



PUNJAB GRAMIN BANK

(Sponsored by Govt. of India, Govt of Punjab & PUNJAB NATIONAL BANK)

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PUNJAB GRAMIN BANK invites applications from Indian Citizens, for the posts in Officer Middle Management (Scale – III), Officer Middle Management (Scale – II), Officer Junior Management (Scale – I) –Group-“A”. Bank also invites applications for the posts in Office Assistant (Multipurpose) cadre- Group-“B” as per Eligibility Criteria

Starting date of On line registration	22-03-2012
last date for On line registration	10-04-2012

DATES OF WRITTEN EXAMINATION :

Post Code	Post	Proposed date of Written Examination
01	Officer Middle Management Scale – III – Group “A”	13.05.2012
02	Officer Middle Management Scale – II – Group “A”	13.05.2012
03	Officer Junior Management Scale – I – Group “A”	13.05.2012
04	Office Assistant (Multipurpose) – Group “B”	20.05.2012

01. DETAILS OF VACANCIES :

Post	Post Code	Number of Vacancies					Out of which	
		SC	ST	OBC	UR (Gen)	Total	PWD including VI, HI & OC	EXS
Officer MM Scale – III	01	-	-	-	3	3	-	-
Officer MM Scale – II	02	1	-	3	8	12 #	1	-
Officer JM Scale – I	03	5	2	8	17	32	1	-
Office Assistant (Multipurpose)	04	21	-	16	38	75	2	10

Out of 12 vacancies, 5 vacancies are for specialist cadre i.e. Information Technology, Law officer, Treasury Manager, Marketing officer.

Abbreviation stand for :

SC - Scheduled Caste,

ST - Scheduled Tribe,

VI - Visually Impaired,

UR – Unreserved

OBC-Other Backward Classes,

GEN - General,

HI- Hearing Impaired,

PWD - Persons With Disability,

OC - Orthopaedically Challenged,

EXS –Ex-Serviceman

Note :

- Under Post code 2, candidate can opt for either under Specialist cadre or both (Specialist + General Banking Officer cadre) on the basis of experience.
- As the reservation for PWD & EXS is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GEN.) to which they belong.
- The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- It is clarified that it may not be possible to employ PWD candidates in all Offices/ Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.

02. PAY SCALE & EMOLUMENTS :

Post	PAY SCALE
Officer MMG Scale – III	25700-800/5, 29700-900/2, 31500
Officer MMG Scale – II	19400-700/1, 20100-800/10, 28100
Officer JMG Scale – I	14500-600/7, 18700-700/2, 20100-800/7, 25700.
Office Assistant	7200-400/3, 8400-500/3, 9900-600/4, 12300-700/7, 17200-1300/1, 18500-800/1, 19300.

Officer MM Scale – III : At present the total starting emoluments are approx. Rs.43561/- per month inclusive of DA & HRA at the current rate.

Officer MMG Scale – II : At present the total starting emoluments are approx. Rs 32883/- per month inclusive of DA & HRA at the current rate.

Officer JMG Scale – I : At present the total starting emoluments are approx. Rs 24577/- per month inclusive of DA & HRA at the current rate.

Office Assistant (Multipurpose) : At present the total starting emoluments are approx. Rs 13600/- per month inclusive of DA & HRA at the current rate.

NOTE : Other allowances & perquisites will be admissible as per the rules of the Bank.

03. ELIGIBILITY CRITERIA :

[A] Nationality / Citizenship :

For Officer MM Scale III, MM Scale II , & JM Scale I (Post Code No.01,02 &,03). Candidate must be Indian citizen & **willing to work in the operational area of the Bank and have knowledge of local language i.e. Punjabi**

A candidate for Post code 04- Office Assistant (Multipurpose) cadre must be a domicile of Punjab.

[B] EDUCATIONAL QUALIFICATION/ Experience (As on closing date of On-Line Application):

i] Post Code – 01 Officer Middle Management Scale – III.

Minimum Qualification and Eligibility :- Degree from a recognized University in any discipline or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having Degree/Diploma in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy

Experience : Minimum 5 years experience as an Officer in any Bank or Financial Institutions.

ii] Post Code – 02 Officer Middle Management Scale – II.

Minimum Qualification and Eligibility

(a) Information Technology--- 1 vacancy

Degree from a Recognised University in Electronics/Communication/ Computer Science/ Information Technology or its equivalent with a minimum of 50% marks in aggregate. Certificate in ASP, PHP, C++, JAVA, VB, VC, OCP etc is desirable experience.

Experience: 1 year (Preference will be given to candidates having experience as Officer in banking/financial institutions)

(b) Law Officer----- 1 vacancy

Degree from a Recognised University in Law or its equivalent with a minimum of 50% marks in aggregate

Experience- Two years as an advocate or should have worked as Law Officer in Banks or Financial Institutions for a period not less than 2 years.

(c) Treasury Manager-- 1 vacancy

Candidate should be a Chartered Accountant or MBA in Finance from a Reputed Institute.

Experience : 1 year (Preference will be given to candidates having relevant experience)

(d) Marketing Officer-- 2 vacancies

MBA in Marketing from any Institute of Repute

Experience : 1 year (Preference will be given to candidates having relevant experience)

(e) General Banking Officer--7 vacancies

Degree from a recognized University in any discipline or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having Degree/Diploma in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy.

Experience : Two years as an Officer in Bank or Financial Institution.

iii] Post Code – 03 Officer Junior Management Scale – I.

Minimum Qualification and Eligibility :- (i) Bachelor degree of a recognised University in any discipline or its equivalent. Preference will be given to the candidates having Degree in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy. (ii) Essential : Proficiency in Local Language i.e. Punjabi and must have passed "Punjabi" as one of the subjects at Matriculation/SSC [(Old Pattern)/Graduation or at equivalent level or any exam passed for proficiency in 'Punjabi' from a recognized institution/university..(iii) Computer knowledge or awareness will be an added qualification.

iv] Post Code-04 Office Assistant (Multipurpose)

Minimum Qualification and Eligibility :

- (i) Bachelor Degree or its equivalent of a recognized University in any discipline;
- (ii) (a) Essential : Proficiency in Local Language i.e. Punjabi and must have passed "Punjabi" as one of the subjects at Matriculation/SSC [(Old Pattern)/Graduation or at equivalent level or any exam passed for proficiency in 'Punjabi' from a recognized institution/university.
- (b) Candidate must be having Domicile of Punjab
- (c) Desirable : Knowledge of Computer skills

[C]. AGE (As on closing date of On-Line Application) :

Post	Age
Officer MMG Scale – III	Below 40 years.
Officer MMG Scale – II	Above 21 years but below 32 years.
Officer JMG Scale – I	Above 18 year but below 28 years.
Office Assistant	Between 18 years & 28 years.

RELAXATION IN UPPER AGE LIMIT :

Sl	Category	Relaxation by years
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Class candidates	3 years
3	Persons with Disability – General Category	10 years
4	Persons with Disability – SC/ST Category	15 years
5	Persons with Disability – OBC Category	13 years
6	Only for Post Code 04 Widows, Divorced Women & Women judicially separated from their husbands & who are not remarried.	9 years (subject to max. age limit of 37 years for General, 40 years for OBC & 42 years for SC/ST Candidates)
7	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01-01-1980	5 years.

	to 31-12-1989	
8	Ex-Serviceman (FOR POST Code -1,2,3)	In case of Ex-servicemen and Commissioned officers including ECOs/SSCOs who have rendered atleast five 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 of receipt of application other than by way of discharge or dismissal on account of misconduct or inefficiency or on account of physical disability attributable to military service or on being declared as invalid, by 5 years.
	Ex-Serviceman (FOR POST Code - 4)	Actual period of service rendered in Defence Services + 3 Years(8 years for disabled ex-serviceman belonging to SC/ST) subject to a maximum of 50 years

Note :

- (i) The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- (ii) All persons eligible for age relaxation under **3 (C) 7** 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 1st January 1980 to 31st December 1989.
- (iii) 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 age relaxation, reserved category candidates should submit a copy of the Caste/Category Certificate
- (iv) An Ex-serviceman who has once joined a Government job on civil side after availing of 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.

Definition of Ex-servicemen (EXS)

- (i) **Ex-servicemen:** Only those candidates shall be treated as who fulfil the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Deptt. Of Personnel & Administrative Reforms notification No. 36034/5/85/Estt (SCT) dated 27.10.1986 as amended from time to time.
- (ii) **Disabled Ex-Servicemen (DISXS):** Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.
- (iii) **Dependents of Ex-Servicemen killed in action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war, (b) war like operations or Border Skirmishes either with Pakistan on cease fire line or any other country, (c) fighting against armed hostilities in a counter insurgency environment, viz. Nagaland, Mizoram, etc. (d) serving with peace keeping mission abroad, (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation, (f) frost bite during actual operations or during the period specified by the Government, (g) dealing with agitating para military forces personnel, (h) IPKF Personnel killed during the operations in Sri Lanka.

Note:

- (1) Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released/ retired on or before 30.06.2012
- (2) An Ex-servicemen who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Servicemen for his re-employment including a job in the Public Sector Undertaking ceases to enjoy ex-servicemen status for further employment.
- (3) Ex-servicemen candidates who have already secured employment under the Central Govt. in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under the Central Govt. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. jobs.

Definition : Persons with Disabilities (PWD) – Definition of Categories of Disabilities

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

Loco motor 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.

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.

Use of Scribe :

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 candidate will have to arrange his/ her own scribe at his/ her own cost.
- The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria
- 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, it later transpires that he/she did not fulfill any of the laid down eligibility criteria or suppresses material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- Such candidates who use a scribe shall be eligible for extra time of **20 minutes** for every hour of the examination.

04. Application Fee (For Post Code 01, 02, 03 & 04) [Non – Refundable] :

Category	Postage + ISO charges	Application Fee	Total
For SC/ST/PWD/EXS	100/-	--	100/-
For all others	100/-	400/-	500/-

Payment of Fee :- There are Two Challans available on our web site (Bank's Website) for all categories, details of which are as follows :

Post Code – 01 Officer Scale - III	PUNJAB GRAMIN BANK - Challan No. 01 OR PUNJAB NATIONAL BANK – Challan No. 02
Post Code – 02 Officer Scale – II	
Post Code – 03 Officer Scale – I	
Post Code – 04 Office Assistant	

- (a) Candidates should download printout of one of the above Challan Form (as applicable to them for the post applied for) from the website of Bank www.pgbho.com
- (b) After filling up the required information on the Challan Form, they should make payment of the fee applicable to them in any branch of **Punjab Gramin Bank OR Punjab National Bank** for credit of account mentioned hereunder.:

Sr.No.	Code	Bank Name & Account No.	Name of Account
1.	Post Code 1	Punjab Gramin Bank A/c No- 85012100058408. OR Punjab National Bank A/c No-0258002100039666.	P G B Recruitment Account
2.	Post Code 2		
3.	Post Code 3		
4	Post Code 4		

And should keep the 'Candidate's Copy' of the Challan with receipt of fees duly acknowledged thereon, with them for producing the same at the time of written test alongwith the latest passport size photograph pasted on the Challan and signed across by the candidate. Candidates claiming fee concession should also enclose photocopy of the relevant category certificate, alongwith the Challan.

Important Note : Candidates will not be permitted to appear at the written test without:-

- (1) Call Letter with Photograph affixed.
- (2) Fee Payment Challan with self signed photo affixed.
- (3) Photo ID Proof (Original and photocopy).

Candidates are therefore advised to keep 3 photocopies of the fee payment challan for future use.

- (c) Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.
- (d) Fees should be paid invariably between **22-03-2012 and 10-04-2012** only. Fees paid before or after the stipulated dates, if any, will not be acknowledged for the purpose of application and will be forfeited.
- (e) Payment by Cash/Cheque/Money Order/Bank Demand Draft/Bank Pay Order/Postal Order etc. will not be accepted.

05. SELECTION PROCEDURE :

The selection will be made on the basis of performance in written test and interview. All the eligible candidates who apply with the requisite fee and whose online applications are received in time will be called for a written test, which will be of objective type comprising the following :

POST CODE - 01 & 02 – Officer MM Scale – III and Officer MM Scale – II

The selection of the candidates shall be on the basis of written test and interview.

WRITTEN TEST – 70 Marks :

Objective Tests :

Duration : 2hrs & 30 minutes

S.No.	Name of the Test	Medium of Exam	No. of Questions	Maximum marks
1	Test of Reasoning	Hindi/ English	50	50
2	Quantitative Aptitude & Data Interpretation	Hindi/ English	50	50
3	Financial Awareness	Hindi/ English	50	50
4 (a)	General English **	English	50	50
4 (b)	General Hindi **	Hindi	50	50
TOTAL :			200	200***

POST CODE - 03 & 04 – Officer JM Scale – I and Office Assistant (Multipurpose)

The selection of the candidates shall be on the basis of written test and interview.

WRITTEN TEST - 70 Marks :

Objective Tests :

Duration : 2hrs & 30 minutes

S.No.	Name of the Test	Medium of Exam	No. of Questions	Maximum marks
1	Test of Reasoning	Hindi/ English	50	50
2	Numerical Ability	Hindi/ English	50	50
3	General Knowledge	Hindi/ English	50	50
4 (a)	General English **	English	50	50
4 (b)	General Hindi **	Hindi	50	50
TOTAL :			200	200***

**Candidates can opt for either General Hindi or General English.

***Marks will further be reduced to 70 on pro-rata basis.

For post code No.01, 02, 03 & 04 wrong answers given in the objective test will result in negative marks.

The candidates securing a minimum of 40% marks in the written test shall qualify for interview. In the case of candidates belonging to the SC/ST/PWD/EXS categories, the minimum marks in the written test shall be 35% to qualify for interview.

All those candidates who have secured minimum qualifying marks in written examination, in the order of merit, shall be called for interview upto the ratio of 1:3. Mere eligibility/pass in the test shall NOT vest any right for being called for interview.

The detailed information regarding the written examination will be given in the **“Acquaint Yourself Booklet”** which will also be uploaded on Bank’s Website along with the call letter Link.

Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the written test and interview.

06 Test Date and Centres of Examination (For Post Code 01, 02, 03 & 04) :

The written test is tentatively fixed on the following dates. The exact date will be communicated to the candidates through call letter for the examination.

Post Code	Post	Date of Exam	Session
01	Officer MM Scale – III – Group “A”	13.05.2012	Afternoon
02	Officer MM Scale – II – Group “A”	13.05.2012	Afternoon
03	Officer JM Scale – I – Group “A”	13.05.2012	Morning
04	Office Assistant (Multipurpose) – Group “B”	20.05.2012	Morning

The Bank reserves the right to cancel or alter the date of examination.

NAME OF CENTRES AND CENTRE CODE :

The Written test will be scheduled at the following Centers and the address of the Venue will be advised in the Call Letter. List of written test centres with the centre codes is given below :

Center Code No	Name of Center	
	For Post Code 1 & 2	For Post Code 3 & 4
11	JALANDHAR	JALANDHAR
12	No Other Centre for Post Code 1 & 2 except Jalandhar	AMRITSAR
13		FEROZPUR
14		CHANDIGARH

NOTE :

- (1) Request for change of Centre of Examination will NOT be entertained
- (2) **Candidate desirous of applying for two Officer Posts should opt for Jalandhar Centre only.**
- (3) The Bank reserves the right to cancel the Centre/or add other Centres, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the candidate at 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.

07. INTERVIEW : 30-MARKS

Those short listed candidates in the order of ranking in the written test shall be called for interview upto the ratio of 1:3 & the decision of the Bank in this regard shall be final.

Candidates will have to produce a hard copy (Printout) of the filled in application form alongwith the following certificates (Photocopy for submission and originals for verification) at the time of interview :-

1. Secondary School Certificate/School Leaving Certificates for proof of age.
2. Marks sheet (Year wise) showing specifically the subjects studied and certificate/s in support of educational qualification viz. SSC/HSC/Graduate degree, post graduation degree, professional/research qualification etc.
3. A candidate belonging to SC/ST/OBC/PWD category should attach a certified copy of the SC/ST/OBC/PWD certificates issued by the Competent Authority in the prescribed format as prescribed by Government of India. In case of OBCs, the certificate inter alia must specify that the candidates should not belong to Creamy layer section excluded from the benefits of reservation for other backward class in civil post and services of Government of India. OBC certificate should not be more than one year old as on the date of application.

Candidates serving in Government/Public Sector undertakings (including Banks) should produce no objection certificate from their employer, at the time of interview, in the absence of which their candidature will not be considered.

4. An Ex-serviceman candidate has to enclose a copy of the discharge certificate, retirement / pension order and documentary proof of rank last held.

08. PRE-EXAMINATION TRAINING

It is proposed to impart free Pre- Examination Training to a limited number of candidates belonging to SC/ST/Minority/EXS/PWD category at Ludhiana (tentatively) for post code-3 & 4 **as per schedule below**. The Training Centre may also be 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. All expenses regarding travelling, boarding, lodging etc will be borne by the candidate for attending the Pre- Examination Training programme at the concerned Training Centre.

Post Code	Cadre	Dates of Pre-Exam Training (tentative)
3	Officer Jr. Management Scale I	30.04.2012 to 05.05.2012
4	Office Assistant (Multipurpose)	07.05.2012 to 12.05.2012

The candidates should download their Pre-Examination Training call letter from Bank's website www.pgbho.com by entering his / her details registration Number and Password/Date of Birth, between the following dates. No hard copy of the call letter will be sent by post.

Dates for downloading Pre-Examination Training Call Letter:

For Officer Scale I : From 20.04.2012 to 28.04.2012

For Office Assistant (multipurpose) : From 27.04.2012 to 05.05.2012

09. APPOINTMENT:

For Post Code 01, 02, 03 & 04 candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement of the Bank.

10. PROBATION:

Post Code 01	2 Years
Post Code 02	2 Years
Post Code 03	2 Years
Post Code 04	1 Year

11. HOW TO APPLY:

- All eligible candidates should apply on line through the link provided to our website www.pgbho.com in the prescribed format from **22-03-2012**. Please note that the last date for submission of on-line application is **10-04-2012**. **No other means/mode of application will be accepted.**
- Candidates should have a valid e-mail ID. It should be kept active during the currency of this recruitment project. This will help him/her in getting call letter/interview advices etc. under no circumstances he/she should share/mention e-mail ID to / of any other person. 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 on-line.
- Before applying Online candidates are required to have a scanned (digital image) of his/her photograph and signature as per the specifications given below. Candidates are required to upload a scanned copy of his/her photograph alongwith a scanned copy of a signature in the Online application.
- Candidates should fill up the application available after clicking the link given in the notification.
- Branch Code and Branch Transaction Number noted on the Challan form should be correctly filled in the application at appropriate place.
- Application, after filling up all the mandatory fields and security check box, should be submitted by a click on the "submit" button.
- All the mandatory fields (marked with*) should be filled in, otherwise the system will not accept the application.
- The Candidates should note/remember the Registration number and Password for future reference and use.

9. There is provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in online application, if any. This modification facility shall be available after two days of registration and upto **12-04-2012**. Modification will be allowed only three times. After the last date no modification will be permitted.
10. Please note that the above is the general procedure for applying on-line. No other mode of application or incomplete application will be accepted and in such case, the application will be rejected outright.
11. After applying on-line, **the candidates should take a print out of the system generated on-line application form and retain it for future reference. They should not send this print out to the Bank, which they will have to submit at the time of interview.**

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

(i) **PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, 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.

(ii) **SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance Sheet.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet/Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

(iii) **SCANNING THE PHOTOGRAPH & SIGNATURE:**

- 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, 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 :

Image 01.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 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 50KB(photograph)

& 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also. If the file size and format are not as prescribed, an error message will be displayed. While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

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

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

Note :

- a. In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- b. Candidates are advised to take a printout of their system generated online application forms after registering.
- c. In case the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature.
- d. Candidates should keep a copy of the Application printout and Fee Receipt for their record.
- e. The candidates must bring the call letter along with photo identity proof such as passport /PAN Card/Driving Licence/Voter's Card/Bank Passbook with duly attested Photograph/Identity Card issued by School or College/ Gazetted Officer in original as well as a self attested Photocopy thereof. The photocopy of Identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which he/she will not be permitted to appear for the test.

PAYMENT OF APPLICATION FEE

Candidates should first download one of the Challans* as applicable to them from the Bank's website www.pgbho.com

*There are Two Challans available on the bank website :

Post Code – 01, 02, 03 & 04 OFFICER SCALE – III , II, I & Office Assistant.(Multipurpose)
Punjab Gramin Bank – Challan Form – 01

OR

Post Code – 01, 02, 03 & 04 OFFICER SCALE – III , II, I & Office Assistant.(Multipurpose).
Punjab National Bank – Challan Form – 02

Candidates can pay the fees at any Branch of Punjab Gramin Bank or Punjab National Bank in the Account Nos. mentioned at 4(b) above.,

After filling in the required information on the Challan form, they should pay the requisite fee at the respective branch of Punjab Gramin Bank or Punjab National Bank.

Category	Postage + ISO Charges	Application Fee	Total
For SC/ST/PWD/EXS	100/-	--	100/-
For all others	100/-	400/-	500/-

Candidates must ensure that on deposit of fee, the branch issues him a receipt which should invariably mention the under noted items :-

- (i) Transaction ID
- (ii) Branch Name
- (iii) Branch code number (SOL I.D.)
- (iv) Date of deposit

Candidates should keep the 'Candidate's copy' of the remitted Challan form with them and produce the same at the time of the written test alongwith the passport size photograph.

Note : Candidates will not be permitted for the Written Test without the production of this Challan and self signed Photograph affixed thereon.

Application once made will not be allowed to be withdrawn and examination fee once paid will not be refunded on any account nor can it be held in reserve for any other selection process.

EXECUTION OF BOND WITH SURETY

Candidates are advised to note that if selected, they will be required to execute a bond with surety for serving the Bank for a specified period, as below. In the 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 Employer-Bank before specified period for all losses, costs, charges and expenses he/ she will indemnify the bank upto the extent of bond amount. Selected candidates shall execute the indemnity bond before joining the Bank for the amount mentioned below.

Cadre/ Post	Amount of Bond	Period
Sr. Managers in Middle Mgmt. Scale III	1.50 lacs	2 years
Managers in Middle Mgmt. Scale II	1.25 lacs	2 years
Officer Jr. Management Scale I	1.00 lacs	2 years
Office Assistant (MP)	0.60 lacs	1 year

GUIDELINES FOR FILLING THE APPLICATION ARE AS UNDER :

Please note that the following is the general procedure for applying ON-LINE. No other means/mode of application or incomplete application will be accepted and in such case, the application would be rejected outright.

1. Candidates should keep two copies of the Application printout, a copy of the printout with the recent photograph of the candidate duly pasted thereon will have to be submitted at the time of interview, the other copy may be retained for personal record of the candidate. A Copy of the Challan (indicating Transaction ID) may be retained for the candidate's record. The Original Challan will have to be submitted with the call letter at the time of written examination.
2. The Bank takes no responsibility for any certificate/remittance sent separately by candidate.
3. Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.
4. Candidates who wish to apply for more than one post have to pay the application fees separately for each post and apply for each post separately
5. Candidates uploading more than one application for a post for any reason will be treated as ineligible.

12. GENERAL INSTRUCTIONS :

- a) Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.
- b) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank shall be final in taking decision on qualification and other eligibility norms. No correspondence or personal enquires shall be entertained by the Bank in this behalf.

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 (facts), 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.

- c) Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- d) A recent passport size photograph should be firmly pasted on the Challan (Candidates copy) and should be signed across, by the candidate. Five copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is completed. Failure to produce the same photograph at the time of written test and interview may lead to disqualification.
- e) Only candidate willing to serve anywhere in service area of the Bank and have knowledge of local language i.e. Punjabi should apply.
- f) The decision of the Bank in all matters regarding eligibility of the candidate the stage at which such scrutiny or eligibility is to be undertaken, the document 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. No correspondence or personal enquiries shall be entertained in this behalf.
- g) The Bank, may at its discretion hold re-examination wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- h) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/institution.
- 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 at Kapurthala (Punjab). In case any dispute arises on account of interpretation of version other than English the English version will prevail.
- k) Candidates who wish to apply for more than one post have to pay the application fees separately for each post and apply for each post separately.
- l) No candidate is permitted to use calculator, Mobiles, pager or any other such instruments during the examination. The candidates will appear for the written examination at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/loss etc. of any nature.
 - Candidates in their own interest are advised to submit their application ON-LINE well in time before the last date to avoid possible technical snags.
 - Appointment of selected candidates is subjected to his/her being declared medically fit as per the requirement of the Bank. Such appointments will be subject to the Service & Conduct Rules of the Bank.
- m) Admission to written examination and further process of selection will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWD/EXS) etc. of the candidates with reference to documents.
- n) Canvassing in any form will be disqualification.

13. Competent Authority for issue of certificate to SC/ST/OBC/PWD is as under

- (a) For SC/ST/OBC – District Magistrate/Addl.Ditt. 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.

In OBC Category the appointment will be provisional and will subject to the community certificate being verified through the proper channel. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate. The crucial date for this purpose will be last date of receipt of application.

- (b) For Persons With Disabilities – 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 loco motors / 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, in addition to rendering himself/herself liable to criminal prosecution shall be liable :

- To be disqualified from the examination 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 Gramin Bank.
- 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. LAST DATE FOR APPLYING ONLINE : POST CODE 01, 02, 03 & 04

Applications should be submitted on line on or after **22-03-2012** but in all cases on or before **10-04-2012**

16. CALL LETTERS FOR WRITTEN EXAMINATION : POST CODE 01, 02, 03 & 04

All eligible candidates should download their call letter alongwith “ **Aquaint Yourself Booklet**” from the Bank’s website www.pgbho.com by entering his/her details registration number and password/date of birth, between the following dates. **Please note that no hard copy of the call letter will be sent by post/ courier or any other mode.**

Dates for downloading Written Test Call Letter :

For Officer Scale I, II & III : **From 02.05.2012 to 11.05.2012**

For Office Assistant : **From 07.05.2012 to 18.05.2012**

Candidate has to bring :

1. Downloaded call letter with photograph affixed

2. Original Fee Payment Challan with self signed photograph affixed

3. Photo ID proof (original and one photocopy)

while attending the written test, without which they will not be allowed to take up the examination.

In case of difficulty candidates may contact at the following address:-

	Address with Phone No. & Fax No.
Sr. Manager (Recruitment & Promotions)	PUNJAB GRAMIN BANK, HEAD OFFICE Jalandhar Road, KAPURTHALA 01822-501874, Fax-01822-233274 Mob.-08872005800

OR

Centre code	Centre	Address with Phone No. & Fax No.
11	JALANDHAR	REGIONAL OFFICE, PUNJAB GRAMIN BANK Model Town, Gole Market, Near Roshan Ground, HOSHIARPUR Tel.No.01882-240589, Fax-01882-245568
12	AMRITSAR	REGIONAL OFFICE, PUNJAB GRAMIN BANK 113, Distt. Shopping Centre, 3 rd Floor,, Ranjit Avenue, AMRITSAR Tel.No.0183-5030653,5030656, Fax- 0183-2501334
13	FIROZPUR	REGIONAL OFFICE, PUNJAB GRAMIN BANK Malwal Road, Near Markfed Office, FIROZPUR CITY Tel.No.1632-221080, Fax-1632-221070
14	CHANDIGARH	DISTRICT COORDINATOR ,PUNJAB GRAMIN BANK Mann Complex, Mataur, sector-70, SAS Nagar MOHALI. 0172-4029740, Fax-0172-2216683

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

Employees of Punjab Gramin Bank are also eligible to apply for the aforesaid posts subject to fulfilling the specifications stipulated.

Place : KAPURTHALA

Date : _____

General Manager