

# PUNJAB & SIND BANK

(A Govt. of India Undertaking)

## H.O. HRD DEPARTMENT

5<sup>th</sup> Floor, Bank House, 21, Rajendra Place, New Delhi

☎ 25716407 / 25763539 Fax No. 011-25723793

E-mail: ho.hrd@psb.org.in

Advt. No. PSB/HRD/Rect/ 1 /2012-13

Dated: October 22.10. 2012

### **RECRUITMENT/ENGAGEMENT OF ONE GENERAL MANAGER (IT), IN TOP EXECUTIVE GRADE SCALE –VII, AND TWO ASST. GENERAL MANAGERS IT (SMG SCALE –V) AND ONE ASST GENERAL MANAGER-RISK MANAGEMENT (SMG SCALE –V) AND TWO CHIEF MANAGERS -RISK MANAGEMENT (SMG SCALE –IV) IN GENERALIST CADRE.**

**Punjab & Sind Bank**, a leading Public Sector Bank, with Head Office in New Delhi, having pan India presence, invites applications from Indian Citizens for the aforesaid posts.

**Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria**

#### **IMPORTANT DATES:**

Opening date	23 <sup>rd</sup> October 2012
Last date of receipt of Application	10 <sup>th</sup> November 2012

#### **1. DETAILS OF POST, AGE, QUALIFICATION & EXPERIENCE (AS ON 30.09.2012)**

Sr. No.	Name of the Post	Number of Posts	Age	Qualifications	Experience
1	<b>General Manager - IT</b>	01	Min. 50 years and Max. 55 years	<p><u>Essential:</u> The candidate must hold a degree in Computer science or Information Technology/ in Computer Applications/B.Tech in Computer Science or IT</p> <p><u>Desirable:</u> The candidate should hold at least one of the following certificates: a) CISA (Certified Information system Auditor) b) CISM (Certified Information system Manager) c) CISSP (Certified Information system Security</p>	<p><u>(i) FOR CANDIDATES WORKING IN PUBLIC SECTOR BANK:</u> The candidate must have at least 20 years of experience in Banking Operations, out of which 15 years experience in the field of Information Technology and further the candidate must have worked for 2 years as Dy. Gen. Manager (IT) or minimum 5 years as Asst. Gen. Manager (IT).</p> <p><u>(ii) FOR CANDIDATES WORKING IN OTHER SECTORS:</u> The candidate must have at least 20 years of work experience out of which he/she must have 15 years of experience in the field of Information Technology in Public Sector or Private Sector Organizations, including Private Sector Banks/Foreign Banks with 5 years experience in</p>

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				Professional)	Executive Cadre and out of which minimum 2 years at a senior position in the organization. <b>GENERAL:</b> The candidates having working experience in Public Sector Banks on CBS platform would be given added preference. The candidate should be a proven technology leader with experience in large scale architecture implementation preferably in BFSI domain and having background in project implementation, Information Security System implementation, integrating third party products to legacy system, Vendor Management. The person should be result oriented and shall be responsible for implementing project of platform migration and setting up advanced CBS in a time bound manner.
2	<b><u>(i) Asst. Gen. Manager (IT)</u></b>	02	Not exceeding 45 years	<p><b>Essential:</b> The candidate must hold a degree in Computer science, Information Technology or /in Computer Applications/ B. Tech in Computer Science or IT</p> <p><b>Desirable:</b> The candidate should hold at least one of the following certificates: a) CISA (Certified Information system Auditor) b) CISM (Certified Information system Manager) c) CISSP (Certified Information system Security Professional)</p>	<p><b><u>(i). FOR CANDIDATES WORKING IN PUBLIC SECTOR BANK:</u></b> The candidates must have at least 10 years of experience in the field of Information Technology, out of which the candidate must have worked as under: (i). In Scale-IV-(as Chief manager IT) for minimum period of 2 years, and (ii).In Middle Management (Manager/Senior Manager (IT)) for minimum 5 years.</p> <p><b><u>(ii). FOR CANDIDATES WORKING IN OTHER SECTORS:</u></b> The candidates must have at least 10 years of experience in the field of Information Technology in Public Sector or Private Sector Organizations, including Private Sector Banks/Foreign Banks, out of which the candidate must have</p>

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					<p>worked for 2 years in executive cadre and for 5 years at reasonable senior position in the organization.</p> <p><b>GENERAL:</b> The candidates having working experience in Public Sector Banks on CBS platform would be given added preference. The person should preferably:</p> <ul style="list-style-type: none"><li>▪ Be a Technology leader with experience in large-sale architecture implementation (preferably in BFSI domain).</li><li>▪ Be a Technology thought leader with Software project management experience</li><li>▪ Have exposure in handling IT Development initiatives or projects, related budgets, project management, quality of outcomes, managing outsourced IT Development, testing all solutions (developed in-house or outsourced) and handling Turnkey IT projects.</li><li>▪ Have IT architecture Proficiency in front end development Tools like Developer 2000, Visual Studio/ Net etc. – Knowledge in ASP/ PHP/ JAVA/ C++/ C#/VC++/ XML/XSLT/VBA.</li><li>▪ Have background in Data Base Management, tuning administration and maintenance of Data base for AIX systems/ monitoring tools/ facility management.</li><li>▪ Have sound knowledge in Networks/ Systems/ Applications/ Technology</li><li>▪ Have competence in handling all quality, risk and compliance management initiative within IT verticals such as performance or conformance metrics,</li></ul>
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	<b>(ii). Asst. General Manager Risk Management</b>	01	Not exceeding 45 years	<p><u>Essential:</u> The candidate must be a Graduate/Post Graduate in any discipline with CAIIB / or MBA/ or CFA (with specialization in risk management) or/CA (with qualification in risk management). Familiarity with quantitative techniques of statistic will be an added advantage.</p> <p><u>Desirable:</u> Post Graduate Diploma (2 Years) in Risk Management/ FRM qualification will be an added advantage</p>	<p>reports, dashboard, internal user feedback and analysis, monitoring IT projects.</p> <p><b><u>(i). FOR CANDIDATES WORKING IN PUBLIC SECTOR BANK:</u></b> The Candidate should have at least 10 years of experience in Banking operations, out of which the candidate must have worked in the field of Risk management in the recent past as under: (i). In Scale-IV- for minimum period of 2 years, and (ii).In Middle Management (Manager/Senior Manager) for minimum 5 years.</p> <p><b><u>(ii). FOR CANDIDATES WORKING IN OTHER SECTORS:</u></b> The Candidate should have at least 10 years of experience in Banking operations in Private Sector/Foreign Banks/Financial Institutions, out of which the candidate must have worked for 2 years in executive cadre and for 5 years at reasonable senior position in the organization.</p> <p><u>GENERAL:</u> The candidates having working experience in Public Sector Banks on CBS platform would be given added preference.</p>
3	<b><u>Chief Manager - Risk Management</u></b>	02	Not exceeding 40 years	<p><u>Essential:</u> The candidate must be Post Graduate with CAIIB or MBA or CFA (with specialization in risk management) or CA (with qualification in risk management). Familiarity with quantitative</p>	<p><b><u>(i). FOR CANDIDATES WORKING IN PUBLIC SECTOR BANK:</u></b> The Candidate should have at least 08 years of experience in Banking operations, out of which the candidate must have worked in the field of Risk management in the recent past as under: (i) In Middle Management for minimum 5 years. Out of which Minimum 2 Years in Scale-III.</p>

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				<p>techniques of statistic will be an added advantage.</p> <p><u>Desirable:</u> Post Graduate Diploma (2 Years) in Risk Management/ FRM qualification will be an added advantage</p>	<p><b><u>(ii). FOR CANDIDATES WORKING IN OTHER SECTORS:</u></b></p> <p>The Candidate should have at least 08 years of experience in Banking operations in Private Sector/Foreign Banks/Financial Institutions, out of which the candidate must have worked in the field of Risk management in the recent past as under:</p> <p>(i). In reasonable senior position for minimum period of 5 years. Out of which Minimum 2 Years in Scale-III or equivalent designation.</p> <p><u>GENERAL:</u></p> <p>The candidates having working experience in Public Sector Banks on CBS platform would be given added preference.</p>
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These officials (GM(IT), AGM(IT), AGM(Risk Management), CM (Risk Management)) are being recruited keeping in view the present requirement of the bank in the field of IT and Risk Management but would be in the Generalist Cadre only. The bank would be free to utilize their services in other fields as per the requirement at any time.

## **2. ELIGIBILITY CRITERIA:**

### **(a) 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.

### **(b) QUALIFICATION**

1. Degrees obtained from the recognized Universities/Institutes recognized 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 is awarded, the same should be converted into percentage.

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**3. SERVICE BOND:** -The selected candidates shall be required to execute a service bond of Rs.2,00,000/- (Rs. Two lac only), undertaking to serve the Bank for a period of 2 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 2 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.2,00,000/- (Rs. Two lac only) to the Bank.

### **3. SCALE OF PAY**

The candidates appointed/engaged on regular/contract basis shall draw the emoluments as under: -

**(i) General Manager (IT):** -In Top Executive Grade Scale –VII (GM) in the Scale of Pay of Rs. 46800 -1300/4 -52000 with the total emoluments at the start of the Scale shall be Rs.80000/- approx. (without HRA) + usual perks & benefits.

**(ii) Asst. General Manager:** -In Senior Management Grade Scale –V (AGM) in the Scale of Pay of Rs. 36200 -1000/2- 38200 -1100/2 -40400 with the total emoluments at the start of the Scale shall be Rs.62000/- approx. (without HRA) + usual perks & benefits.

**(iii) Chief Manager:** -In Senior Management Grade Scale –IV (CM) in the Scale of Pay of Rs. 30600 -900/4- 34200 -1000/2 -36200 with the total emoluments at the start of the Scale shall be Rs.52600/- approx. (without HRA) + usual perks & benefits.

### **4. PROBATION PERIOD**

The selected candidate shall be on probation for one year, which can be extended by further period not exceeding one year, depending upon the performance of the candidate.

### **5. APPLICATION FEE**

Application fee is Rs.200/- for general applicants and Rs.50/- for SC/ ST/ PWD candidates, which is non-refundable, to be deposited through Pay Order/ Bank Draft, payable at New Delhi in favour of “PSB Officers Recruitment Project 2012-13”.

### **6. SELECTION PROCEDURE**

The eligible short listed candidates shall be called for personal interview and the decision of the Bank in this regard will be final.

### **7. SUBMISSION OF APPLICATION**

Eligible candidates have to submit their applications as per the prescribed format **through** speed post only. **Last date of receipt of application is 10<sup>th</sup> November 2012.** No application shall be entertained beyond the stipulated date & incomplete applications will be rejected. The Bank will not be responsible for any delay in receipt of application or loss thereof in postal transit.

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Address the application, super scribing “Application for the post of **General Manager (IT)/ Asst. General Manager/ Chief Manager**, as the case may be, to General Manager at the following address: -

### **General Manager –HRD**

Punjab & Sind Bank  
Bank House, 6<sup>th</sup> Floor  
21- Rajendra Place  
New Delhi -110008

## **8. GENERAL INSTRUCTIONS**

- i. The candidates for the post of ‘General Manager (IT)’/AGM(IT)/AGM (Risk Management), CM (Risk Management) with working experience in Public Sector Bank (as detailed above, for said post, at Sr. No. 1,2,3) will be **recruited/engaged on ‘REGULAR/ABSORPTION BASIS’** on selection, and
- ii. The candidates for the post of ‘General Manager (IT)’/AGM(IT)/AGM (Risk Management), CM (Risk Management) with working experience in Other Sectors (as detailed above, for said post, at Sr. No. 1,2,3) will be **recruited/engaged on ‘TERM/CONTRACT BASIS’** on selection, for a period of 2 years, which can be further extended up to 3 years (total period of 5 years) as per the discretion of the Bank.
- iii. Since, the number of vacancy are only 1, 3 and 2 in aforesaid cadres, as such there is no reservation of SC/ST/OBC/PWD category. However, the eligible candidates belonging to these categories can also apply but they will not be eligible for any concession/ relaxation except application fee.
- iv. While applying for the posts, the applicant should ensure that he/ she fulfill the eligibility criteria and other norms mentioned above and that the particulars furnished are correct in all respects. 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 or has suppressed any material fact(s), his/ her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without any notice.
- v. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for interview.
- vi. Candidates serving in Government/ Public Sector Undertakings including Banks are required to send their application through proper channel or produce a “No Objection Certificate” from their employer at the time of interview, failing which their candidature shall not be considered.
- vii. Bank reserves the right to change the selection procedures, if necessary. The change, if any, shall be communicated to the candidates in advance.
- viii. Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidate shall be forfeited.

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- ix. Merely satisfying the eligibility criteria norms do not entitle the candidates to be called for interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary screening/ short listing with reference to the candidates age, qualification, essential requirements, suitability etc.
- x. The Bank reserves the right to reject any application /candidature at any stage or cancel the conduct of interview without assigning any reason.

### **9. INTERVIEW CENTRES:**

The Interview will be held at New Delhi the addresses of the venues will be advised in the call letters. Request for change of Centre of Interview shall **NOT** be entertained.

- a) **Only candidates willing to serve anywhere in India should apply.**
- b) Any request for change of address will not be entertained.
- c) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.
- d) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- e) 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.
- f) All Candidates must submit the photocopies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, 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.
- g) A recent, recognizable passport size photograph should be firmly pasted on the application form and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview may lead to disqualification.
- h) The candidates will be reimbursed to & fro lowest economy class air fare on production of air tickets.

### **10. 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**



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

**or**

(iv) resorting to any irregular or improper means in connection with his/her candidature for selection

**or**

(v) Obtaining support for his/her candidature by any means.

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

- a) To be disqualified from the interview for which he/ she is a candidate
- b) To be debarred, either permanently or for a specified period, from any recruitment conducted by the Bank.

### **11. DOCUMENTS REQUIRED FOR INTERVIEW**

1. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank along with original.
2. Attested copies of Mark sheets / certificates in support of Educational Qualification along with original;
3. Attested copy of certificates of additional qualifications/certifications as applicable along with original;
4. Caste / PWD any other related certificate as applicable along with original.
5. Copy of Photo identity proof & address proof along with original.
6. No Objection Certificate from the current employer in terms of Clause 8 (vi).
7. 3 passport size Photographs in terms of Clause 9 (g).
8. Complete Job Profile vis a vis achievements in the related field.

**Note:** 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.

Place: New Delhi

Date: 22.10.2012

GENERAL MANAGER (HRD)

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