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| Opening Date for Online Registration | 13.08.2012 |
| Closing Date for Online Registration (Including for Candidates from Far-Flung Areas) | 27.08.2012 |
| Downloading of Interview Call letters | To be advised on bank's website |

We are looking for young, qualified, IBPS Score Card Holder of Common Written Examination conducted by IBPS, for recruitment of Probationary Officers/Management Trainees in 2011, who can be inducted as Management Trainee in Junior Management Grade(JMG) Scale-I after imparting them with the necessary knowledge and skills required to be good all-round bankers through One year Post Graduate Diploma in Banking and Finance course (PGDBF) by Manipal Global Education Services, Bangalore (MaGE) on behalf of PNB.

1. VACANCIES

Initially Bank will induct a batch of 120 students in Manipal University, Bangalore through MaGE. However, in case the Bank decides to induct one more Batch of 120 candidates, it will be done through the current selection process.

The total number of Student intake (category wise) per Batch is given hereunder and is provisional which may vary depending upon future needs of the Bank as aforesaid:-

| Number of Student intake | | | | | | | |
|---------------------------------|-----------|------------|----------------|--------------|--------------------------|----|----|
| SC | ST | OBC | General | Total | Out of which(PWD) | | |
| | | | | | OC | HI | VI |
| 18 | 9 | 32 | 61 | 120 | 1 | 1 | 1 |

Note: 3% Seats are reserved for PWD (Persons with Disabilities) candidates, to be equally distributed between OC, HI & VI. The reservation for PWD is on horizontal basis. The selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/Gen) to which they belong to.

Abbreviations stand for:

SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Classes; GEN-General Category; OC: Orthopedically Challenged; HI - Hearing Impaired; VI - Visually Impaired. Persons with Disability (**PWD**) includes OC,HI and VI.

NOTE:

- **Only candidates willing to serve anywhere in India may apply.**
- **Candidates on their absorption as JMG Scale-I in the Bank are to be posted in Rural/Semi-urban branches for two years in terms of Govt. Guidelines.**
- **No extension for joining the Course shall be granted.**

2. ELIGIBILITY CRITERIA:

2.1 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 admitted to the personal interview conducted by the Bank but on final selection, the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

2.2 Age, Educational Qualifications And required IBPS Score

| Age as on (01.07.2012) | Educational Qualifications As on 13.08.2012 | IBPS SCORE(as per valid IBPS score card) obtained in CWE for POs/MTs held in 2011 |
|--------------------------------------|--|--|
| Minimum 20 Years Maximum 28 Years | ❖ Graduate in any discipline with 60% marks OR equivalent qualification from the university / Institute recognized by the Government of India and working knowledge of MS Office. For SC/ST/PWD: ❖ Graduate in any discipline with 55% marks OR equivalent qualification from the university / Institute recognized by the Government of India, and working knowledge of MS Office. | Minimum Total Weighted Score: <u>CATEGORY</u> General : 146 & above OBC : 125 & above SC/ST/PWD : 113 & above Individual Test Cut- offs <u>CATEGORY</u> General : 24 Reserve : 21 (i.e. SC/ST//OBC/PWD) |

NOTE:

- I. The educational qualification prescribed is minimum. Candidates must possess above qualifications **as on 13.8.2012** and must submit marks sheets & Provisional Certificate/Degree issued from the University, if called for Group Discussion (GD) & Personal Interview.
- II. Candidates must specifically indicate the class/division and percentage of marks obtained calculated to the **nearest two decimals** in the relevant column of the application. Where no percentage of marks is awarded by the University, but only CGPA/OGPA/DGPA is awarded, the same should be converted into percentage in terms of conversion norms of university in this regard, besides indicating the CGPA/OGPA/DGPA in the application. Candidates will have to produce document evidencing conversion formula of university if called for GD & interview.
- III. Candidates should have passed CWE of IBPS for POs/MTs held in 2011, should be holder of a valid IBPS Score Card & should have obtained IBPS Score in EACH SUBJECT and in aggregate as specified at point 2.2 above. **If called for further selection processes such as GD & Personal Interview**, candidates will have to produce the Original Score card of issued by IBPS in support of the scores mentioned in the online application form.

2.3 Relaxation In Upper Age Limit

| | |
|--|--|
| Scheduled Caste/Scheduled Tribe | 5 Years |
| Other Backward Classes | 3 Years |
| Persons with disabilities | 10 Years |
| All persons who are ordinarily been domiciled in Kashmir Division of J & K State during 01.01.80 to 31.12.89 | 5 Years |
| Ex-Servicemen | Ex-service Commissioned Officers, including ECOs/SSCOs, who have rendered at least 05 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment - 5 years |
| Children/family members of those who died in the 1984 riots | 3 Years |

NOTE:

The relaxation in upper age limit is cumulative as per Govt. of India guidelines.

Definitions

a) Ex-Servicemen (EXSM):

- i) Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel & Administrative Reforms Notification No.36034/5/85/Estt (SCT) dated 27.10.1986 as amended from time to time.
- ii) An Ex-Serviceman who has once joined in a Govt. Job on the civil side after availing the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of re-employment ceases.

b) Persons with Disabilities (PWD)

Definition of Categories of Disabilities:

- i) An Orthopedically Handicap (OH) 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 Center/ 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.

- ii) 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.
- iii) 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:

(a) total absence of sight, (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (c) 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.

Degree of Disability: Degree of disability will be as per Govt. of India guidelines

The Competent Authority for issue of the certificate to SC/ST/OBC/PWD is as Under:-

For SC/ST/OBC

- District Magistrate/ Additional Dist. Magistrate/ Collector/ Deputy Commissioner/Additional 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 family normally resides

For Persons with Disability

Authorized Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon, as the case may be.

Note:

The certificate issued by the Competent Authority authorized to issue the certificate is acceptable.

3. SELECTION PROCEDURE

Candidates shall be provisionally selected through a selection process consisting of Group Discussion and Interview, from among those applicants who have applied in response to our Advertisement and fulfill all the above mentioned eligibility criteria. Their absorption in the bank will **be subject to successful passing of the course**, One year Post Graduate Diploma in Banking and Finance course (PGDBF) to be conducted by Manipal Global Education Services, Bangalore (MaGE) on behalf of PNB.

4. APPLICATION FEE (NON-REFUNDABLE):

| APPLICATION FEE * | |
|--------------------------------------|----------------------------|
| SC/ST/PWD category candidates | 20/- per candidate |
| General/OBC/EXSM category candidates | 100/- per candidate |

*Such candidates who had earlier applied for the post of Management Trainee (775 posts in our Bank) but were not called for interview due to their IBPS score being less than the cut-off fixed by the bank, have been exempted from the application fee. They will have to produce candidate's copy of the original cash voucher, if called for group discussion & personal interview.

4.1 Procedure for Depositing Fee:

The application fee must be paid in cash, at any branch of Punjab National Bank. Before depositing the fee, the candidate must download a copy of the Cash voucher from our website **www.pnbindia.in (LINK-Recruitment-Download Cash Voucher)**. The voucher will be in duplicate. The following details must be entered into both copies of the voucher:

(i) Candidate's name, (ii) Candidate's category, (iii) Name and code no. of the Branch selected for deposit of fee, (iv) Date of deposit and (v) Fee deposited.

Thereafter, the voucher is to be presented at the Branch, along with the application fee. **After payment, the candidate must ensure that the transaction Id generated is entered into the voucher.** The candidate's copy of the voucher will then be handed over to him/her.

Payment of fee should be made from **13.8.2012**. The date will be the same for candidates belonging to far-flung areas. **The candidates are advised that before depositing fee they must read the detailed advertisement and ensure that they meet the eligibility criteria for the post.**

NO OTHER MODE OF DEPOSIT OF FEE IS PERMITTED. FEE DEPOSITED IS NON-REFUNDABLE.

5. APPLICATION PROCEDURE

The candidates must apply online only. Candidates should log onto our website www.pnbindia.in -Link> Recruitment

- i) The transaction Id provided by the Branch after deposit of fee must be quoted in the application.
- ii) The candidate should have a valid personal email id & Mobile Number. The postal address/email id/Mobile no should be same as registered online at the time of Common Written examination held in 2011. This will enable him/her to receive call letter/ interview advice etc. by email/SMS.

CANDIDATES ARE ADVISED TO VISIT REGULARLY THE BANK'S WEBSITE FOR UPDATES.

5.1 Call Letters For Group Discussion & Personal Interview

Call letters for Group Discussion & Personal Interview are to be downloaded from the Bank's website www.pnbindia.in([LINK-Recruitment](#)).

NO COMMUNICATION/INTIMATION WILL BE SENT BY POST.

Candidate has to affix his/her photograph on the call letter & submit the original fee payment receipt & documents called for, at the time of Personal Interview **without which he/ she will not be allowed to take up the Interview & GD.**

In case of any difficulty a candidate should contact on the following email ID at Head Office: recruitment@pnb.co.in

6. GENERAL INSTRUCTIONS

- a) The Bank takes no responsibility for any delay in receipt or loss of any communication in transit.
- b) Before applying for the above post, 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 for the purpose of conduct of interview/selection 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.

c) A recent, recognizable colour passport size photograph, which should be the same as the one uploaded in the online application form for CWE, 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 written test/interview may lead to disqualification.

d) 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.

e) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at NCT of Delhi.

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

g) Canvassing in any form will be a disqualification.

h) All candidates will have to produce, if called for interview/Group discussion, originals as well as self attested photocopies of their valid IBPS scorecard, educational as well as caste certificate, certificate of disability in the proforma prescribed by Govt. Of India or any other certificate in the prescribed proforma, in support of their eligibility, failing which their candidature will be cancelled.

i) Request for change of address/ email ID/interview centre will not be entertained.

7. 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/ Group Discussion, if a candidate is/has been found guilty of:

- using unfair means or
- impersonating or procuring impersonation by any person or
- resorting to any irregular or improper means in connection with his/her candidature by selection or

- Obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable.
 - a) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.
 - b) for termination of service, if he/she has already joined the Bank

8 COURSE DETAILS

8.1 Design of The Post-Graduate Diploma Programme For MTs

The programme for MTs (mainstream scale-I officers) will have the following structure:

Programme

- Candidates will be admitted to the programme with an assured placement to mainstream JMG scale-I after 12 months, **subject to successful completion of the course.**
- Fees for the programme will be paid by the candidate.
- Bank will only pay consolidated stipend to the candidate during the 12-month programme; no salary will be paid.
- Candidates in this programme will be trained for Scale-I mainstream officer roles, but will be provided targeted exposure towards various specialist streams (e.g. credit, foreign exchange or routine) through the course curriculum.
- These candidates will not be required to go through the Bank's internal MT training programme.

Curriculum

- 12-month post-graduate diploma in banking & finance, with 9-month on-campus training & 3-month internship in the Bank to be provided primarily at Bank's branches.
- First 6-months training to focus on banking industry, routine, behavioral soft skills, IT skills and basic introduction to Credit, Forex, Risk Management, Treasury, Marketing etc. shall be imparted.
- Next 3-months candidates shall be provided targeted exposure towards various specializations, e.g. credit, foreign exchange, treasury and marketing etc.

The candidates will be required to undergo various e-learning modules and banking simulations as pre-learning requirements for many of the modules

of the program. The Bank's Core Banking solution base software viz. the Finacle will also be provided at the Campus itself to enable the candidates to have a hands-on feel of the CBS software and applications right at the campus itself and even before their final placement in the Bank.

Fee Structure & Stipend

The fees for this Course will be Rs. 3.15 lacs plus service taxes, as applicable to be paid by the student as per schedule given below:

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|--|--|
| Within 7 days of the commencement of 1st Trimester for a particular batch of PGD(B&F) course | Rs.1,05,000/-(Rupees One lac five thousand only) plus applicable taxes |
| Within 7 days of the commencement of 2nd Trimester for a particular batch of PGD(B&F) course | Rs.1,05,000/-(Rupees One lac five thousand only) plus applicable taxes |
| Within 7 days of the commencement of 3rd Trimester for a particular batch of PGD(B&F) course | Rs.1,05,000/-(Rupees One lac five thousand only) plus applicable taxes |

Bank will provide Education Loan to the interested candidates to the extent of fees at the applicable interest rates as per prevailing Education Loan Scheme of the Bank.

Stipend & Loyalty bonus:

a. Stipend:

Rs. 2,500/- p.m. during the nine months Campus period, and
Rs. 10,000/- p.m. during the internship period.

b. Loyalty Bonus:

- Waivment of full interest (past & future) in the Loan Account of the Candidate on promotion from MMG Scale-II
- Reimbursement of loan principal amount to the candidate on promotion to MMG Scale-III.

9. SERVICE BOND:

All selected candidates, will have to execute an indemnity bond with surety for 03 years at the time of joining the course. In case of his/her leaving the course/bank before the stipulated period, he/she will have to pay back to the

Bank the full amount of stipend received by him/her during the programme, a notional amount of Rs.1 lac towards the cost of On-the-job training and also liquidate the entire Education Loan outstanding at that point of time at the prevailing card rate from the date of availment of loan. In case of Officer's leaving the Bank's service after completing 02 years of service in the Bank(after absorption in the bank), he will have to clear his/her outstanding Education Loan at prevailing Card Rate.

10. MEDICAL FITNESS

Selected applicants will have to undergo a Pre Joining Medical examination to certify their fitness for the Bank's job before their entry into the course itself. Upon being found medically fit, the applicants will be granted admission into the course.

11. FINAL PLACEMENT AT PUNJAB NATIONAL BANK:

All selected candidates, after successful passing of the course will be awarded the "POST-GRADUATE DIPLOMA IN BANKING AND FINANCE" from Manipal Global Education Services at a convocation ceremony where they shall also be handed over the final appointment letters from the Bank. Accordingly, they will be finally absorbed in the Bank as Management Trainee in JMG Scale-I.

11.1 Emoluments on final placement:-

On placement in Punjab National Bank, candidates will draw a salary as applicable to Junior Management Grade Scale-I which is presently in the scale of Rs. 14500-600x7/18700-700x2/20100-800x7/25700. They will also be eligible for DA, HRA & CCA, as per rules in force from time to time. At present, the initial yearly emoluments (salary component only) of Junior Management Grade/Scale I Officer, including DA, HRA, CCA are approximately Rs. 3/- lakhs in a Metropolitan Centre. Apart from the salary component, officers will also be eligible for all other perquisites, facilities, rent reimbursements, other reimbursements etc. as applicable to a JMG Scale-I officer.

The above mentioned salary, perquisites may increase further in future, by the time the candidate actually joins the service of the Bank after the one year programme duration period.

**DY. GENERAL MANAGER (HRD)
PUNJAB NATIONAL BANK**