

# PUNJAB & SIND BANK

(A Govt. of India Undertaking)

Advt. No.PSB/SO/2/Recruitment -2012-13

## RECRUITMENT OF CHARTERED ACCOUNTANTS

**Punjab & Sind Bank** invites applications for the post of Chartered Accountants in MMG Scale – III & II (Sr. Managers & Managers) from Indian citizens who meet the eligibility criteria prescribed below: -

<b>Payment of Application Fees</b>	<b>27.11.2012</b>
<b>Opening date for Online Registration</b>	<b>27.11.2012</b>
<b>Last Date for Online Registration (Including candidates from far-flung areas )</b>	<b>12.12.2012</b>

### DETAILS OF VACANCIES:

Post	Scale	No. of Vacancies					Out of which PWD		
		TOTAL	SC	ST	OBC	GEN	OC	VI	HI
Chartered Accountants	MMGS –III	15	2+1*	1	3+2*	6	-	-	-
Chartered Accountants	MMGS –II	35	3+1*	2+1*	6+10*	12	1	-	-

\* Backlog vacancies

Candidates who wish to apply for Chartered Accountants MMGS-III and Chartered Accountants MMGS-II post have to pay the application fees separately for each post and apply for each post separately. Interested Candidates are allowed to apply for both the post separately as per the above prescribed norms and periodicity.

### Abbreviations used:

SC - Scheduled Caste                      ST - Scheduled Tribe                      OBC - Other Backward Classes  
GEN - General                                      VI – Visually Impaired                      HI - Hearing Impaired  
OC - Orthopaedically Challenged                      PWD-Persons with Disabilities

**SCALE OF PAY:**                      MMG Scale –III – Rs.25700 -800/5- 29700 -900/2 -31500  
MMG Scale –II -    Rs.19400 -700/1 -20100 -800/10 -28100

**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.

**Note:**    **THE NUMBER OF VACANCIES INCLUDING THE NUMBER OF RESERVED VACANCIES IS PROVISIONAL AND MAY VARY ACCORDING TO THE ACTUAL REQUIREMENT OF THE BANK. THE NUMBER OF VACANCIES MAY BE INCREASED OR DECREASED AT ANY STAGE BY THE BANK AS PER REQUIREMENT.**

It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts identified by the Bank as suitable for them.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for General category provided they fulfill the eligibility criteria laid down for General category.

**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 1<sup>st</sup> January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be 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 31.12.2012 FOR THE ABOVE POSTS IS PRESCRIBED AS UNDER:**

POST	SCALE	AGE	EDUCATIONAL QUALIFICATION	EXPERIENCE
<b>Chartered Accountants</b>	MMGS -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
<b>Chartered Accountants</b>	MMGS -II	Maximum 32 Years	A Graduate from any university with a pass in the final examination of the Institute of Chartered Accountants of India.	2 Years & above working experience in Banking/ FIs (Specially in Project Appraisal/ Risk Management/ Treasury/ Foreign Exchange/ Merchant Banking etc.) will be preferred.

**Note:**

1. Degrees obtained from the recognised Universities/Institutes recognised by the Govt. of India only will be considered.
2. The educational qualification prescribed for the post is the minimum.
3. 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 is awarded, the same should be converted into percentage.
4. The result of the qualifying examination, as mentioned above should have been announced by the University/ Institute on or before **31.12.2012**.

**2. RELAXATION IN UPPER AGE LIMIT**

Sr. No.	Category	No. of years of relaxation
i)	Scheduled Caste/Scheduled Tribe candidates	5 years
ii)	Other Backward Classes candidates (Non-creamy layer)	3 years
iii)	Persons with Disabilities (VI/HI/OC)	10 years
iv)	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
v)	In the case of Ex-Servicemen-commissioned officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (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) other 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, by 5 years, subject to ceiling as per Government guidelines.	5 years
vi)	Persons (children/ family members of those) affected by 1984 riots	5 years
vii)	Persons who have completed 5 years of service in RRBs	5 years

**Note:**

- a) 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.
- b) 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.
- c) 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 1<sup>st</sup>Jan. 1980 and the 31<sup>st</sup> day of December 1989.
- d) 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.

**3. RESERVATIONS:**

- a. Reservation for SC/ST/OBC/PWD candidates will be provided as per Government guidelines.

**b. Persons with Disabilities:**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of **Interview, if called by the Bank.**

**Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely (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 in angle of 20 degrees or worse.

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 of execution of a task with appropriate assistive device.

**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.

**Orthopaedically Challenged (OC)**

Locomotor Disability means disability of 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 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.

All the cases of Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

As the reservation for Persons with Disabilities is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/ GEN) to which they belong.

- c. **There is no reservation for Ex-Servicemen candidates in the Officer cadre.**

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

Name of the Post	For SC/ST/PWD candidates	For all others
Chartered Accountant in MMG Scale –III & II	Rs.50/-	Rs.200/-

The fee for SC/ST/PWD candidates is towards intimation charges only and for others the fee includes intimation charges of Rs.50/-

Requisite Application Fee may be paid

- (i) Through designated CBS **Branches of Punjab & Sind Bank**, by means of a Payment challan as per the format given on the **Bank's website**.
- (ii) Through NEFT at any other Bank's branch

**NOTE:**

- (i) Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., **will not be accepted**
- ii) The payment towards application fee through CBS/NEFT can be made between 27.11.2012 and 12.12.2012.
- iii) The CBS fee payment challan/ NEFT Receipt contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan/ NEFT receipt must be retained by the candidate after the necessary details such as Transaction ID/ NEFT UTR No., Branch Code etc. are filled in by the bank official.
- iv) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

**5. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES 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 Tehsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

**b) For Persons with Disabilities:**

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

**6. SELECTION PROCEDURE:**

Selection for the post of Chartered Accountant will be made on the basis of performance in the Interview, to be taken by the Bank.

7. **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 interview, comprising 100 marks. Candidates have to obtain minimum 40% marks (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 interview.

8. **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 proforma 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.

9. **INTERVIEW CENTRES:**

The Interview will be held at the designated centres 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.

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

10. **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.

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.

In case it is detected at any stage of recruitment that a candidate does not fulfil 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.

- (b) Candidates belonging to OBCs but coming in the “CREAMY LAYER” are not entitled to OBC reservation. They should indicate their category as “Gen” or “Gen Persons with Disabilities’ as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying ‘CREAMY LAYER’ clause based on income issued recently (i.e., issued on or after 30.09.2012) should be submitted at the time of Interview.
- (c) Persons with Disabilities claiming the benefits of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) 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.
- (e) The candidates will have to appear for interview at their own expense. However, unemployed eligible SC/ST/PWD 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.
- (f) **Only candidates willing to serve anywhere in India should apply.**
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.
- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (j) No candidate is permitted to use calculator, telephones of any kind, pagers or any such other instruments during the selection process.
- (k) 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).
- (l) 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.
- (m) 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, payment challan etc. at the time of interview (if found eligible for interview). The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority as specified at Sr.No.05 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.
- (n) A recent, recognizable passport size photograph should be firmly pasted on the computer generated 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**
- (ii) resorting to any irregular or improper means in connection with his/her candidature for selection  
**or**
- (iii) 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.

**11. HOW TO APPLY**

Candidates, aspirant for the post are required to apply on-line through Bank's website '[www.psbindia.com](http://www.psbindia.com)'. No other means/ mode of application will be accepted.

- i) Candidate should have a valid e-mail id.
- ii) In case a candidate chooses to pay fees through branches of the Bank,
  - the candidate should take a printout of the fee payment challan



- Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.
- Go to the nearest designated CBS Branch of Punjab & Sind Bank with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in designated CBS Account No. 06061100068292 with Rajendra Place, New Delhi -110008 Branch in the name & style of **PSB SO RECRUITMENT PROJECT 2012 13**". The details of fee to be paid is indicated in para 4 above.

In case a candidate chooses to pay fees through NEFT:

- Go to the nearest branch of any other Bank and pay, in Cash, the appropriate Application Fee in Account No. 06061100068292 with Rajendra Place, New Delhi -110008 Branch in the name & style of **PSB SO RECRUITMENT PROJECT 2012 13**". The details of fees to be paid is indicated in para 4 above.
- Fill in the NEFT Receipt in a clear and legible handwriting in **BLOCK LETTERS**.

**Candidates may find out the required branch address from the Bank's website [psbindia.com](http://psbindia.com) under head List of CBS Branches.**

iii) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan/ NEFT Receipt duly authenticated by the Bank with **(a) Branch Name (b) Transaction id/Scroll number (in case of payment through CBS/ NEFT UTR No. (in case of payment through NEFT) (c) Date of Deposit & amount** filled by the Branch Official.

iv) Apply Online by re-visiting the Recruitment Link on the Bank's website and going to the sub-link titled "**ONLINE APPLICATION FOR CA RECRUITMENT PROJECT-2012-13**" to open up the appropriate Online Application Format. All the fields in the online Application format should be filled up carefully.

v) Carefully fill in the details such as fee payment details from the CBS Challan/ NEFT Receipt in the Online Application Form at the appropriate places.

vi) You should note / remember your Registration No. and Password for future reference and use.

vii) Please note that the above procedure is the only procedure for applying. Physical mode of application or incomplete application would not be accepted and if submitted such application would be rejected outright.

viii) There is a provision to modify the submitted On Line Application. Candidates are requested to make use of this facility to correct their details in the On Line Application, if any. This modification facility will be available upto 14.12.2012. After this date, no modification will be permitted. Candidate should take utmost care while filling in the On-Line Application.

ix) After registration the application printout need not be sent to the Bank. The said application along with challan and copies of required documents mentioned below should be kept ready for submission at the time of interview.

x) 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.

## **DOCUMENTS REQUIRED FOR INTRVIEW**

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Interview** along with copies of required documents (along with original certificates/ documents) mentioned below:

1. Original fee payment receipt (CBS challan/ NEFT receipt)
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 / PWD any other related certificate as applicable.
6. Photo identity proof & address proof

If selected for interview, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a “No Objection Certificate” from their employer, in the absence of which their candidature will not be considered.

## **12. 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) and they may download the call letter from the Bank’s website. 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.

**Date: 20.11.2012**  
**Place: New Delhi**

**GENERAL MANAGER (HRD)**