



(A Government of India Undertaking)

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

Opening Date for downloading the application form and cash voucher	27-12-2019
Closing Date for downloading the application form and cash voucher (Including for Candidates from Far-Flung Areas)	10-01-2020
Last date for Receipt Of Application with all enclosures at our office (Only by Speed/registered post)	13-01-2020

1. The Bank invites applications from Indian Citizens for the post of **MANAGER-SECURITY** in the officer cadre who fulfill the following eligibility criteria:

(a) **Essential :-**

No. & Type of posts	Age as on 01.07.2019	Educational Qualifications & Medical Fitness	Post Qualification Work Experience & Other stipulations as on 01.12.2019
12 Manager (Security)	Min- 21 Max- 35 Years	Bachelor's degree from any University recognized by Govt. of India  SHAPE- 1/ AYE or if in medical category only battle casualty who are able to travel or walk around as job demands extensive travelling & exertion	An officer who have rendered minimum 5 years' service in PB-3 grade/Level 10 grade in:  Indian Army/Navy/ Air Force as Commissioned Officers from 01 Dec 2014 or before.  IPS/ State Police/ Central Police Organization/ Para Military Force as Assistant Superintendent of Police/ Assistant Commandant from 01 Dec 2014 or before.

(b) **Desirable:-** Officers with language proficiency in Tamil, Malayalam, Telugu, Tulu, Kannada, Odia, and in local dialects of Chhattisgarh and North Eastern states will be preferred as officers selected may have to work in these states in close coordination with local administration.

2. **PAY SCALE:** - 31705-1145/1-32850-1310/10-45950 besides other allowances like DA, HRA etc. as per Bank Rules.

3. **POSTING.** The candidates selected will be posted at any place in India as per requirement of the Bank.

4. **DETAILS OF RESERVATION.**

Cadre/Scale	No. of Posts	SC	ST	OBC	EWS	GEN
MMG Scale - II	12	2	1	3	1	5

- (a) The number of vacancies/reserved vacancies is provisional and may vary according to the actual requirement of the Bank. The reservation also includes the backlog of reserved vacancies. Please note that the reservation in respect of the posts in the scale will be as decided by the bank.
- (b) Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates .
- (c) **Abbreviations used** : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker Section, GEN- General Category,

5. **RELAXATION IN UPPER AGE LIMIT**

(i)	Scheduled Caste/ Scheduled Tribe	<b>5 Years</b>
(ii)	Other Backward Classes	<b>3 Years</b>
(iii)	All persons who had ordinarily been domiciled in Jammu & Kashmir during 01.01.80 to 31.12.89	<b>5 Years</b>
(iv)	Children/ Family members of those who died in the 1984 riots	<b>3 Years</b>
(v)	Ex-Servicemen	<b>3 years plus period of service in armed forces.</b> The age including all relaxations of age, <b>must not exceed 40 years</b>

6. **SELECTION PROCEDURE:**

- (a) Selection will be made on the basis of interview. An Essay /Letter drafting test will be conducted as part of interview to judge drafting skills of the candidates. Merely satisfying the eligibility norms do not entitle a candidate to be called for selection.

- (b) Only shortlisted candidates will be called for interview.

**7. APPLICATION FEE/INTIMATION CHARGES (NON-REFUNDABLE):**

- (a) For candidates belonging to SC/ST Categories, there is **no application fee except intimation charge of Rs.50/-**.
- (b) For all others, the **application fee is Rs.300/-**.

**8. PROCEDURE FOR DEPOSITING FEE:**

The application fee has to be paid in cash, at any branch of Punjab National Bank. Before depositing the fee, the candidate must download the Cash voucher, in duplicate, from our website **www.pnbindia.in** link <Recruitment>. The same be duly filled up and presented at the Branch, along with the application fee/intimation charges on or before 10-01-2020 **After payment, the candidate must obtain his copy of the cash voucher from the cashier at the branch and ensure that the transaction ID generated is entered in the cash voucher by the Cashier.**

**9. PROCEDURE TO APPLY :**

- (a) Candidates should log-on to our website **www.pnbindia.in** link <Recruitment> and download the prescribed application form, fill the same and send it to the bank at the below mentioned address **by Speed/Registered post** along with a copy of cash deposit voucher and copies of other supporting documents in the envelope super-scribed 'Application for the post of Manager-Security'.

**Chief Manager (Recruitment Section), HRM Division, Punjab National Bank, Corporate Office Sector 10, Dwarka , New Delhi -110075**

- (b) Incomplete applications, applications not supported by cash voucher & supporting documents (i.e. relevant copies of Educational & Experience certificates as mentioned above) or application not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained by the Bank. The applications received after the last date shall also not be entertained.
- (c) Candidate should keep photocopy of the completed application and Cash Voucher (in original) as the same are to be produced at the time of interview.
- (d) **ALL CANDIDATES SHOULD SEND SELF-ATTESTED PHOTOSTATE COPIES OF THEIR EDUCATIONAL QUALIFICATION & EXPERIENCE CERTIFICATES ALONG WITH THEIR APPLICATION.**
- (e) **CANDIDATES BELONGING TO SC/ST/OBC/EWS CATEGORIES ARE ALSO REQUIRED TO SEND A SELF- ATTESTED PHOTOSTAT COPY OF THEIR CASTE/ OBC/ EWS CERTIFICATE.**

10. **GENERAL INSTRUCTIONS**

- (a) The Bank reserves the right to cancel/discontinue the recruitment process at any stage and decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates. **In case of cancellation of recruitment process, the candidates will be refunded application fees deposited by them**

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

- (b) Candidate should have a valid email ID, which shall be indicated in the application and kept active during the currency of the recruitment process to receive call letter and other communications, if any.
- (c) **The candidates selected will be posted at** any place in India as per requirement of the Bank.
- (d) Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited. **Canvassing in any form will be a disqualification.**
- (e) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/intimation charges once paid shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.
- (f) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not confer on the candidate any right to be called for interview. Only shortlisted candidates will be called for interview.
- (g) A recent, recognizable colour passport size photograph as prescribed in Application Form, should be firmly pasted on the call letter for interview and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all

correspondences with the Bank in future should be identical and there should be no variation of any kind.

- (h) Candidates will have to produce original Caste/ Disability/ relevant certificates at the time of interview, failing which his/her candidature will be cancelled. OBC candidates availing reservation will have to produce OBC certificate with Non-creamy layer clause at the time of interview & an undertaking in the prescribed format regarding non creamy layer status as on closing date of registration. The competent authority for issue of Caste/Disability certificate has been defined at point No. 11 below. The certificate issued by only those competent authority authorized to issue Caste/Disability certificate will be acceptable. **Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in Central List are not entitled to OBC reservation. They should indicate their category as General in the application form.**
- (i) **Reservation for Economically Weaker Sections (EWSs):** Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 Lakhs (Rupees Eight Lakhs Only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.
- (j) Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-
  - (i) 5 acres of agricultural land and above;
  - (ii) Residential flat of 1000 sq. ft and above;
  - (iii) Residential plot of 100 sq. yards and above in notified municipalities;
  - (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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

- (k) Candidates serving in Govt./ quasi-Govt./ Public Sector Undertakings (including nationalized banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.
- (l) 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.
- (m) All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their educational/experience certificates as well as caste certificate, certificate of disability in the proforma prescribed by Govt. Of India or any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.

- (n) Unemployed SC/ST Candidates, who are called for interview, will be paid actual to and fro 2<sup>nd</sup> Class Rail/ Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/ Ticket(s) for attending the interview.
- (o) The Bank takes no responsibility for any delay in /non-receipt or loss of any communication
- (p) Any resulting dispute arising out of and/ or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at NCT of Delhi.
- (q) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.
- (r) Candidates are advised to note that if selected, they will be required to execute an Indemnity Bond with surety for serving the Bank for a specified period, as below. In case he/she resigns from or leaves/abandons the service and /or neglects in performance of the duty assigned to him/ her leading to termination of his/her service as per rules/ regulations by the Bank before the specified period, he/she will indemnify the bank upto the extent of bond amount, for all losses, costs, charges and expenses. Selected officers shall execute the indemnity bond before joining the Bank.

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

**11. THE COMPETENT AUTHORITY FOR ISSUING THE CERTIFICATE TO SC/ST/OBC/EWS/PC IS AS UNDER:**

- (a) **For SC/ST/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 Tahsildar/ Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (b) **For Economically Weaker Sections(EWSs):** The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure- I shall only be accepted as proof of candidate's claim as belonging to EWS:-
  - (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ extra Assistant Commissioner.

- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
  - (iii) Revenue Officer not below the rank of Tehsildar and
  - (iv) Sub- Divisional Officer of the area where the candidate and/or his family normally resides.
- (c) **For Persons with Benchmark Disabilities.** Because of nature of duties, persons with disability are not required to apply.

NEW DELHI

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GENERAL MANAGER

(HRMD)

Government of .....  
(Name and 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. \_\_\_\_\_ 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**

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

\*\* Note 2: The term "Family" for this purpose includes the person who seek 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.