

PUNJAB & SIND BANK
(A Govt. of India Undertaking)

Advt. No.REC/SO/01/2013-14

PSB SPECIAL RECRUITMENT DRIVE FOR FILLING UP BACKLOG OF RESERVED VACANCIES - PROJECT 2013-14

Punjab & Sind Bank invites applications for the post of Chartered Accountants in MMG Scale –III (Sr. Managers) in reserved categories from Indian citizens who meet the eligibility criteria prescribed below. The applications on prescribed Performa must reach the following address latest by 31.01.2014 through registered post only: -

General Manager (HRD)
Punjab & Sind Bank,
HO. Human Resource Development Dept.
5th Floor “BANK HOUSE”
21-Rajendra Place, New Delhi-110008

Details of Vacancies

Name of the Post	No. of Vacancies			
	SC	ST	OBC	TOTAL
Chartered Accountant (Scale III)	01	--	02	03

Abbreviations Used:

SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes.

SCALE OF PAY: MMG Scale –III – Rs.25700 -800/5- 29700 -900/2 -31500

EMOLUMENTS: Beside Basic pay, DA, HRA, CCA (wherever applicable) is also payable, as admissible. Allowances may vary depending upon the place of posting. In addition Lease Accommodation facility (in lieu of HRA) for Officers, Conveyance, Medical Aid, LFC & retirement benefits are admissible as per the rules of the Bank.

PROBATION PERIOD: Selected candidates will be on probation for a period of one year from the date of joining the Bank.

Eligibility Criteria:

1. ELIGIBILITY CRITERIA: NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor 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 allowed to appear in Interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

ELIGIBILITY CRITERIA AS ON 31.12.2013 FOR THE ABOVE POSTS IS PRESCRIBED AS UNDER:

Name of the Post	AGE	EDUCATIONAL QUALIFICATION	EXPERIENCE (As on 31.12.2013)
Chartered Accountant (Scale III)	Maximum 35 Years	A Graduate from any University with a pass in the final Examination of the Institute of Chartered Accountants of India.	5 Years & above working experience in a Private/Public Sector/Foreign/ Reputed Investment Bank preferably in Processing Corporate Proposals.

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
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:

- An Ex-Serviceman who has once joined a government job in the civil sector after availing of the benefits given to him as an Ex-Serviceman for his re-employment, his Ex- Serviceman status for the purpose of re-employment in Government ceases.
- In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates only.
- The candidates eligible for age relaxation under 2 (iv) 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 Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1stJan. 1980 and the 31stday of December 1989.
- All persons eligible for age relaxation under Sr. No. 2 (vi) must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 Riots Affected persons sanctioned by Government and communicated by Ministry of Finance, Department of Financial Services communication no. F.No. 9/21/206-IR dated 27.07.2007.

2. APPLICATION FEE (INTIMATION CHARGES) -NON-REFUNDABLE:

Name of Post	Fee
Chartered Accountant in MMGS-III	Rs.100/-

3. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/OBC CANDIDATES IS AS UNDER:**a) For SC/OBC:**

District Magistrate/Additional Dist. Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner / Dy.Collector/First Class Stipendary Magistrate / Sub- Division Magistrate / Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate / Revenue Officer not below the rank of Tehsildar / Sub- Divisional Officer of the area where the candidate and/or his/her family normally resides.

4. SELECTION PROCEDURE:

Selection for the post of Chartered Accountant will be made on the basis of performance in the Group Discussion or / and Interview, to be conducted by the Bank.

5. INTERVIEW: Depending upon the number of vacancies, only a certain number of candidates amongst those who qualify by ranking sufficiently high in merit prepared on the basis of aggregate marks obtained in their required qualification i.e. CA, will be called for interview.

Thereafter, the selection will be made on the basis of Group Discussion or / and interview, comprising 100 marks. Candidates have to obtain minimum 35% for SC/ ST/ OBC) to qualify in the interview. The final selection for the

post will be based on merit, prepared on the basis of marks obtained by the applicants in Group Discussion or / and interview.

6. SERVICE BOND: -The selected candidates shall be required to execute a service bond of Rs.1,00,000/- (Rs. One lac only), undertaking to serve the Bank for a period of 3 years from the date of joining the Bank. They will also have to furnish one surety acceptable to the Bank in the specified Performa before joining the Bank on his/ her selection for rendering service for a minimum period of 3 years 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 of Rs.1,00,000/- (Rs. One lac only) to the Bank.

7. INTERVIEW CENTRES:

The Interview will be held at the designated centers and the addresses of the venues will be advised in the call letters. The addresses of the venues will also be displayed on the Bank's website before the dates of commencement of Interviews.

Note: (i) Request for change of Centre of Interview shall **NOT** be entertained.

(ii) Bank reserves the right to cancel any of the centers and/or add some other centers, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate any of the centers.

8. GENERAL INSTRUCTIONS

(a) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidates, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank on this behalf.

(b) Merely being called by the Bank for Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of qualification and have been called for interview.

(c) 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/certificate/documents 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.

(d) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation.

(e) Persons with Disabilities claiming the benefits of age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.

(f) Candidates serving in Government/Public Sector Undertakings (including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature may not be considered.

(g) The candidates will have to appear for interview at their own expense. However, unemployed eligible SC outstation candidates attending the Interview will be reimbursed to and fro second class ordinary train/bus fare by the shortest route on production of evidence of travel. The Bank will not be responsible for any injury/ losses, etc of any nature.

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

(i) Any request for change of address will not be entertained.

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

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

(l) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/venue/specific post of a candidate(s).

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

(n) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Chartered Accountants recruited/selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job/theoretical training at its Branches/Offices including Staff Training College, so as to enable candidates recruited perform/undertake all types of banking activities.

(o) All Candidates must submit the photocopies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste etc. at the time of interview (if found eligible for interview). The

candidates belonging to SC/OBC are required to submit an attested copy of their caste certificate issued by the competent authority (as specified at point c above) in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates positively at the time of Interview for verification, failing which his/her candidature will be cancelled.

(p) A recent, recognizable passport size photograph should be firmly pasted on the application form and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview may lead to disqualification.

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 or should not suppress any material information while filling up the application form.

At the time of interview, if a candidate is (or has been) found guilty of

(i) Using unfair means during the selection process

or

(ii) Impersonating or procuring impersonation by any person

or

(iii) Misbehaving in the interview venue or taking away any documents from the venue

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 any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable:

a) To be disqualified from the interview for which he/ she is a candidate

b) To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.

9. HOW TO APPLY

Candidates, aspirant for the post are required to apply only on prescribed format available as per Annexure to this Advertisement. No other means/ mode of application will be accepted.

i. Candidate should have a valid e-mail id.

ii. Fees Payment through Demand Draft only, to be issued in favor of “**PSB SO RECRUITMENT PROJECT 2013-14**” payable at New Delhi as per the details of fee to be paid as indicated in para 2 above. The application without requisite demand draft will be liable to be rejected.

iii. The application form duly filled in along with attested photocopies of testimonials/enclosures accompanied with DD of requisite amount/fee must reach the above mentioned address through registered post only.

iv. Incomplete application would not be accepted and if submitted such application would be rejected outright.

v. 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 in 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.

10. DOCUMENTS REQUIRED FOR INTRVIEW

The applicant should sign and affix his/her photograph on such printout of application and keep the photocopy of the same ready for submission at the time of Interview, along with originals of the following:

1. Photo identity proof & address proof
2. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
3. Attested copies of Mark sheets / certificates in support of Educational Qualification;
4. Attested copy of certificate of Computer Course, as applicable;
5. Caste related certificate as applicable.

6. Experience certificate / certificate from employer in proof of continuance of job.

7. Candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered.

11. CALL LETTERS FOR THE INTERVIEW

Only those candidates who have met with the eligibility criteria and who are short-listed for appearing in the Personal Interview will be intimated by e-mail (online). No communication/ intimations regarding interviews will be sent by post. The names of candidates who are finally short- listed for interview will also be available on the Bank's website psbindia.com. Applicants are requested to keep track of the same by visiting Bank's website from time to time. Similarly final selection result will be available on the Bank's web-site for candidates selected for appointment.

12. DATES TO BE REMEMBERED

Releasing date of Advertisement on Bank's website	31.12.2013
Last date for receipt of application	31.01.2014
Last date for receipt of application <i>at the Prescribed Address</i> (from far flung areas)	15.02.2014
Tentative dates of Group Discussion / Interview	01.03.2014

Date: 31.12.2013

Place: New Delhi

General Manager (HRD)

Declaration

I hereby declare that the above statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, or not satisfying to the stipulated eligibility criteria for this project, my candidature is liable to be cancelled / rejected at any stage and if appointed, my services are liable to be terminated. I shall abide by all the terms & conditions set out by the Bank.

Place:

Date :

Signature of the candidate