)	Scheduled Caste/Scheduled Tribe	**5 Years**
(ii)	Other Backward Classes	**3 Years**
(iii)	Persons With Benchmark Disabilities	**10 Years**
(iv)	Ex-Servicemen	**For selection through test &/or interview** Ex-servicemen, Commissioned Officers, including ECOs/ SSCOs, who have rendered at least 05 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment **- 5 years**
(v)	Children/Family members of those who died in the 1984 riots	**3 Years**

NOTE:

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

b. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 3.3 (iii) to 3.3 (vi).

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

d. Candidates availing relaxations/ other benefits available to Ex-Servicemen category will have to produce the discharge certificate/certificate issued by the competent authority (in the format prescribed) that they are due for discharge on or before **29.09.2021**, at the time of interview, failing which they will not be allowed to appear in the interview/their candidature is liable to be rejected.

3.4 DEFINITIONS :

(A) Ex-Serviceman (EXSM):

(i) Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel & Administrative Reforms Notification No.36034/ 5/85/Estt.(SCT) dated 27.10.1986 as amended from time to time.

(ii) An Ex-Serviceman who has once joined in a Govt. Job on the civil side after availing the benefits given to him/her as an Ex-Serviceman for his/her re-employment, his/her Ex-Serviceman status for the purpose of re-employment in Govt. jobs ceases.

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(B) Reservation for 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 reserved categories of disabilities mentioned under this Act are namely:

a. Blindness and low vision;
b. Deaf and hard of hearing;
c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
d. Autism, intellectual disability, specific learning disability and mental illness;
e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.

Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".

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 the vacancies advertised.

(i) Guidelines for Persons With Benchmark Disabilities using the services of a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. 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 should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.

- **The scribe arranged by the candidate should not be a candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe 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 favourably entertained.**

- **Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.**

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(ii) 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).

(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour 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.

(C) Reservation for Economically Weaker Sections (EWSs):

Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 Lakhs (Rupees Eight Lakhs Only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business , profession etc. 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.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

4. **SELECTION PROCEDURE**

- Selection will be through **online test and/or interview.** Merely satisfying the eligibility norms do not entitle a candidate to be called for Test or Interview. The **online** test shall comprise of the following tests :

Sr. No.	Name of the Tests	No. of Questions	Maximum Marks	Duration
1	Reasoning	50	50	120 Minutes
2	English Language	50	25	
3	Quantitative Aptitude	50	50	
4	Professional Knowledge (Relevant to the Post)	50	75	
	Total	**200**	**200**	

The above tests except the Test of English Language will be available bilingually, i.e. in English and Hindi. Other detailed information regarding the **online test** examination will be given in an Information Handout, which will be made available for the candidates for download along with the call letters from the Bank's website.

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- The total marks allotted for Interview are 35. The minimum qualifying marks in interview will not be less than 40%.The combined final score of candidates shall be arrived at on the basis of aggregate scores obtained by the candidates in the Online Main Examination and Interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed. A candidate should qualify both in the Online Main Examination and interview and be sufficiently high in the merit to be shortlisted for subsequent provisional allotment process.

4.1 Penalty for wrong answers

There will be penalty for wrong answers marked in the Online Test. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

4.2 List of Documents to be produced at the time of PI (as applicable):

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 failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.

i. Printout of the valid Interview Call Letter
ii. Valid system generated printout of the online application form
iii. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB)
iv. Photo Identify Proof as indicated in Point 8 below
v. Individual Semester/Yearwise Marksheets & certificates for educational qualifications including the final degree/diploma certificate. Proper document from Board/ University for having declared the result on or before **08.09.2020** has to be submitted.
vi. Income and Asset Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of **EWSs (Economically Weaker Sections)** category candidates.
vii. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC / ST / OBC category candidates.
viii. 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. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year as on the date of advertisement). **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification**.
ix. Disability certificate in prescribed format 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.
x. An Ex-serviceman candidate has to produce a copy of the 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 29.09.2021.

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xi. 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 , in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
xii. Persons eligible for age relaxation under 1.2 (5) 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, Dept. of Financial Services communicationNo.F.No.9/21/2006-IR dated 27.07.2007.
xiiii. Persons falling in categories (ii), (iii), (iv) and (v) of Point 1.1 should produce a certificate of eligibility issued by the Govt. Of India.
xiv. Relevant documents in support of the work experience declared, including appointment letter, salary slip, relieving letter (wherever applicable), etc.
xv. Any other relevant documents in support of eligibility.

- **Note: Candidates 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 at the time of interview shall make the candidate ineligible for further process of recruitment.**
- **No documents should be directly sent to the Bank by candidates before or after the interview.**
- **The prescribed format for the certificate to be produced by the candidates belonging to the reserved category (SC/ST/OBC/EWS) is available at www.pnbindia.in under the Recruitments/Careers > Recruitment formalities tab.**

Guidelines with regard to PWBD candidates/ use of scribe are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

The On-line Test is proposed to be held at Port Blair, Chirala , Eluru, Guntur, Kakinada, Kurnool, Nellore, Rajahmundry, Tirupati, Vijaywada, Vishakhapatnam, Vizianagaram, Naharlagun, Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur, Arrah, Bhagalpur, Darbhanga, Muzaffarpur, Patna, Purnea, Chandigarh - Mohali, Bhilai Nagar, Bilaspur, Raipur, Delhi NCR (New Delhi, Ghaziabad, Noida & Gr. Noida, Gurugram, Faridabad), Panaji, Ahmedabad - Gandhi Nagar, Anand, Gandhinagar, Mehsana, Rajkot, Surat, Vadodara, Ambala, Hisar, Karnal, Kurukshetra, Panipat, Yamuna Nagar, Hamirpur, Kangra, Shimla, Solan, Jammu, Samba, Srinagar, Bokaro steel city, Dhanbad, Hazaribagh, Jamshedpur, Ranchi, Bengaluru, Belgaum, Gulbarga, Hubli- Dharwad, Mangalore, Mysore, Shimoga, Udupi, Kannur, Kochi, Kollam, Kottayam, Kozhikode, Thiruvananthpuram, Thrichur, Kavaratti, Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain, Amravati, Aurangabad(Maharashtra), Jalgaon, Kolhapur, Mumbai/Thane/Navi Mumbai, Nagpur, Nanded, Nashik, Pune, Imphal, Shilong, Aizawl, Kohima, Balasore, Berhampur(Ganjam), Bhubaneshwar, Cuttack, Dhenkanal, Rourkela, Sambalpur, Puducherry, Amritsar, Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala, Ajmer, Bikaner, Jaipur, Jodhpur, Sikar, Udaipur, Bardang - Gangtok, Chennai, Coimbatore, Madurai, Salem, Thiruchirapalli, Tirunelvelli, Vellore, Hyderabad, Karimnagar, Warangal, Agartala, Agra, Aligarh, Allahabad, Bareilly, Gorakhpur, Jhansi, Kanpur, Lucknow, Meerut, Moradabad, Muzaffarnagar, Varanasi, Dehradun, Haldwani, Roorkee, Asansol, Greater Kolkata, Hooghly & Siliguri centers. The allocated Centre/Venue for the Examination will be intimated through Call Letter.

- Bank reserves the right to cancel any of the above mentioned centers and/ or add some other centers, depending upon the response of the candidates, administrative feasibility, etc.

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- The Candidates will have to appear for the online examination at the allotted Centre at their own expenses and risks and the Bank will not be responsible for any injury or losses etc. of any nature.

- The date of the test is tentative. The exact date/centre/venue of examination will be communicated to the candidates through the call letters for the examination. The Bank reserves the right to cancel or make any change in the date of the test/ vary the selection procedure, if necessary.

5. Application Fee /Intimation/Postal Charges (Non-refundable):

APPLICATION FEE	
SC/ST/PWBD category candidates	**Rs 175/-** per candidate (only intimation charges)
All other candidates	**Rs 850/-** per candidate

6. GENERAL INSTRUCTIONS

6.1 A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

6.2 Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/intimation charges once paid, shall be neither refunded nor held in reserve for any other examination.

6.3 The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.

6.4 A recent, recognizable colour passport size photograph, which should be the same as the one uploaded in the on-line application form, should be firmly pasted on the call letter for online examination/interview and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the online test/interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.

6.5 No candidate is permitted to use Calculators, Mobile Phones, Pagers or any other instruments in the Examination Hall.

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6.6 The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.

6.7 Candidates will have to produce original Caste/ Disability/relevant certificates at the time of interview, failing which his/her candidature will be cancelled. OBC candidates availing reservation will have to produce OBC certificate with Non-creamy layer clause at the time of interview & an undertaking in the prescribed format regarding non creamy layer status as on closing date of registration. The competent authority for issue of Caste/Disability certificate has been defined at point No. 8 below. The certificate issued by only those competent authorities authorized to issue Caste/Disability certificate will be acceptable.

Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in Central List are not entitled to OBC reservation. They should indicate their category as General in the Online application form.

6.8 Candidates serving in Govt./quasi-Govt./Public Sector Undertakings (including nationalized banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.

6.9 All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their educational/experience certificates as well as caste certificate, certificate of disability in the proforma prescribed by Govt. Of India or any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled**.**

6.10 No Travelling Allowance is payable to candidates who are called for the online test. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual to and fro 2nd Class Rail/Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/Ticket(s) for attending the interview.

6.11 The Bank takes no responsibility for any delay in /non-receipt or loss of any communication

6.12 Any resulting dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at NCT of Delhi.

6.13 Canvassing in any form will be a disqualification. The Bank will be comparing the responses of a candidate with those of other candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that responses have been shared and scores obtained are not genuine/valid, the bank reserves right to cancel the candidature of the concerned candidates and such candidates will be disqualified.

6.14 Request for change of contact no./address/ email ID/online examination centre/interview centre will not be entertained.

6.15 In case any dispute arises on account of interpretation of version other than English, English version will prevail.

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6.16 Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

6.17 Candidates are advised to note that if selected, they will be required to execute an Indemnity Bond with surety for serving the Bank for a specified period, as below. In case he/she resigns from or leaves/abandons the service and /or neglects in performance of the duty assigned to him/ her leading to termination of his/her service as per rules/ regulations by the Bank before the specified period, he/she will indemnify the bank upto the extent of bond amount, for all losses, costs, charges and expenses. Selected officers shall execute the indemnity bond before joining the Bank.

Post - Scale	Amount of Bond	Bond Period
MMG Scale-III	Rs 3.00 lacs	03 Years
MMG Scale-II	Rs 2.00 lacs	03 Years

7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

7.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

7.2 At the time of online examination/ interview/ Group Discussion(wherever applicable), if a candidate is/has been found guilty of:

- using unfair means during the examination or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose.
- resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
  (a) to be **disqualified** from the examination for which he/she is a candidate
  (b) to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by the Bank
  (c) for **termination** of service, if he/she has already joined the Bank.

8. The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH BENCHMARK DISABILITIES/ EWS is as under (as notified by GOI from time to time):

- For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk 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 (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

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- For Persons with Benchmark Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic /Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

- For Economically Weaker Sections(EWSs): The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure- I 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 Stipendary 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 of the area where the candidate and/or his family normally resides.

Candidates belonging to SC, ST, OBC, PWBD& EWS categories have to submit certificates in support of it at the time of interview.

9. HOW TO APPLY:-

The candidates can apply only for one post. Candidates can apply online only from **08.09.2020** to **29.09.2020** and no other mode of application will be accepted.

I. Candidates are required to apply online through website www.pnbindia.in.No other means/ mode of application will be accepted.

II. **Candidates are required to have a valid personal email ID and Contact No.**It should be kept active till completion of this recruitment project. Bank may send call letters for Online test, GD/interview etc. through the registered email ID.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.**

III. Candidates should scan their photograph and signature, ensuring that both the photograph (4.5cmX3.5cm) and signature adhere to the required specifications as given in this Advertisement.

IV. **Signature in CAPITAL LETTERS shall NOT be accepted**.

V. Carefully fill in the necessary details in the Online Application Form at the appropriate places and submit the same Online.

VI. Use of special characters while filling the form will not be allowed**. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered**. When the data is saved, 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.

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VII. 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 **FINAL SUBMIT** button. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

VIII. There is a provision to modify the online application prior to submission only. Candidates are requested to make use of this facility to correct the details in online application, if any.

IX. **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.**

X. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

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

XII. 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.

NOTE:

- After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

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

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

- Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

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Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

9.2 Mode of Payment

i. Candidates have to make the payment of requisite fee/intimation charges through ONLINE mode only.
ii. Candidates have the option of remitting fees via ONLINE MODE only, where the application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
iii. The payment can be made using only Debit Cards RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
iv. On successful completion of the transaction, an e-receipt would be generated.
v. Candidates are required to take a print of the e-receipt and online application.
vi. If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again.' Candidates may then revisit the 'Apply Online' link and fill in their application details again.

NOTE:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charges.
- 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.
- Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.

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- Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

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

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

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

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

9.3 GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE :

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below:-

(i) Photograph Image :-

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of the 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, no of colours etc during the process of scanning.

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(ii) Signature Imaging :-

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call letter and wherever necessary.
- If the applicant's signature on the answer script at the time of the examination does not match the signature on the Call letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.
- Signature in CAPITAL LETTERS shall NOT be accepted

(iii) Scanning the photograph & signature :-

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. File size as specified above
4. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to cropthe image to the final size (as specified above).
5. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Imagedimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MSWindows / MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

(iv) Procedure for uploading the Photograph and Signature :-

(i) There will be two separate links for uploading Photograph and Signature.
(ii) Click on the respective link 'Upload Photograph/ Signature".
(iii) Browse and select the location where the scanned photograph/ signature file has been saved.
(iv) Select the file by clicking on it.
(v) Click the upload button.

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note :-

1. In case the face in the photograph or signature is unclear, or photo is uploaded in place of signature or vice-versa the candidate's application will be rejected.
2. After registering online, candidates are advised to take a printout of their system generated online application forms.

10. CALL LETTERS FOR THE ON-LINE TEST

The date of the On-lineTest will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Online Examination.

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10.1 PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING ONLINE TEST:

All eligible candidates will be required to download their call letter for on-line examination and the Information Handout from the **Bank's website www.pnbindia.in- Link (Recruitment/Career**) .**Date of commencement of downloading interview call letters for all the posts will be intimated by way of separate notice on the Recruitment Section of Bank's website www.pnbindia.in >link Recruitment/Career. Hence, candidates are advised to visit the bank's website frequently for the date of commencement of downloading of on-line examination/interview call letters. Candidates should note that the call letters will not be sent through any other mode.**

10.2 In case of any difficulty in downloading the call letter, the candidate should contact the Help Desk as mentioned in FAQs with regard to downloading the call letter.

Candidates are advised to regularly visit the Bank's website> Recruitment Section for updates/ notices/ instructions.

Last Date for Registration of On-line Applications : 29.09.2020

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

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

Any notice/communication meant for the candidates displayed on the bank's website or sent by Registered/Speed Posts or conveyed to the email id mentioned in the application at the time of registration with the Bank, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.

The overall hiring scenario may get hampered/ delayed due to expected slowdown following the spread of COVID-19. In view of the same, 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:07.09.2020

GENERAL MANAGER (HRMD)
PUNJAB NATIONAL BANK

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