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पंजाब एण्ड सिंध बैंक
(भारत सरकार का उपक्रम)
प्र.का. मानव संसाधन विकास विभाग
पांचवा तल, बैंक हॉउस,
21, राजेन्द्र प्लेस, नई दिल्ली- 110008
दूरभाष : 011-25716407
ई-मेल: ho.hrd@psb.co.in

ੴ ਸ੍ਰੀ ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫ਼ਤਹਿ

PUNJAB & SIND BANK
(A Government Of India Undertaking)
H.O. Human Resources Development Deptt.
5th Floor, Bank House,
21, Rajendra Place, New Delhi- 110008
Phone: 011-25716407
E-mail: ho.hrd@psb.co.in

Lateral Recruitment for filling up of unfilled vacancies of Risk Managers in SMGS IV & in MMGS III and IT Managers in MMGS-III & MMGS-II in the Bank.

Bank invites applications from Indian Citizens for the aforesaid posts.

Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria.

IMPORTANT DATES:

Commencement of date of online application	19.11.2021
Last Date of online application	28.11.2021
Last Date for receipt of hard copy of online application with enclosures. (Only for Post of Risk Manager in SMGS-IV appearing at Serial No. 1)	08.12.2021
Date of Further Process	Will be informed separately.

1. DETAILS OF POSTS AND RESERVATION

S. No.	Post	Scale	Age** (Years) Min-Max	No of Vacancies						Of which PWD			
				SC	ST	OBC	EWS	UR	TOTAL	VI	HI	OC	MD/ ID
1	Risk Manager	SMGS-IV	30-40	-	-	-	-	1	1	-	-	-	-
2	Risk Manager	MMGS-III	25-35	-	-	-	-	2	2	-	-	-	-
3	IT Manager	MMGS-III	25-35	2	1	3	1	6	13	-	-	-	-
4	IT Manager	MMGS-II	25-35	5	2	9	3	5	24	-	-	-	-
	Total			7	3	12	4	14	40	-	-	-	-

**** Age relaxation for reserved candidates is applicable as per Govt. guidelines. Please note for all cases of age relaxation for SC/ST/OBC(non-creamy layer)/PWD/Ex-Servicemen candidates, maximum age limit shall be 55 years as on 31.12.2020 (for posts of serial no. 1 and serial no. 3).**

Abbreviations Stands for –
SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, EWS- Economically Weaker Section, UR – Un reserved, PWD-Persons With Disability, VI- Visual Impaired, HI- Hearing Impaired, OC- Orthopedically Challenged, ID- Intellectual Disability, MD- Multiple Disability.

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2. RELAXATION IN UPPER AGE LIMIT (in case of candidates belonging to following categories)

Sl.No.	Category	No. of years of relaxation
i)	Scheduled Caste/ Scheduled Tribe	5 years
ii)	Other Backward Classes(Non-creamy layer)	3 years
iii)	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act,2016"	10 years
	a) SC/ST Category	15 years
	b) OBC Category	13 years
	c) General Category	10 years
iv)	Ex-Servicemen: Ex-service Commissioned Officers, including ECOs/ SSCOs, who have rendered at least 05 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or invalidment.	5 years
v)	Persons affected by 1984 riots	5 years

Note:

a. 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(iii) to 3(v).

b. Candidates claiming age relaxation will be required to submit necessary certificate(s) as documentary proof.

c. If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, 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 for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman.
There is no reservation for Ex-servicemen in Officers' Cadre.

RESERVATIONS:

Reservation for SC/ST/OBS/EWS candidates will be provided as per government guidelines. Candidates belonging to and applying under "reserved OBC category" or claiming reservation under EWS are required to submit a certificate regarding his/her 'Community' OR EWS status in the prescribed format " FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (Annexure-III) AND ECONOMICALLY WEAKER SECTION APPLICANTS APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" (Annexure-IV) and the OBC certificate should contain the "Non-creamy Layer Clause" which is not more than one year old and valid EWS certificate. Candidates who fail to produce the above certificate will not be considered under the OBC category or EWS whichever is applicable.

The competent authority for the issue of the certificate to SC/ST/OBC/EWS/ Persons with Benchmark Disbilities (PwBD) is as under:

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For SC/ST/OBC/EWS: (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.

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" and authorized certifying authority will be the Medical Board of the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic/ Ophthalmic/ ENT Surgeon or any person designated as certifying authority by appropriate government.

Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates (attached) in support of it at the time of submission of hardcopy and Interview.

Guidelines for Persons with Benchmark Disabilities using a Scribe

a.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:

b.The candidate will have to arrange his / her own scribe at his/her own cost.

c.The scribe should be from an academic discipline different from the one stipulated for the post.

d.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 of the selection process.

e.Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.

f.The scribe arranged by the candidate should not be a candidate for the online examination under this selection process. If violation of the above is detected at any stage of the process, candidature for selection process 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 favorably entertained.

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g. 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 for the test conducting agency 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.

Guidelines for candidates with locomotor disability and cerebral palsy

a.A 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).

Guidelines for Visually Impaired candidates

a.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.

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

Note:

a) The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
b) The selected candidates may be posted anywhere in India, depending on the requirement of the Bank.
c) Bank will consider the eligibility of candidates based on their suitability and experience in the respective field.

PRE-EXAMINATION TRAINING

Note- Due to COVID-19 pandemic, for the safety of the candidates, PET for the recruitment for the post of MMGS-III and MMGS-II may not be held.

In case Pre-Examination Training is held, it will be arranged by the Bank for the candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities/ PWD through online or offline mode at New Delhi. All eligible candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by candidates for attending the pre-examination training programme at the designated Centres. Bank reserves the right to cancel any of the Pre- Examination Training Centres and/ or add some other Centres and/or make alternate arrangements.

Attending the Pre-Examination Training does not entail any right to the candidate to be selected in the Bank.

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3. ELIGIBILITY CRITERIA (As on 31.12.2020 for posts at Sr.No. 1 to 4)

Nationality / Citizenship:
A candidate must be either (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 Jan. 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 Govt. of India.

1. **Risk Manager in SMGS- IV**

a. Age: 30-40 years

b. Essential Educational Qualification: The candidate must be:-

(i) Graduate in any discipline with aggregate 60% marks or equivalent in CGPA

and

Post Graduate in Mathematics/Statistics/Economics/ Risk Management

OR

MBA in Finance/Banking/Risk Management

OR

PG Diploma in Finance/ Banking/ Risk Management **with** aggregate 60% marks or equivalent in CGPA.

(ii) Or Completed professional courses CA/ICWA/CS.

Note: - Candidates with following Additional Qualifications will be preferred:

i) Financial Risk Manager (FRM)
ii) Professional Risk Manager (PRM) from PRMIA
iii) Diploma in Treasury, Investment and Risk Management (DTIRM-IIBF)
iv) CAIIB with specialization in risk management.

Strong foundation in statistical and other quantitative techniques will be an added advantage.

c. Experience: 5 years of experience as an Officer in Financial Institutions/ Banks/ Rating Agencies/ Analytics Firm/ Reputed Brokerage / Corporate Organisations like CRISIL, CIBIL, ICRA etc., out of which 3 years' experience in risk functions. The experience should be after attaining required qualification.

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2. Risk Manager in MMGS- III

a. **Age:** 25-35 years

b. Essential Educational Qualification: The candidate must be:-

(i) Graduate in any discipline with aggregate 60% marks or equivalent in CGPA

and

Post Graduate in Mathematics/Statistics/Economics/ Risk Management

OR

MBA in Finance/Banking/Risk Management

OR

PG Diploma in Finance/ Banking/ Risk Management **with** aggregate 60% marks or equivalent in CGPA.

(ii) Or Completed professional courses CA/ICWA/CS.

Note: - Candidates with following Additional Qualifications will be preferred:

i) Financial Risk Manager (FRM)

ii) Professional Risk Manager (PRM) from PRMIA

iii) Diploma in Treasury, Investment and Risk Management (DTIRM-IIBF)

iv) CAIIB with specialization in risk management.

Strong foundation in statistical and other quantitative techniques will be an added advantage.

c.Experience:

Officers at least in JMGS I with Post Qualification experience of not less than 3 years in the field of Compliance and/or Risk Management in Banks/ Financial Institutions/ Public Sector Undertakings.

3. IT Officer in MMGS III

a.Age: 25-35 years

b. **Common Qualification:** B.E./B Tech/M.E./M Tech in computer Science / Computer Technology/Computer Engineering/ Computer Science & Technology / Computer Science & Engineering/ Information Technology/ Information science & Engineering / Electronic and communication Engineering or MCA with minimum 60% and above only or equivalent CGPA.

c.Common Experience: Minimum six years of post-qualification work experience information technology out of which 3 years mandatory experience in relevant field.

A detailed list of specialization wise IT officers to be recruited is as under:-

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SCALE III	NO. OF VACANCIES	ADDITIONAL REQUIRED QUALIFICATION	DESIRABLE EXPERIENCE
Data Base Administrator	2	Should possess a valid OEM Certification i.e. Oracle Certified Associate(OCA) or higher	Candidate having work experience in Oracle 11g and above as DBA and PL/SL Scripts will be given preference.
System Administrator	1		System administration in Linux/Solaris /Aix / Unix will be preferred.
Network Administrator	2	Should possess a valid CCNP / CCNS certification in Network switching & Routing Certification (Candidates with CCNP certification will be given preference)	
Security Professional	2	Candidate should possess any of the certifications CISA/CISSP/CISM	Cyber Security, Identifying security risk and development plan, Firewall and IPS management.
Cyber Forensic Analyst	1	Candidate must be certified Cyber Forensic Professional (CCFP)/ Computer Hacking Forensic Investigator (CHFI)	Experience in handling Cyber / Digital Forensic related roles including imaging, analysis and forensic investigations.
Backup Administrator	1	Candidates having valid OEM Certification in the relevant field will be given preference	i. Installation / configuration / administration of Backups using standard backup software's. ii. Managing backup Configuration of heterogeneous operating systems Windows, Linux, Unix etc and familiar with different type of RDBMS
Solution Architect	1		
Vendor Management	1		3 years of experience in the handling of vendor-sponsored events, maintaining agreement repository / history, liaison with third party team to ensure meeting techno commercial contractual objectives.
IT Project management	1		3 years of experience in the handling of assist in developing detailed IT project plan, manage changes to project scope, project schedule and project cost. Liaison with third party / vendor.
IT Operations	1		Preference will be given to those having experience in Core Banking solution migration activities.

4. IT Officer in MMGS II

a.Age: 25-35 years.

b.Common Qualification: B.E./B Tech/M.E./M Tech in computer Science / Computer Technology/Computer Engineering/ Computer Science & Technology /

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Computer Science / Engineering / Information Technology / Electronics & Engineering / Electronic and communication Engineering or MCA with minimum 60% and above only or equivalent CGPA.

c.Common Experience: Minimum four years of post-qualification work experience information technology out of which 2 years mandatory experience in relevant field.

A detailed list of specialization wise IT officers to be recruited is as under:-

SCALE II	NO. OF VACANCIES	ADDITIONAL REQUIRED QUALIFICATION	DESIRABLE EXPERIENCE
Data Base Professional	3	Should possess a valid OEM Certification i.e. Oracle Certified Associate(OCA) or higher / Microsoft Certified Solutions Associates (MCSA) for SQL Server	Candidate having work experience in as DBA and PL/SL Scripts will be given preference.
Network Administrator	4		Should possess a valid CCNA / CCNS certification in Network switching & Routing Certification (Candidates with CCNP certification will be given preference)
Information Security Analyst	3	Should be CCNA certified	1 years mandatorily experience in SOC operations as analyst.
Backup Administrator	1	Candidates having valid OEM Certification in the relevant field will be given preference	Installation / configuration / administration of Backups using standard backup software's
Middleware Administrator	3	Should possess a valid OEM certification in Middleware (WebSphere / WebLogic / Jboss)	
Antivirus Administrator	2		Preference will be given to the candidates having valid OEM certification in the relevant field.
Vendor Management	1		2 years of experience in the handling of vendor-sponsored events, maintaining agreement repository / history, liaison with third party team to ensure meeting techno commercial contractual objectives.
IT Project management	1		2 years of experience in the handling of assist in developing detailed IT project plan, manage changes to project scope, project schedule and project cost. Liaison with third party / vendor.
IT Operations	6		Preference will be given to those having experience in Core Banking solution migration activities.

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4. SCALE OF PAY & OTHER FACILITIES

The candidates shall be appointed on regular basis and their emoluments are as below:-.

a. **Chief Manager – SMGS-IV**:- Scale of Pay is Rs. **76010-2220/4-84890-2500/2-89890**
b. **Senior Manager – MMGS III**:- Scale of Pay is Rs. **63840-1990/5-73790-2220/2-78230**
c. **Manager – MMGS II**:- Scale of Pay is Rs. **48170-1740/1-49910-1990/10-69810**

DA, HRA /Leased Accommodation (if applicable, as per Scale and location in line with Bank's prescribed norms), Learning Allowance, CCA/Location Allowance will be paid as per rules in force from time to time and depending upon the place of posting. Medical, LTC, Terminal Benefits and other perquisites will be as per prevailing rules.

3. PROBATION PERIOD

The selected candidate shall be on **probation for a period of one year**, which can be extended by further period not exceeding one year, depending upon the performance of the candidate.

4. SERVICE BOND

The selected candidates shall be required to execute a service bond as under:-

i) SMGS-IV - Rs.2,00,000/- (Rs. Two lac only), plus applicable taxes
ii) MMGS-III - Rs.1,00,000/- (Rs. One lac only), plus applicable taxes
iii) MMGS-II - Rs.1,00,000/- (Rs. One lac only), plus applicable taxes

The service bond shall have to be accompanied with an undertaking to serve the Bank for a minimum period from the date of joining the Bank as mentioned in below table.

S.No	Post	Minimum Period
1	SMGS-IV MMGS-III and MMGS-II	2 Years

Candidates will also have to furnish one surety of equal amount, acceptable to the Bank in the specified proforma before joining the Bank on his/ her selection for rendering service for a minimum period as given in above table from the date of joining the Bank.
In the event of their resignation from the post before the end of the specified period, they will have to pay the Bond amount along with applicable taxes, as applicable, to the Bank.

5. SELECTION PROCEDURE

S. No.	Post	Scale	Selection Procedure
1	**Risk Manager**	**SMGS IV**	• Short-listing • Personal Interaction/ Interview

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2	*Asst Manager/ IT Manager	MMGS III	• Short-listing • Personal Interaction/ Interview
3	*IT Manager	MMGS II	• Short-listing • Personal Interaction/ Interview

***The Bank may conduct the online examination for MMGS-III and MMGS-II posts depend upon the registration of number of applications.**

The details of further process for online examination will be informed later on through our Bank's website www.punjabandsindbank.co.in The weightage for Online Test Score & Interview marks will be 70% & 30% respectively.

The Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited.

Bank reserves the right to shortlist requisite number of candidates based on the experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for further selection process as decided by the Bank.

The Personal Interview venue, time & date will be informed to the shortlisted candidates in the respective call letter and candidates have to attend the same at their own cost. The call letters will be sent **by email only**. The interviews will be conducted at New Delhi.

The total marks allotted for Interview is 100. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC/PWBD candidates).

Final selection will be made on the basis of marks obtained by the candidates in the entire selection process and will be according to the merit ranking.

Examination Centers:

(i)The examination will be conducted online in the following centers:

State /UT / NCR	Examination Center
Andhra Pradesh	Guntur, Kurnool, Vijaywada, Vishakhapatnam
Assam	Guwahati, Silchar
Bihar	Bhagalpur, Darbhanga, Muzzafarpur, Patna,
Chandigarh	Chandigarh/ Mohali
Chhattisgarh	Raipur, Bhilai , Bilaspur
New Delhi	Delhi-NCR
Goa	Panji
Gujarat	Ahmedabad, Vadodra
Haryana	Ambala, Hissar

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Himachal Pradesh	Kasauli, Shimla
Jammu & Kashmir	Jammu, Srinagar
Jharkhand	Dhanbad, Jamshedpur, Ranchi
Karnataka	Bengaluru, Hubli, Mangalore
Kerala	Kochi, Thiruvananthapuram
Madhya Pradesh	Bhopal, Indore
Maharashtra	Aurangabad, Mumbai/ Thane/ Navi Mumbai, Nagpur, Pune
Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Bhubaneshwar, Sambalpur
Puducherry	Puducherry
Punjab	Jalandhar, Ludhiana, Mohali, Patiala
Rajasthan	Jaipur, Udaipur
Sikkim	Bardang/ Gangtok
Tamil Nadu	Chennai, Madurai, Tirunelveli
Telangana	Hyderabad, Warangal
Tripura	Agartala
Uttar Pradesh	Prayagraj (Allahabad), Kanpur, Lucknow, Meerut, Varanasi
Uttarakhand	Dehradun
West Bengal	Asansol, Greater Kolkata, Kalyani, Siliguri

(ii) No request for change of Centre for Examination shall be entertained.
(iii) Bank, however reserves the right to cancel any of the Examination Centres and/or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
(iv)Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
(v) Candidate will appear for the examination at the Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

List of documents to be produced at the time of Personal Interview

While appearing for Personal Interview, candidates are advised to bring original documents along with self-attested copies thereof as detailed below, failing which they shall not be allowed to appear for the Personal Interview:-

- Appropriate certificate in support of Date of Birth.
- Printout of interview call letter.
- Valid system generated printout of the online application form registered for post.
- Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.
- Age relaxation valid proofs.
- All Certificates and testimonials of Educational Qualification and other Certifications from Standard Xth onwards. (Semester-wise marksheets and Provisional / Final Degree Certificate for Graduation & PG)
- All Appropriate document(s) in support of work experience(s), if any. NOC from the existing employer, if employed with any public sector bank or Govt./ Quasi-Govt Organization or PSU

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- Appropriate Certificate(s) in support of Caste/Category/ Disability/ Ex-Servicemen (if applicable). In case of OBC Candidates, OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of joining (issued within one year prior to the date of joining). OBC Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Valid EWS certificate.
- Disability certificate in the prescribed format issued by the District Medical Board in case of Persons With Benchmark Disability category
- An Ex-serviceman candidate has to produce a copy of the Service or Discharge book alongwith 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 31.03.2022.
- Persons eligible for age relaxation under 2 (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, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- Photo Identify Proof of name and permanent address.
- Two passport size photographs similar to that pasted on the application form.
- Any other relevant documents in support of eligibility.

NO DOCUMENT SHOULD BE DIRECTLY SENT TO THE BANK BEFORE OR AFTER THE INTERVIEW FOR THE POSTS SERIAL NO. 2 TO 4.

IDENTITY VERIFICATION:

Documents to be produced:

In the examination hall, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-aadhar card with a photograph/ Employee ID, should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Test.

a. Ration Card and Learners Driving License will not be accepted as valid id proof for this project.
b. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with call letter while attending the Test, without which they will not be allowed to take up the Test.

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Social Distancing Mode conduct of Exam Related Instructions

Different reporting time will be printed for a set of candidates. Candidate must report much before the Reporting time to avoid crowding.

1. Candidate is required to report at the exam venue strictly as per the time slot mentioned in the admit card AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the call Letter.

2. Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue and post their Admit Card/ Call Letter and ID verification.

3. Items permitted into the venue for Candidates

Candidates will be permitted to carry only certain items with them into the venue.

a. Mask (WEARING A MASK is COMPULSORY)

b. Gloves

c. Personal transparent water bottle

d. Personal hand sanitizer (50 ml)

e. A simple pen

f. Exam related documents (Call Letter/Admit Card, ID card in Original, Photocopy of ID Card, etc)

g. Call Letter/Admit Card should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter/Admit Card should be exactly the same.

h. In case of Scribe Candidates – Scribe form duly filled and signed with Photograph affixed.

No other Items are permitted inside the venue.

4. Candidate should not share any of their personal belonging/material with anyone

5. Candidate should maintain safe social distance with one another.

6. Candidate should stand in the row as per the instructions provided at venue.

7. If candidate is availing the scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and water bottle. Wearing a mask is compulsory. **Both candidate and Scribe will require to be wearing N95 Mask.**

8. A Candidate must have Aarogya Setu App installed on his mobile phone. The Aarogya Setu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration form provided in Annexure- V) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on Aarogya Setu will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue.

[This instruction is also applicable to the scribe brought by the candidate]

9. After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting

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10. All candidates will be checked with Thermo-guns at the entry point for temperature. In case, any person is observed to be having above normal temperature (> 99.14° F) or displaying any symptoms of the virus, they will not be allowed entry into the venue

11. **Candidate registration:**

a. Candidate registration will be done through photo capture.

b. Photograph will be taken while candidate is standing.

c. Seat number will be given to the candidate.

12. **Rough sheet call letter and ID proof management**

- Rough sheet(s) kept at each candidate desk will be used by candidate. No additional sheets will be provided during the exam.
- Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy
- Candidate must drop the rough sheets in the boxes provided at the exit of lab/venue while leaving. The drop box for the roughsheets will be different from that of Call Letter box. Specific instructions will be displayed at the Venue.

13. **Post Examination Control**

- On completion of a shift, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

(Some more instructions related to exam may be added or modified depending on the situation during the scheduled date of exam)

6. APPLICATION FEE (NON-REFUNDABLE)

Category of Applicant	Application Fee	Total Fee for New Delhi	Total fee for out of New Delhi
SC/ST/ PWD (only Intimation charges)	Rs. 150/- + Plus GST as applicable	Rs.177/-(including CGST and SGST)	Rs.177/-(including IGST)
All others (for posts at Serial No. 1 to 4)	Rs. 850/- + Plus GST as applicable	Rs.1003/-(including CGST and SGST)	Rs.1003/-(including IGST)

- Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only.
- Bank Transaction charges for online payment of application fee /intimation fee will have to be borne by the candidate.
- **Cash, Cheques, Money Orders, Postal Stamps etc. will NOT BE ACCEPTED.**
- Application once made will not be allowed to be withdrawn and the Fees once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection. Candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement before applying.
- Payment of fees/ intimation charges through ONLINE MODE and no other mode of payment is acceptable.
- A candidate shall have to apply separately for each post.

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- Submission of more than one application by any candidate for the same post will render him/her ineligible and in such case all the applications submitted by the said candidate will be rejected and application fee forfeited.

7. **HOW TO APPLY**

Eligible candidate has to apply online through the Bank's website (www.punjabandsindbank.co.in) only. No other means/ mode of application are acceptable.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

a) Before applying online, candidates should:
   i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload (please refer Annexure-II & VI).
   ii) Scan their Thumb impression, Hand written declaration, education, experience, reservation certificates etc. as per the eligibility criteria (please refer Annexure-VI).
   iii) Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Appointment Process. Bank may send call letters for the Interview etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online and must maintain that e-mail account and mobile number.

b) **Last date of online application is** 28.11.21. No application shall be entertained beyond the stipulated date & incomplete applications will be rejected. The Bank will not be responsible for any delay in receipt of application or loss thereof in postal transit.

c) **APPLICATION PROCEDURE:**

Application Procedure

1. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. 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.
2. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. 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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
3. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
4. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

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5. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
6. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed in Annexure- II and VI.
7. Candidates can proceed to fill other details of the Application Form.
8. Candidates can proceed to upload Hand written declaration, Thumb impression and Documents as per the specifications given in the Details for procedure and uploading documents (refer Annexure-VI).
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature, documents uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

Payment of fees- Online Mode

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.
7. 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

a) Self-attested copies of the following documents are to be submitted along with printout of Application Form (**FOR POST RISK MANAGER IN SMGS-IV**):-

- Self-attested Printout of Application Form.
- Annexure I (Mandatory)
- A recent recognizable passport size colour photograph should be firmly pasted on the application, (should be signed across by the candidate).

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- NOC from the existing employer if employed in any public sector bank/Govt. Organization.
- Self-attested copy of School leaving certificate in support of Date of Birth
- Self-attested copies of certificates and testimonials in proof of Educational Qualification from SSC/SSLC/X STD, PUC/10+2/Intermediate, Graduation and other qualifications.
- Appropriate document (s) in support of desirable experience.
- Appropriate Certificate(s) in support of Caste/Category/ Disability/ Ex-Servicemen (if applicable). In case of OBC Candidates, OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of joining (issued within one year prior to the date of joining). OBC Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Valid EWS certificate.
- Any other relevant documents in support of eligibility.

Printout of on line application with photograph and attested copies of certificates in support of age, qualifications & experience etc. for the post Serial No. 1 should be submitted to:
'The Deputy General Manager (HRD), Punjab and Sind Bank, 5th Floor, Bank House, 21 Rajendra Place, New Delhi – 110008'.

Name of the post applied for be written on the cover in bold letters. Applications received after due date (for whatsoever reason) shall not be entertained.

FOR THE POST OF SL. NO. 2 TO 4

- Please note the above mentioned documents are **NOT** to be sent by candidates applying for the post of Risk Manager and IT Officer for Scale II and III.

8. GENERAL INSTRUCTIONS AND CONDITIONS:

(i) Bank reserves its right to change / add / cancel the selection process & re-schedule at its discretion, under unforeseen circumstances, if any. Change, if any, will be announced on our Bank's website or by email. Bank reserves the right to cancel the entire process without giving any reason/notice/intimation /refund of application fee and Intimation charges and such decision of the Bank will not be notified or intimated to the candidates individually.

(ii) The Bank takes no responsibility for any delay in receipt or non-receipt of any application or communication. Hence, candidates are requested to check their email and Bank's website regularly, to keep track of the process. The Bank is not responsible for any postal delay or technical reasons.

(iii) **Before applying for the post, the candidate should ensure that he /she fulfils the eligibility criteria and other norms specified in this advertisement.** It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as the application form. Candidates are therefore urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard. Their candidature at all the stages of recruitment process will be purely provisional subject to satisfying prescribed eligibility criteria mentioned in this advertisement.

(iv) Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Interview, selection and any other

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matter relating to recruitment will be final and binding on the candidate. **The Bank in this regard shall entertain no correspondence or personal enquiries.**

(v) In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

(vi) Candidates will have to produce original of all Educational Qualification Certificates and Mark Sheets, Experience Certificate(s) etc, at the time of interview, failing which his/her candidature may be cancelled. Candidates will not be allowed to participate in Interview without production of the original documents.

(vii) **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 General in the online application form.**

(viii) Date of birth as per Secondary School Certificate (SSC)/School leaving certificate and age as on 31.12.2020.

(ix) **An application form printout which is not self-attested or not accompanied by self-attested photocopies of relevant certificates or the requisite fee not being paid or accompanying documents not self-attested by the candidate or not bearing the candidate's colored photograph pasted firmly/ displayed at the specified place or incomplete in any respect, will not be entertained.**

(x) One recent, recognizable colored Passport size photograph should be firmly pasted/ uploaded on the application at the appropriate place and should be signed across by the candidate after pasting/ on printing. Five copies of the same photograph *should be brought by the candidate* for use at the time of interview.

(xi) Only candidates willing to serve anywhere in India should apply.

(xii) No request for change of address/ email id/ phone number will be entertained.

(xiii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.

(xiv) The Bank takes no responsibility for any certificate/remittance sent separately.

(xv) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.

(xvi) Only those candidates who are short-listed for appearing for the further process will be intimated through e-mail only. The list of candidates who will be finally shortlisted for appointment in the Bank will also be intimated at the communication address furnished by them in the Application Form and the said list will be hosted on the Bank's Website, www.punjabandsindbank.co.in

(xvii) Appointment of shortlisted candidates will be subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service Regulations & Conduct Rules of the Bank.

(xviii) Selected candidates will be required to produce a valid discharge certificate/ relieving letter from their present employer before joining the service. Candidates serving in Government/ Public Sector Undertakings including Banks are required to produce a "No Objection Certificate" from their employer at the time of interview, failing which their candidature shall not be considered.

(xix) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

Action against Candidates Found Guilty of Misconduct: Candidates are advised in their own interest that they should not furnish any particulars that are

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false / tampered / fabricated and should not suppress any material information while submitting application. If a candidate is (or has been) found guilty of –

a. using unfair means during the Interview or subsequent selection procedure or
b. impersonating or procuring impersonation by any person or resorting to any irregular or improper means in connection with his/ her candidature for selection or
c. obtaining support for his/ her candidature by unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
   - To be disqualified from the Interview for which he/ she is a candidate.
   - To be debarred either permanently or for a specified period from any examination or recruitment conducted by Punjab and Sind Bank.
   - For termination of service, if he/ she has already joined the Bank.

The printout of Application Form with enclosures SHOULD REACH the above mentioned address (as mentioned in Point 9(a) above) ON OR BEFORE 08.12.21 .

PRINTOUTS OF APPLICATIONS FORMS WITH ENCLOSURES RECEIVED AFTER THE LAST DATE WILL NOT BE ENTERTAINED.

PRINTOUTS OF APPLICATIONS FORMS RECEIVED WITHOUT ENCLOSURES WILL NOT BE ENTERTAINED.

11. DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection will lead to disqualification of the candidate from the selection and he/she will not be allowed to appear in any of the PUNJAB AND SIND BANK recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

NEW DELHI
Date: 10/11/2021

GENERAL MANAGER
Human Resource Development

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ANNEXURE-I

To

General Manager (HRD)
Punjab & Sind Bank
Bank House, 6th Floor
21- Rajendra Place
New Delhi -110008

Paste Passport size Photograph & sign across the Photograph

(For Post at Serial No. 1 as per advertisement)
(to be filled separately for each post if candidate is applying for multiple posts)

Brief Description of Work Experience

Post Applied for:_____

Name:_____

Registration No:_____

Total Years of service as on ..... *(in Years, Months, Days)*	:
No. of Years of service in *(in Years, Months, Days)* *(please tick any one field relevant to post applied for)*	a) CISO: b) Legal : c) Risk Manager:
Current Employer	:
Current Designation	:
Service length in current employment *(in Years, Months, Days)*	:
From Date	:
To Date	:
Current Responsibilities	:
Notice Period *(in Months)*	:

Number of years of service and period in :

Name of Company	Designation	Regular/ Contract	From date	To date	Brief Description of Responsibilities	Reason for Leaving

Signature of Candidate

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Annexure-I

GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH (4.5cm × 3.5cm) AND 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.

Photograph Image:

a. Photograph must be a recent passport style colour picture.
b. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
c. Look straight at the camera with a relaxed face
d. 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
e. If you have to use flash, ensure there's no "red-eye"
f. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
g. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
h. Dimensions 200 x 230 pixels (preferred)
i. Size of file should be between 20kb–50 kb
j. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

a. The applicant has to sign on white paper with Black Ink pen.
b. The signature must be signed only by the applicant and not by any other person.
c. The signature will be used to put on the Attendance sheet and wherever necessary.
d. The applicant's signature obtained on the interview call letter and attendance sheet at the time of the interview should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
e. Dimensions 140 x 60 pixels (preferred)
f. Size of file should be between 10kb – 20kb
g. Ensure that the size of the scanned image is not more than 20kb
h. Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

a. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
b. Set Color to True Color
c. File Size as specified above

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d. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

e. The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

f. Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

g. If the file size and format are not as prescribed, an error message will be displayed.

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

Procedure for Uploading the Photograph and Signature

a. There will be two separate links for uploading Photograph and Signature

b. Click on the respective link "Upload Photograph / Signature"

c. Browse and Select the location where the Scanned Photograph / Signature file has been saved.

d. Select the file by clicking on it

e. Click the 'Open/Upload' button

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

Note:

a. In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

b. After registering online candidates are advised to take a printout of their system generated online application forms.

c. 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 interview.

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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].

.....2

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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:
Date :

[With seal of Office]
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

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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 20of 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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Annexure-IV

Government of .....

(Name & Address of the authority issuing the certificate

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

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)

Signature with seal of Office .....

Name .....

Designation .....

Recent Passport size attested photograph of the applicant

---

*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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INSTRUCTIONS FOR SOCIAL DISTANCING - COMPUTER BASED TEST

1. Candidates are required to report at the exam venue strictly as per the time slot mentioned in the admit card.

2. Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue and post their Admit Card and ID verification.

3. **Items permitted into the venue for Candidates**
   Candidates will be permitted to carry only certain items with them into the venue.
   a. Mask (WEARING A MASK is COMPULSORY)
   b. Gloves and Face shield
   c. Personal transparent water bottle *
   d. Personal hand sanitizer (50 ml)
   e. A simple pen
   f. Exam related documents (Admit Card, ID card, Photocopy of ID Card, etc.)

   No other Items shall be permitted inside the venue.
   *Candidates are advised to bring their own water bottle.

4. Candidate should not share any of their personal belonging/material with anyone.

5. Candidate should maintain safe social distance with one another.

6. Candidate should stand in the row as per the instructions provided at venue.

7. If candidate is availing the scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.

8. A Candidate must have Aarogya Setu App installed on his/her mobile phone. The Aarogya Setu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on Aarogya Setu App will not be allowed entry.
   In case a candidate does not have a smart phone (with Aarogya Setu App), he/she will have to bring in a signed declaration to this effect (Self Declaration form is provided along with this Admit Card) and show the same to the Security Guard at the entry into the exam venue. If any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue.

9. After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting

10. All candidates will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature (> 99.14° F) or displaying any symptoms of the virus, they will not be allowed entry into the venue.

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11. **Rough sheet**
- Rough sheet(s) kept at each candidate desk will be used by candidate.

12. **Post Examination Controls**
- On completion of a shift, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

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Annexure- V
Self-Declaration

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using a ✓ (Yes, I have) or ✗ (No, I do not have).

Cough	☐
Fever	☐
Sore Throat / Runny Nose	☐
Breathing Problem	☐
Body Ache	☐

- I have NOT been in closed contact with a person suffering from Covid 19 and am NOT under mandatory quarantine.
- I may be subject to legal provision/ action as applicable for hiding any facts on Covid 19 infections related to me and causing health hazard to others.
- I am aware that appropriate measures have been taken as per advisories of Government of India related to norms of social distancing and sanitization at the Examination Center.
- I'm asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.
- I'm certifying that I've NOT tested Positive for the Coronavirus or identified as a potential carrier of the COVID-19 virus.

Candidate Name : _____
Candidate Roll No : _____
Name of the Bank : _____
Date of Exam : _____
Exam Center Name : _____

Signature of Candidate _____

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Annexure-VI

Details of Document to be uploaded:

i. Brief Resume (PDF)

ii.ID Proof (PDF)

iii. Hand Written Declaration

iv. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)

v. Experience certificates (PDF)

(Candidate must upload all relevant experience certificates failing which their candidature will not be considered for shortlisting/interview. Besides, additional score for work experience will not be awarded in such cases.

vi. Caste certificate/OBC Certificate/EWS certificate, if applicable (PDF)

vii.Thumb Impression

Guidelines for Scanning & Uploading the Photograph & Signature

Photograph Image: (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 are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, Left Thumb (LT) impression and Handwriting declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand-written declaration should be of the applicant and not of any other person.
- The signature will be used to put on the Call Letter and wherever necessary.

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- 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.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
- For hand written declaration size of file should be 50kb – 100kb
- Ensure that the size of the scanned image is not less than 50kb or more than 100kb (for hand written declaration)
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

The text for the hand written 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."

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression/ hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format not exceeding 50kb (photograph), 100kb (hand-written declaration), 20kb (signature) and 50kb (left thumb impression) by using MS Paint or MSOffice Picture Manager. Scanned documents 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), 100kb (hand-written declaration), 20kb (signature) and 50kb (left thumb impression) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- while filling in the Online Application Form, the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand-written declaration.

Procedure for uploading the documents

- There will be separate links for uploading Photograph, signature, left thumb impression and hand-written declaration

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- Click on the respective link "Upload Photograph / signature / left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand-written declaration as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand-written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left 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 thumb impression or the hand- written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

(3) After registering online candidates are advised to take a printout of their system generated online application forms.