



# **punjab national bank**

(A Government of India Undertaking)

Head Office: HRD Division

7 Bhikaiji Cama Place, New Delhi-110607

<b>Opening Date for Online Registration</b>	<b>30-01-2012</b>
<b>Closing Date for Online Registration (Including for Candidates from Far-Flung Areas)</b>	<b>13-02-2012</b>
<b>Tentative period of interview</b>	<b>APRIL-MAY(2012)</b>
<b>Downloading of Interview Call letters</b>	<b>To be advised on bank's website</b>

**PUNJAB NATIONAL BANK INVITES ONLINE APPLICATIONS FOR THE POST OF MANAGEMENT TRAINEES IN JMG SCALE-I :**

**(FROM INDIAN CITIZENS WHO HAVE TAKEN THE COMMON WRITTEN EXAMINATION FOR PROBATIONARY OFFICERS/ MANAGEMENT TRAINEES CONDUCTED BY IBPS IN 2011 & HAVE A VALID SCORE CARD ISSUED BY IBPS AND WHO MEET THE ELIGIBILITY CRITERIA PRESCRIBED AT POINT 03 BELOW )**

<b>Post code</b>	<b>Name of post</b>	<b>Grade/ Scale</b>	<b>No. of vacancies</b>	<b>Scale of pay</b>
01	Management Trainees	JMG Scale I	775	14500-600/7-18700-700/2-20100-800/7-25700
<b>TOTAL</b>			<b>775</b>	

DA, CCA, HRA/leased accommodation, Leave Fare Concession, hospitalisation benefits, retirement benefits and other perquisites shall be as per Bank rules.

## **2. RESERVATION OF POSTS**

<b>Cadre/Scale</b>	<b>No. of Posts</b>	<b>SC</b>	<b>ST</b>	<b>OBC*</b>	<b>GEN</b>	<b>PWD</b>		
						<b>OC</b>	<b>HI</b>	<b>VI</b>
JMG SCALE I	775	116	58	209	392	8	8	8
<b>TOTAL</b>	<b>775</b>	<b>116</b>	<b>58</b>	<b>209</b>	<b>392</b>			

**The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.**

**\*Includes Sub-quota for Minority Communities as per GOI guidelines.**

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

### **NOTE:**

(A) **Reservation for SC/ST/OBC/PWD candidates will be provided as per Government guidelines.**

(B) As the reservation for VI/HI/OC candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs. The definitions of the categories of disability shall be as per Govt of India guidelines. It is clarified that it may not be possible to employ physically challenged candidates at all

offices/branches of the Bank and they will have to work in the posts identified by the Bank as suitable for them.

(C) **Only candidates willing to serve anywhere in India may apply.**

### 3. ELIGIBILITY CRITERIA:-

#### 3.1 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 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 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.

#### 3.2 AGE, EDUCATIONAL QUALIFICATIONS AND IBPS SCORE REQUIRED

Post Code	Post	Age as on (01.07.2011)	Educational Qualifications as On (01.07.2011)	IBPS SCORE( as per valid IBPS score card) as on opening date of Online Registration
01	Management Trainees in JMG Scale-I	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. <b>For SC/ST/PWD:</b> 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.	IBPS Score obtained in CWE for POs/MTs held during 2011  Minimum Total Weighted Score: <u>CATEGORY</u> General : 138 OBC : 125 SC/ST/PWD : 113  Individual Test Cut- offs <u>CATEGORY</u> General : 24  RESERVE : 21 (i.e. SC/ST//OBC/PWD)

#### NOTE:

- I. The educational qualification prescribed for the posts is minimum. Candidates must possess above qualifications **as on 01.07.2011**, and must submit marks sheets & Degree issued from the University, if called for **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 interview.

- III.** Candidates should be holding a valid IBPS Score Card & should have obtained IBPS Score in EACH SUBJECT and in aggregate as specified at point 3.2 above in the Common Written Examination conducted by IBPS, Mumbai for Probationary Officers/ Management Trainees in 2011 Candidates should be able to produce the Original Score card in support of the scores mentioned in the online application form, **if called for further selection processes such as Personal Interview.**

**RELAXATION IN UPPER AGE LIMIT**

Scheduled Caste/Scheduled Tribe	<b>5 Years</b>
Other Backward Classes	<b>3 Years</b>
Physically Challenged	<b>10 Years</b>
All persons who are ordinarily been domiciled in Kashmir Division of J & K State during 01.01.80 to 31.12.89	<b>5 Years</b>
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 - <b>5 years</b>
Children/family members of those who died in the 1984 riots	<b>3 Years</b>

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

**Definition of Ex-Serviceman (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.

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

**Definition: Persons with Disability (PWD)**

Definition of Categories of Disabilities:

- (a) An Orthopaedically Challenged (OC) 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.

(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.

#### **4. SELECTION PROCEDURE**

**4.1 Selection for the post of Management Trainees will be made on the basis of performance in Common Written Examination (CWE) for the post of Management Trainees held during 2011 conducted by IBPS and Personal Interview. The Bank reserves the right to change the selection procedure, if necessary.**

#### **4.2 PERSONAL INTERVIEW:**

Depending upon the number of vacancies, the Bank reserves the right to call only those candidates who have sufficiently high IBPS score in the stipulated Common Written Examination for Personal Interview.

*The total marks for Personal Interview will be 100. Candidates have to obtain minimum 40 marks to qualify in the Personal Interview.*

#### **4.3 PERSONAL INTERVIEW CENTRES:**

**The Interview will be held at CHENNAI, DELHI, KOLKATA, MUMBAI, LUCKNOW & CHANDIGARH centres only and the address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website atleast one week before the dates for commencement of Personal Interviews.**

**Note:** (i) Request for change of Centre of Personal Interview shall **NOT** be entertained.

(ii) 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 to any of the centres other than the one he/she has opted for.

#### **5. GENERAL INSTRUCTIONS**

a) 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/ postage, 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 regard. If any shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.

- b) **Depending upon the number of vacancies, the Bank reserves the right to call only those candidates who have sufficiently high IBPS score in the stipulated Common Written Examination for Personal Interview.** Mere being invited by the Bank for the Personal 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 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 Personal Interview, even though they may have obtained the desired level of IBPS score in the Common Written Examination for rect. of POs/ MTs in 2011 and have been called for personal interview.*
- c) Candidates shall produce original caste/ relevant certificates at the time of Personal Interview, failing which his/her candidature will be cancelled. OBC Candidates, availing reservation will have to produce OBC certificate with Non-creamy layer clause at the time of Personal interview & an undertaking in the prescribed format regarding non creamy layer status as on closing date of registration. **THE COMPETENT AUTHORITY FOR THE 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 Stipendary Magistrate/Sub-Division Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner/Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- **For Persons with Disability(PWD) :** Authorized Certifying Authority will be a Medical Board duly constituted by the Central/State Govt. 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.
- d) The Other Backward Class Certificate to be submitted by OBC Candidates , at the time of Personal Interview, should be in the Format prescribed by the government of India entitled "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" and should invariably contain the 'NON-CREAMY LAYER ' CLAUSE as on the closing date of registration of i.e. **13.02.2012.**

- e) Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as prescribed in the Disabilities Act of 1995 in support of their disability.
- f) A recent, recognizable colour passport size photograph should be firmly pasted on the call letter for personal Interview duly signed across by the candidate. Three Copies of the same photograph should be retained for use at the time of Personal Interview. Candidates are advised not to change their appearance till the recruitment process is complete..
- g) 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.
- h) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at NCT of Delhi.
- i) No Travelling Allowance is payable to candidates who are called for the Personal Interview. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual to and fro 2<sup>ND</sup> Class Rail/Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/Ticket(s) for attending the interview. The Bank will not be responsible for any injury/losses etc. of any nature.
- j) No candidate is permitted to use Calculators, Mobile Phones, Pagers or any other instruments WHILE APPEARING FOR THE PERSONAL INTERVIEW.
- k) Canvassing in any form will be a disqualification, the Bank reserves right to cancel his/her candidature without any intimation.
- l) All candidates will have to produce, if called for interview (Depending upon the number of vacancies), originals as well as self attested photocopies of their educational certificates, Valid IBPS Score Card as well as Caste Certificate, certificate of disability in the proforma prescribed by the Govt. of India or any other certificate in support of their eligibility, failing which their candidature will be cancelled.**
- m) Any request for change of address will not be entertained.
- n) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- o) The Bank takes no responsibility for any delay in receipt or loss in postal transit.**
- p) 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 officers shall execute the indemnity bond before joining the Bank.

Scale	Amount of Bond	Period
Management Trainees in JMG Scale-I	₹ 2.00 lacs	03 Years

- q) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- r) *Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Management Trainees, 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 bank's Training College/Centres, so as to enable recruited candidates to perform/undertake all type of banking activities.*

## 6. 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/conceal any material information while filling up the application form.

At the time of personal interview, if a candidate is/has been found guilty of:

- using unfair means during the Selection process or
- impersonating or procuring impersonation by any person or
- misbehaving in the Personal Interview or taking away any documents from the venue
- 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 **disqualified** from the selection process 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.
- (c) for **termination** of service, if he/she has already joined the Bank.

7. **HOW TO APPLY :- THE ADVERTISEMENT CAN BE VIEWED AT THE BANK'S WEBSITE:-www.pnbindia.in(LINK> RECRUITMENT >ADVERTISEMENT FOR THE POST OF MANAGEMENT TRAINEE IN JMG SCALE-I.**

### 7.1 **Application Fee and Postage Charges (NON-REFUNDABLE) :**

APPLICATION FEE	
SC/ST/PWD category candidates	₹ 50/- per candidate (only postage charges)
General/OBC/EXSM category candidates	₹ 200/- per candidate

### 7.2 **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](http://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 payment, (iv) Date of payment and (v) Fee to be paid (vi) post applied for.

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 **30.01.2012 to 13.02.2012**. 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. FEES DEPOSITED IS NON-REFUNDABLE.**

### **7.3 Procedure to Apply :**

- I. The candidates must apply online only. NO OTHER MEANS/MODE IS PERMITTED. Candidates should log onto our website [www.pnbindia.in](http://www.pnbindia.in) & click on the Link> Recruitment>Apply on line for the post of Management Trainee.**
- II. The transaction Id provided by the Branch after deposit of fee must be quoted in the application and the Original Cash voucher must be submitted along with copy of Application submitted online & the interview call letter at the time of Personal Interview.**
- III. 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. Application registration on our website will open from 30.01.2012 and the last date for registering applications On-Line is 13.02.2012. On-Line applications are to be processed by a computerized system. Application should be checked and after checking be submitted by clicking submit button. It is essential that the application is properly and completely filled in.**
- IV. Candidates should keep a printout of the duly submitted application & should sign and affix his/her photograph on such print out of application & keep the same ready for submission.**

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

### **7.4 CALL LETTERS FOR THE PERSONAL INTERVIEW**

Call letters for Personal Interview are to be downloaded from the Bank's website [www.pnbindia.in](http://www.pnbindia.in) (**LINK-Recruitment**). Communication with regard to date/venue of interview will also be sent on the email ID/mobile. **NO COMMUNICATION/INTIMATION WILL BE SENT BY POST.**



(i) **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.** Candidates should ensure that **their personal email ID/mobile no** (as specified in the online application form while applying for Common Written Examination(CWE) conducted by IBPS in 2011 for the post of Probationary Officer/Management Trainee) **is kept alive during the currency of the recruitment project.)**

(ii) Candidate shortlisted for interview will be required to submit the following documents:-

1. Original fee payment receipt (CBS challan)
2. Valid IBPS Score Card for the stipulated examination
3. Attested copy of School/Board certificate or any other document showing proof of age acceptable to the Bank.
4. Attested copies of Mark sheets / certificates in support of Educational Qualification;
5. Attested copy of certificate of Computer Course, as applicable;
6. Caste / PWD any other related certificate as applicable.
7. Photo identity proof.
8. **Personal Bio-Data Form(To be downloaded from bank's website)**
9. 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.

Candidate has to affix his/her photograph on the call letter & submit the original fee payment receipt & submit documents before while attending the Personal Interview **without which he/she will not be allowed to take up the Interview.**

**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 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 Personal Interview, even though they may have obtained the desired level of IBPS Score and have been called for personal interview.**

In case of any difficulty a candidate should contact on the following phone no(s)/email ID at Head Office:

PHONE NO : DIRECT : 26170363

PBX : 26102303 (EXT : 339, 354)

*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. Before submitting the online application, Candidates are, therefore, advised to carefully read the advertisement & complete the application form and submit the same as per instructions given in this regard.*

**Last Date for Registration of Online Applications : 13-02-2012**

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