



**Punjab & Sind Bank**  
(A Government of India undertaking)  
**HEAD OFFICE: Bank House**  
**21 Rajendra Place, New Delhi- 110125**

Advt No.:REC/01/2011-12 PSB OFFICERS'RECRUITMENT PROJECT-2011-12  
Punjab & Sind Bank invites **ON-LINE** Applications from Indian Citizens for appointment of officers in JMGS-I, MMGS-II and MMGS-III. Candidates are required to apply on-line through Bank's website [www.psbindia.com](http://www.psbindia.com) (where full advertisement is available). No other means / mode of application will be accepted

<b>Opening Date for ON-LINE Registration of Application</b>	<b>09.10.2010</b>
<b>Closing date for On-Line Registration of Application for Probationary Officers &amp; Specialist Officers. (For all applicants including those from far flung areas.)</b>	<b>08.11.2010</b>
<b>Payment of Application fee (Demand Draft/ Pay Order)</b>	<b>09.10.2010 to 08.11.2010</b>
<b>Last date for receipt of application printout at the Prescribed Address</b>	<b>15.11.2010</b>
<b>Last date for receipt of application printout at the Prescribed Address (from far flung areas)</b>	<b>22.11.2010</b>
<b>Tentative dates of written test [For Probationary Officers] [For Specialist Officers]</b>	<b>16.01.2011 23.01.2011</b>

**Name of Post/ Vacancies:**

<b>Post Code</b>	<b>Post</b>	<b>Grade/ Scale</b>	<b>Scale of Pay</b>	<b>No. of Vacancies</b>	<b>Age as on 30.09.2010 Min. 21 yrs. Max. as under</b>
1	Probationary Officer	JMG Scale-I	14500 - 25700*	440	30 years
2	• Hindi Officer • Security Officer • Agriculture Field Officer (in Generalist cadre)	JMG Scale- I	14500 -25700 *	10	30 years
3		JMG Scale -I	14500 -25700 *	25	
4		JMG Scale -I	14500 -25700 *	100	
5	Chartered Accountant	MMG Scale II	19400 - 28100*	30	32 years
6	EDP Officer	MMG Scale II	19400 - 28100*	50	32 years
7	FOREX Officer (in Generalist cadre)	MMGS Scale II	19400 -- 28100 *	25	32 years
8	FOREX Officer (in Generalist cadre)	MMGS III	25700 -31500 *	10	35 years
9	EDP Officer	MMG Scale III	25700 -31500 *	10	35 years
<b>Total</b>				<b>700</b>	

\*DA, HRA/ Leased accommodation, CCA, Medical, LTC, Pension\*\*, PF, Gratuity etc will be admissible as per Bank's rules.\*\* New appointees will be covered by a Defined Contributory Pension Scheme as introduced for employees of Central Government w.e.f. 1<sup>st</sup> January 2004 and modified from time to time for payment of pension. However, the existing PSB (Employees') Pension Regulations, 1995 will not be applicable for them.

**Reservation in Posts: [Including Backlog]**

Scale	Post Code	SC	ST	OBC	Gen	Total
JMGS-I	1	72+17*	36+76*	130	244	575
JMGS-I	2					
JMGS-I	3					
JMGS-I	4					
MMGS-II	5	14+1*	07	25+10*	48	105
MMGS-II	6					
MMGS -II	7					
MMGS-III	8	1	1	3	5	10
MMGS -III	9	1	1	3	5	10

\*Backlog vacancies

Abbreviations stand for SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, Gen – General.

**Out of 700 total vacancies in Scale-I, II and III, 33 vacancies have been reserved for Physically Challenged (PC) candidates, of which 10 vacancies have been reserved for Orthopaedically Challenged (OC), 11 for Visually Impaired (VI) and 12 for Hearing Impaired (HI) candidates including backlog.**

**Note:**

1. THE NUMBER OF VACANCIES AND ALSO THE NUMBER OF RESERVED VACANCIES ARE PROVISIONAL AND MAY VARY ACCORDING TO THE ACTUAL REQUIREMENT OF THE BANK. THE NUMBER OF VACANCIES CAN BE INCREASED OR DECREASED AT ANY STAGE BY THE BANK AS PER REQUIREMENT.
2. It is clarified that it may not be possible to employ Physically Challenged candidates in all Offices/ Branches of the Bank and they will have to work in the post identified by the Bank in any branch / office as suitable for them.
3. As the reservation for Physically Challenged candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (viz SC/ST/OBC/Gen) to which they belong.

**1. Eligibility Criteria:**

**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 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, OR (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Bank but on final selection the offer of appointment may be given only after the production of necessary eligibility certificate issued by the Government of India.

**2. Relaxation in Upper Age Limit :**

Sl.	Category	Age Relaxation
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years

3	In the case of Ex- service commissioned Officers, including ECOs/SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) 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 (For Post Code 1 and for posts where selection is through written test and interview) 3 years plus period of service in armed forces for selection through interview only, subject to his not exceeding the age of 50 years
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
5	Officers serving in the Regional Rural Banks and who have put in a minimum of 5 years of service	5 years
6	Physically Challenged Category candidates	10 years
7	The children/family members of those who died in 1984 riots	5 years

**Note :**

1. The relaxation in upper age limit is cumulative as per Govt of India guidelines.
2. An ex- serviceman who has once joined a Government job on civil side after availing the benefits given to him as an Ex-Serviceman for his re-employment, including a job in the Public Sector Undertaking ceases to enjoy ex-serviceman status for further employment.
3. All persons eligible for age relaxation under 2 (4) above must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/ she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1<sup>st</sup> January 1980 to 31<sup>st</sup> December 1989.
4. The children/Family members of those who died in the 1984 riots are eligible for age relaxation by 5 years. Persons eligible for age relaxation under this criterion 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
5. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim relaxation in age, fees etc. reserved category candidates should submit a copy of the relevant certificate in support of his/her claim at the time of Pre-examination training and/or interview.

**3. Definition: Physically Challenged Persons (PC) -**

Definition of Categories of Disabilities:

- (a) **An Orthopaedically Challenged (OC)** person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Centre/ State Govt) would be eligible for reservation in services/ posts.

**Locomotor Disability** means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

**Cerebral Palsy** means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

**Only such persons would be eligible for reservation in services/ posts who suffer from not less than 40 percent of the relevant disability and are certified by a Medical Board appointed by the Central/ State Govt.**

(b) Deaf & Hearing Impaired (HI): the deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

(c) Visually Impaired (VI): The visually impaired persons are those suffering from blindness or low vision.

Blindness – refers to a condition where a person suffers from any of the following conditions :

(i) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

Person with low vision – means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

The candidates applying will have to arrange his/ her own scribe at :-

- a. his/ her own cost.
- b. The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
- c. The scribe can be from any academic discipline for the post of Probationary Officers. For the post of Specialist Officers, the scribe should be from an academic discipline other than that of the candidate. The scribe should possess 60% or lesser marks.
- d. Both the candidate as well as the scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case, if it later transpires that he/ she did not fulfill any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- e. Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

**4. Educational Qualifications and Post Qualifications work Experience: (As on 30.09.2010)**

<b>Post Code</b>	<b>Post</b>	<b>Educational Qualification</b>	<b>Experience</b>
01	Probationary Officer (JMGS-I)	<p><b>Essential:</b> * Graduate in any discipline with minimum 55% marks (for SC/ST/ PC - 50%) in aggregate from a University recognised by Government of India.</p> <p><b>Desirable:</b> * Computer qualification like diploma in computer operations from NIIT, SSI, Aptech, CMC, DOEACC course/ Certificate (O/A/B/C) level or from any other reputed Institute or candidate should have studied Computer as one subject at Graduation/degree level.</p>	-
02	Hindi Officer (JMGS-I)	Post Graduate degree in Hindi with English as a subject in degree level or postgraduate degree in Sanskrit with English and Hindi as subjects in degree level.	Desirable: -Two years experience of translation in a full time period post in an organisation.
03	Security Officer (JMGS-I)	An Officer with 5 years commissioned service in the Army/ Navy/ Air Force or a Police Officer not below the rank of Asstt. S.P./ Dy. S.P. with 5 years of service or officers of identical rank in para military forces with 5 years service.	Inbuilt in qualification.
04	Agriculture Field Officer (JMGS-I)	<p>Graduate with minimum 55% marks (for SC/ST/PC -50%) in Agriculture/ Horticulture/ Animal Husbandry/ Veterinary Science/ Dairy Science/ Agriculture Engineering/ Fishery Science/ Pisciculture/ Agriculture Marketing and Co-operation from a University recognised by Govt. of India</p> <p><b>OR</b> Post Graduate Degree in any of the above disciplines.</p> <p>Note: Knowledge of Computer desirable.</p>	-
05	Chartered Accountant (MMGS-II)	Graduate of any recognized university with a pass in the final examination of the Institute of Chartered Accountants of India (ICAI).	Candidates having experience of minimum two years in Banking / Financial Institutions (Specially in Project appraisal / Risk Management/ Treasury / Foreign Exchange/ Merchant Banking etc.) will be preferred.

06	EDP Officer (MMGS-II)	Degree in Engineering in the field of Computer Science/IT or MCA from a University/Institute recognized by Govt. of India.	Two years in any bank/financial institution in the cadre of JMGS-I. or equivalent. Candidates working on Core Banking Solution (CBS) platform (FINACLE), will be preferred
07	FOREX Officer (MMGS-II)	CA/ ICWA/MBA (Finance) from a recognised University/ Institution with recognition from AICTE with basic knowledge of computer operations.  OR Graduate with minimum 55% marks (for SC/ST/PC candidates -50%) having relevant experience in foreign exchange of any Public Sector Bank with basic knowledge of computers.  Diploma in Foreign Trade/Export Finance is desirable.	Two years experience in Bank/ Financial Institution, exclusively in (a) International Trade Finance –Import & Export, LCs, Guarantees, arranging Buyer’s credit, Supplier’s credit (b) Remittances (c) NRI Services (d) handling ECGC matters (e) Statistical Returns to Regulators.  Knowledge required: - (i) FEMA, FEDAI Guidelines, EXIM Policy, UCPDC 500/600, eUCP 500/600, URC 522, URR 525, URDG 458, ISBP 645 (ii) Basic knowledge of Treasury Operations.
08	FOREX Officer (MMGS-III)	CA/ ICWA/MBA (Finance) from a recognised University/ Institution with recognition from AICTE with basic knowledge of computer operations.  OR Graduate with minimum 55% marks (for SC/ST/PC candidates -50%) having relevant experience in foreign exchange of any Public Sector Bank with basic knowledge of computers.  Diploma in Foreign Trade/Export Finance is desirable.	Five years experience in Bank out of which minimum two years should be in MMGS -II, exclusively in (a) International Trade Finance –Import & Export, LCs, Guarantees, arranging Buyer’s credit, Supplier’s credit (b) Remittances (c) NRI Services (d) handling ECGC matters (e) Statistical Returns to Regulators.  Knowledge required: - (i) FEMA, FEDAI Guidelines , EXIM Policy, UCPDC 500/600, eUCP 500/600, URC 522, URR 525, URDG 458, ISBP 645 (ii) Basic knowledge of Treasury Operations.  (Candidates have to produce experience certificate from their employer in this regard)
09	EDP Officer (MMGS-III)	Degree in Engineering in the field of Computer Science/IT or MCA from a University/Institute recognized by Govt. of India.	Five years in any bank/financial institution out of which minimum two years should be in MMGS-II or equivalent. Candidates working on Core Banking Solution (CBS) platform (FINACLE) will be preferred.

(A) All Educational Qualifications should be from a recognized Board/ University/ Institute. The Educational Qualifications prescribed for the posts are the minimum requirements for eligibility. Candidates must possess above qualifications / work experience as on 30.09.2010 and must submit Marks Sheet and Degree issued by the University if called for

interview.

- (B) Candidates should ensure that he/she fulfils the eligibility criteria & other norms including being in possession of documents specified in this notification before applying for any posts.

## 5. Important Instructions :

- i. A candidate should submit ONLY ONE APPLICATION for one post. Multiple applications for any one post will be summarily rejected and the application fees will be forfeited.  
  
Those candidates who want to apply for more than one Post, should submit a separate application for each Post along with requisite fees.
- ii. An officer /employee, who availed himself of Voluntary Retirement from our bank under VRS, shall be ineligible for re-employment with our bank.
- iii. Application once made will not be allowed to be withdrawn and fee once paid will neither be refunded on any account nor can be held in reserve for any other selection process.
- iv. ***Candidates are required to apply ON-LINE only. Candidates are advised in their own interest to apply ON-LINE much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on the Bank's Web-site on account of heavy internet/website jam.***
- v. The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason beyond the control of the Bank.
- vi. Care has to be taken by the applicant while submitting information in the application relating to relaxation sought based on caste/category etc. as no further changes will be allowed in the application.
- vii. The advertisement notifying the vacancies is also available on Bank's website [www.psbindia.com](http://www.psbindia.com) Candidates are advised to remain in touch with Bank's website for any information which may be put for further guidance.
- viii. The candidates must affix their recent passport size coloured photograph at the place indicated in the call letter for written test and must sign across the photograph so that a part of the signature spreads over the call letter beyond the photograph. They should also keep (05) five copies of the same photograph for future, if required. It should be noted that Black & White photograph will not be accepted and call letters containing such photograph will be rejected
- ix. Candidates selected for appointment in the Bank will be required to furnish a "Bond" of Rs.1,00,000/- in case of Specialist Cadres(including agriculture field officers and forex officers) and Rs.50,000/- in case of Probationary Officers. The candidate will also have to furnish one surety acceptable to the Bank in the specified proforma before joining the Bank on his/her selection for rendering service for a minimum period of three years from the date of joining the Bank. In the event of their resignation/termination from the post before the end of the specified period, they will have to refund to the Bank the said amount of the Bond.

## 6. Selection Procedure:

All eligible candidates must submit their applications on or before the last date of receipt of applications. Final selection will be made on the basis of performance in the written test and/or interview taken together. Merely satisfying the eligibility norms does not entitle a candidate to be called for written test or interview and Bank reserves the right to reject any application without assigning any reason whatsoever.

1. **The written test (Objective Tests + Descriptive Paper)** will be as under:

(I) For Post Code 1

**Objective Tests** consisting of (i) Test of Reasoning Ability, (ii) Quantitative Aptitude, (iii) General Awareness, (iv) Computer Knowledge & (v) English Language and **Descriptive Paper** of English Composition.

(II) For Post Code 02 to 09

**Objective Tests** consisting of (i) Test of Reasoning Ability, (ii) Quantitative Aptitude, (iii) General Awareness & (iv) English Language and **Descriptive Paper** of Professional Knowledge.

**Note :**

- i. There will be negative marks for the wrong answers in the Objective tests, ¼ th mark will be deducted for each wrong answer. Candidates will have to pass in each of the objective tests.
- ii. The passing marks in each of the tests including descriptive paper will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Candidates are also required to score a minimum 40% cut-off (35% for SC/ST/OBC) marks in aggregate to be considered for being called for interview. Bank reserves the right to vary cut-off marks.
- iii. It is the sole discretion of the bank to hold or not to hold written test for the recruitment to post codes 2 to 9. Also in case test is not held, it will be at the sole discretion of the bank to shortlist the candidates based on their age/qualification/work experience etc., to be called for the interview. No correspondence in this regard will be entertained and there will not be any refund of the application fee for candidates, not considered for interview.
- iv. ***The detailed information regarding written examination will be sent along with the call letter and will also be available in the Bank's Website under 'Acquaint yourself' and can be downloaded.***

**2. Interview:**

Depending upon the number of vacancies only a certain number of candidates from amongst those who qualify by ranking sufficiently high in merit on the basis of aggregate marks in the written test will be called for the interview. The candidate has to secure minimum passing marks in the interview to become eligible for final selection.

Final selection will be made on the basis of aggregate marks obtained by the candidates in the written test & Interview taken together and will be strictly according to the merit.

**7. Written Test:**

For Probationary Officers (Post code 01)	<b>Sunday 16<sup>th</sup> January 2011</b>
For Specialist Officers (Post code 02 to 09)	<b>Sunday 23<sup>rd</sup> January 2011</b>

1. Dates of examination are tentative. The exact dates will be communicated to the candidates through call letters for each examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.
2. The Written tests for Probationary Officers and Specialist Officers will be scheduled at the following Centres and the address of the Venue will be advised in the Call Letter.

Centre Code	Name of Centre	Centre Code	Name of Centre	Centre Code	Name of Centre	Centre Code	Name of Centre
11	Bhopal	14	Chandigarh	17	Lucknow	20	Amritsar
12	Chennai	15	Guwahati	18	Ranchi	21	Bhubneshwar
13	New Delhi	16	Mumbai	19	Kolkata	22	Hyderabad

**Request for change of Centre of Examination shall not be entertained.** The Bank, however, reserves the right to cancel any of the Centres and/ or add other Centres, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the Candidate any Centre other than the one he/ she has opted for and the right to waive any of the criteria for selection looking at the requirement and exigencies.

**8. Probation:**



<b>Post codes 01 to 04</b>	<b>Two years</b>
<b>Post codes 05 to 09</b>	<b>One Year</b>

The candidate will remain initially on probation for a period as specified above from the date of joining in the Bank's service, which may be extended at the Bank's discretion. The confirmation to the permanent establishment of the bank will be considered as applicable in the terms of Officers' Service Regulations provided the work, conduct, and overall ability are found to be of the standard required by the Bank.

#### 9. Pre- Examination Training (For Probationary Officers).

It is proposed to impart free Pre- Examination Training to a limited number of Candidates belonging to Scheduled Castes/ Scheduled Tribes/ Minority Communities on "First come first served basis" at **Chandigarh, New Delhi, Mumbai, Chennai, and Kolkata**. Training Centres may also be reduced/increased or changed at the discretion of the Bank. An eligible candidate who wishes to avail Pre-Examination Training should fill in the relevant column in the application format. **Expenses regarding traveling, boarding, lodging etc will be borne by the candidate for attending the Pre- Examination Training Programme at the concerned Training Centre.**

#### 10. Application Fee/Postage charges:

<b>Category of Applicant</b>	<b>Amount of Fees/Postage (Non-refundable)</b>
SC/ST/Physically Challenged (PC)	Rs. 50/- (postage only)
GEN/OBC/EX SERVICEMAN	Rs.400/- (including postage)

- Requisite Application fee/ Postage Charges be sent by Demand Draft / Pay Order favouring "Punjab & Sind Bank- Recruitment Project 2011-12 Probationary Officers" payable at 'Mumbai' only for post code 1 and Punjab & Sind Bank- Recruitment Project 2011-12 - Specialist Officers" payable at 'Mumbai' only for post codes 2 to 9. Candidate's Name, Address/Post applied for and Name of the Centre should be written on the reverse of the Demand Draft/Pay Order.
- Please note that Cash/ Cheque / Money Orders/Postal Order/Postal Stamps etc. will not be accepted.
- Applications not accompanied by requisite application fee/ postage charges as indicated in clause(a) above will not be entertained.

#### 11. How To Apply:

Candidates are required to apply ON-LINE through Bank's website [www.psbindia.com](http://www.psbindia.com). The guidelines for filling ON-LINE application are as under: -

- *Candidate should have a valid personal e-mail id. In case, candidate does not have valid e-mail id, he/she should create a new e-mail id. This e-mail id should be valid for the duration of the project.*
- *Candidates should have their Demand Draft, particulars of qualification, experience, if any ready before applying on-line, as the details are required to be entered in the on-line application. Please note that without valid Demand Draft/ Pay Order details, on-line registration of application will be summarily rejected.*
- *Demand Draft should be purchased on any date between 09.10.2010 and 08.11.2010. Please note that even if the last date for applying online is extended for any reason the dates for payment of fees will remain the same.*
- *Demand Draft should be for requisite amount (Please check point no. 10) and should be in favour of "Punjab & Sind Bank- Recruitment Project 2011-12 Probationary Officers" payable at 'Mumbai' only for post code 1 and "Punjab & Sind Bank- Recruitment Project 2011-12 - Specialist Officers" payable at 'Mumbai' only for post codes 02 to 09.*
- *Candidate's Name, Address, Registration Number, Post applied for and Name of the Centre should be written on the reverse of the Demand Draft/Pay Order.*
- *After submission of application on-line, a system generated registration number and password will be allotted to the applicant. Thereafter, the candidate should obtain a system generated print out of the application.*

- *A recent passport size photograph should be affixed on the application at appropriate place and should be signed across it. Then, send the signed application along with Demand Draft & other necessary certificates/ documents.*
- *Manual corrections in system generated print out of application will not be entertained and such applications will be rejected. If a candidate wishes to make any correction in the application there is a provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct the details in on-line application, if any. This Modification facility shall be available after 2 days of registration & up to 10.11.2010. After making the modifications please take a fresh printout of the system generated Online Application Form. Modification will be allowed only 3 times. After the last date, no modification will be permitted. No modification should be made, after sending the application by post.*
- *Candidates applying for more than one post are required to take demand drafts for each post separately and are required to apply on-line for each post separately.*
- *Application for each post should be sent to the respective address separately.*

System generated print out of the application, complete in all respect, should be sent by **ordinary post** only in a cover superscribing "Print out of Application for the post of Probationary Officer/ Specialist Officer (as the case may be) in Punjab & Sind Bank".

The duly filled in applications are to be sent at the following address: -

For Probationary Officers:   Post Box No. 7640  
Malad West  
Mumbai 400 064

For Specialist Officers:   Post Box No. 27675  
Malad East  
Mumbai 400 097

*The application must be accompanied by a Demand Draft/ Pay Order of value mentioned as above, as the case may be, along with other required documents. Unless the hard copy of the system generated printout of the Online Application Form along with all the relevant enclosures (in separate envelopes for each post) is received at the prescribed address mentioned above the Online application will not be considered valid.*

*Please note that Cash/ Cheque / Money Orders/Postal Order/Postal Stamps etc. will not be accepted.*

## **12. General Instructions:**

- i. Candidates are advised to keep a copy of the application print out & photocopy of Demand Draft with them.
- ii. Candidates serving in Government/Public Sector Undertakings (including Banks and Financial Institutions) are advised to submit "No Objection Certificate" from the employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any admissible, will not be reimbursed.
- iii. *Candidates should ensure that they have met with the eligibility criteria and complied with the requirements and adhered to the instructions and terms and conditions contained in this notification. Candidates are therefore advised to carefully read the Notification and complete ON-LINE Application Form and submit the same as per instructions given in this regard.*
- iv. Only those candidates willing to serve anywhere in India should apply.
- v. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in New Delhi.

- vi. No candidate is permitted to use calculators, mobile phones, pagers or any other instruments in the Examination Hall.
- vii. Canvassing in any form will entail disqualification for recruitment process.
- viii. 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. Decision of the 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 examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The bank in this behalf shall neither entertain correspondence nor any personal enquiries.
- ix. All candidates will have to produce, if called for interview, originals as well as attested photocopies of their educational and experience certificates/degrees as well as caste certificate, certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to "Creamy Layer" section excluded from the benefits of the reservations for Other Backward Classes in Civil Post & Services under Government of India. **OBC CERTIFICATE SHOULD NOT BE MORE THAN ONE YEAR OLD AS ON THE DATE OF APPLICATION.**
- x. Candidates will have to appear for written test and/ or interview at their own expenses and risks and the Bank will not be responsible for any injury/ losses etc. of any nature. However, SC/ST candidates attending the interview will be reimbursed 2<sup>nd</sup> class to & fro rail/ bus fare by the shortest route on production of evidence of travel.
- xi. Any request for change of address will not be entertained.
- xii. In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- xiii. The Bank may at its discretion hold re-examination wherever necessary in respect of a Centre/ venue of a candidate(s).
- xiv. Appointment of selected candidate is subject to his/ her being found medically fit, satisfactory character & antecedents' reports along with police verification as per the requirement of the Bank. Such appointments will also be subject to the Service & Conduct Rules of the Bank.
- xv. Candidate's admission to the examination is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that the Bank has finally cleared his/her candidature.
- xvi. Candidates should ensure that the signatures appended by them in all the places viz. in their 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.
- xvii. The bank shall not be responsible for any application being rejected, which is based on wrong information provided in any advertisement, not published by the bank.

### 13. Competent Authority for Issue of Certificate to SC/ST/OBC/PC is as under:

(a) For SC/ST/OBC – District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector/ First Class Stipendiary Magistrate/ Sub- Division Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub Divisional Officer of the area where the candidate and/ or his/ her family normally resides.

- (b) For Physically Challenged (PC)- the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which, one shall be a specialist in the particular field for assessing locomotors / cerebral / visual/ hearing disability as the case may be.

#### 14. Action Against Candidates Found Guilty of Misconduct:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of written examination/ interview, if a candidate is (or has been) found guilty of – (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof) / answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) 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 :

- (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 Punjab & Sind Bank.  
 (c) For termination of service, if he/ she has already joined the Bank.

The Bank would be analyzing the responses of a candidate with other candidates to detect patterns of similarity, if as per the laid down procedure, it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the bank reserves right to cancel his/ her candidature.

#### 15. Call Letters for Written Examination:

All eligible candidates will be issued call letters at the correspondence address given by the candidates in their application forms, which will be sent by ordinary post.

An eligible candidate **who does not receive the call letter by 10.01.2011(For Probationary Officers Post Code 01) can download his/ her call letter and the Information Handout from the Bank's website between 11.01.2011 and 15.01.2011 and eligible candidate (for Specialist Officers Posts i.e. Post Code 02 to 09) who does not receive the call letter by 17.01.2011 can download his/ her call letter and the Information Handout from the Bank's website between 18.01.2011 and 22.01.2011. In case of any difficulty candidates should contact at the following addresses with the original matriculate level certificate, coloured photograph, ID card, details of his/ her name, address along with the photocopy of the application form for the post applied for & details of Demand Draft / Pay Order for obtaining duplicate call letters. Duplicate call letters will be issued between 11.01.2011 and 15.01.2011 for Probationary Officers (Post code 01) and between 18.01.2011 and 22.01.2011 for Specialist Officers (Post Code 02 to 09) at the following Bank's offices:**

Centre Code	Name of Centre	Address of Zonal Office/Branch Office	Telephone no.
11	Bhopal	The Zonal Manager, Zonal Office, 186, MP Nagar, Bhopal, Pin 462016 (MP)	0755-2559468, 2559311
12	Chennai	The Zonal Manager, Zonal Office, 770-A, Anna Salai, Spencer Tower, 1 <sup>st</sup> Floor, Chennai -600002	044-28494040, 28493885
13	New Delhi	The Zonal Manager, Zonal Office ND-II, 38-39, Industrial Area, Naraina, New Delhi -110028	011-25897833 25897834
14	Chandigarh	The Zonal Manager, Zonal Office-I, SCO: 79, 81 Sector-17B Chandigarh- 160017.	0172-5046931 5046935

15	Guwahati	42, M.G.Road, River Side, Uzan Bazar, Guwahati -781001	0361-2512186 2604627
16	Mumbai	The Zonal Manager, Zonal Office, LBS Marg Vikhroli West Mumbai -400083	022-25772627 25773379
17	Lucknow	The Zonal Manager,Zonal Office, 8,Jawala Devi Building, Lal Bagh Lucknow- 226001	0522-2624574 2614260
18	Ranchi	Group Manager, Group Office, Main Road, Ranchi -834001	0651-2203593
19	Kolkata	The Zonal Manager, Zonal Office, 14/15 Old Court House Street Kolkata- 700001	033-22101673 22485867
20	Amritsar	Zonal Manager-Urban, Hall Bazar Amritsar -143001	0183-5057503 5057505
21	Bhubneshwar	Manager 150, Ashok Nagar, Rajmahal Chowk Bhubneshwar -751009	0674-2533533 6573619
22	Hyderabad	Senior Manager Metro Estate, Abids Hyderabad -500001	040-24758063 24754330

The above advertisement is also displayed in the Bank's website [www.psbindia.com](http://www.psbindia.com).

**Place: New Delhi**

**General Manager (Personnel)**

**Date: 06.10.2010**