

SCALE OF PAY: Rs.7200/- Rs.19300/-

(DA, HRA, CCA, Medical, LFC, Contributory Pension Scheme, Gratuity etc. will be admissible as per Bank's Rules).

EMOLUMENTS: At present, initial monthly emoluments of Single Window Operator –“A” in Clerical cadre including DA, HRA, Transport allowance & pension contribution are approx. Rs.13800/- in a Metropolitan Centre. This may vary depending upon the place of posting (For 10+2 passed).

PROBATION PERIOD: Six months

Note: 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.

The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank. The number of vacancies can be increased or decreased at any stage by the Bank as per requirement.

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 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 Group Discussion/ 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.

2. ELIGIBILITY CRITERIA AS ON 01.08.2011 FOR THE ABOVE POST IS PRESCRIBED AS UNDER:

AGE	EDUCATIONAL QUALIFICATION	ESSENTIAL REQUIREMENT
Minimum 18 Years & Maximum 28 Years as on 1st August 2011	Pass with minimum 60% marks in aggregate (55% for SC/ ST/PWD/Ex-Servicemen candidates) in Higher Secondary examination/ 10+2 of 10+2+3 pattern or its equivalent from a recognized Board OR Graduation in any stream Or Diploma in Banking recognized by Central/ State/ UT Govt.	IBPS Score obtained in CWE for Clerks 2011-12 General Category: IBPS valid Score card holder Reserved Categories: IBPS valid Score card holder Computer Knowledge/ Qualifications: - Candidates with Computer Knowledge will be given preference. Candidates should have appeared from a centre in a State/UT for which vacancies he/she wishes to apply and should possess proficiency in Official Language of the State/ UT (ability to read, write and speak local/ State language) in which they have appeared for the Common Written Examination and in which they have qualified.

Note:

1. Degrees obtained from the recognised Universities/Institutes recognised by the Govt. of India will only 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 should have been announced by the University on or before **01.08.2011**.
5. Candidates should have obtained the specified IBPS Score in each test and/ in aggregate in the Common Written Examination conducted for Clerical cadre in 2011-12. Candidates should be

able to produce the Score card in support of the scores mentioned in the online application form, if called for Interview.

3. RELAXATION IN UPPER AGE LIMIT (As on 01.08.2011)

Sr. No.	Category	No. of years of relaxation
i)	Scheduled Caste/Scheduled Tribe candidates	5 years
ii)	Other Backward Classes candidates	3 years
iii)	Persons with Disabilities (VI/HI/OC)	10 years
iv)	Persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
v)	Ex-Servicemen/ Disabled Ex-Servicemen	Actual period of service rendered in the defence forces + 3 years subject to a maximum age limit of 50 years
vi)	Persons (children/ family members of those) affected by 1984 riots	5 years
vii)	Widows. Divorced women and women legally separated from their husbands who have not remarried	9 years
viii)	Regular employees of the Union Carbide Factory, Bhopal retrenched from service (applicable to Madhya Pradesh state only)	5 years

Note:

- a) (i) Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released/retired on or before 01.08.2012 and if they fail to report within this time their offer of appointment will be withdrawn. (ii) Ex-Servicemen candidates who have already secured employment under the Central Government in Group C & D will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group C/D under the Central Government. However such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. Jobs. (iii) Territorial Army personnel will however be treated as Ex-Servicemen wef 15.11.1986. (iv) An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of the 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 3 (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 1stJan. 1980 and the 31st day of December 1989.
- d) All persons eligible for age relaxation under Sr. No. 3 (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.

4. 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 conducted by the Bank, 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'.

C. Definition Of Ex-Servicemen (EXSM)

Ex-Servicemen (EXSM): Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

Disabled Ex-Servicemen (DISXS): Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

Dependents Of Ex-Servicemen Killed In Action (DXS): Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any other country (c) fighting against armed hostiles in a counter insurgency environment viz:Nagaland, Mizoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the

Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.

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

5. APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE) :

For SC/ST/PWD/ExSM/DISXS/DXS	For all others
Rs.50/- (Only postage)	Rs.200/- including postage

The fee for SC/ST/PWD/Ex-SM/ DISXS/DXS is towards postage/ intimation charges only and for others the fee includes postal charges.

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 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 02.05.2012 and 18.05.2012.
- (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 with 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.

6. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES IS AS UNDER:

(a) For SC/ST/OBC:

District Magistrate/Additional Distt. 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,

7. SELECTION PROCEDURE:

Selection for Clerical Cadre posts will be made on the basis of performance in Common Written Examination (CWE) conducted by IBPS in November-December 2011 and Interview.

8. 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 Interview.

The total marks for Interview will be 100. Candidates have to obtain minimum 40% (35% for SC/ST & OBC) in the Interview to become eligible for consideration for final selection.

The final merit list for selection will be prepared by clubbing the marks of written test as per IBPS score card & interview. The weightage for written test score & interview marks will be 85% & 15% respectively.

The candidate may also be required to possess proficiency in the Official Language of the State/UT for which vacancies he/she wishes to apply, and there may be some questions in the local language at the time of interview.

9. INTERVIEW CENTRES:

The Interview will be held at the designated centres 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 before the dates for commencement of Interviews.

Note: (i) Request for change of Centre of 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.

10. GENERAL INSTRUCTIONS

(a) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, 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.

Mere admission to the Written Test and/ or passing the test and being invited by the Bank for the 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 score in the Written examination 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 01.08.2011) should be submitted at the time of Interview.

(c) Persons with Disabilities claiming the benefit 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) Selected candidates would be posted in any of the vacancies of the State/ Union Territory from where they have appeared for the Common Written Examination which they have qualified.
- (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 at Delhi. The Bank takes no responsibility to connect any Certificate/ Remittance sent separately.
- (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 Clerical cadre staff, 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 its Training College, so as to enable candidates recruited perform/undertake all type of banking activities.
- (n) All Candidates must submit the photo copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, Score card issued by IBPS etc. 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.06 in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.
- (o) 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**
- (iv) resorting to any irregular or improper means in connection with his/her candidature by 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 to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

11. **HOW TO APPLY**

- (i) **Candidates are required to apply online through Bank's website www.psbindia.com. No other means/ mode of application will be accepted.**
- (ii) Candidates should ensure that their personal email ID (as specified in the online application form while applying for Common Written Examination CWE conducted in November/ December 2011) is kept active during the currency of a recruitment project. Bank may send call letters for Interview to the short listed eligible applicants through e-mail only.
- (iii) Applicants are first required to go to the Bank's website 'psbindia.com' and click on the link "Recruitment".
- (iv) Thereafter, open the Recruitment Notification entitled "**PUNJAB & SIND BANK SINGLE WINDOW OPERATORS –“A” IN CLERICAL CADRE RECRUITMENT PROJECT-2012-13**".
- (v) 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 the Bank with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account Nos.06061100068286 with Rajendra Place, New Delhi Branch in the name & style of "PSB CLERICAL RECRUITMENT -2012-13". The details of fee to be paid is indicated below :
- (vi) In case a candidate chooses to pay fees through NEFT:
 - Go to the nearest branch of any Bank and pay, in Cash, the appropriate Application Fee in Account Nos.06061100068286 with Rajendra Place, New Delhi Branch in the name & style of " PSB CLERICAL RECRUITMENT -2012-13". The details of fee to be paid is indicated below
 - Fill in the NEFT Receipt in a clear and legible handwriting in BLOCK LETTERS.

APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE):

For SC/ST/PWD/ Ex-SM/DISXS/DXS	For all others
Rs.50/- (Only postage)	Rs.200/- including postage

Candidates may find out the required branch address from the Bank's website psbindia.com under head List of CBS Branches.

- (vii) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan/ NEFT Receipt duly authenticated by the Bank with (a) **Branch Name & BIC No**, (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.
- (viii) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website and going to the sub-link titled "**ONLINE APPLICATION FOR PUNJAB & SIND BANK SINGLE WINDOW OPERATORS-“A” IN CLERICAL CADRE 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.**
- (ix) Carefully fill in the details such as fee payment details from the CBS Challan/ NEFT Receipt in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places.
- (x) **Original fee payment receipt i.e CBS challan/ NEFT Receipt & identity proof along with other certificates will have to be submitted with the Call Letter at the time of Interview. Without original CBS challan/ NEFT receipt/ identity proof & required certificates, the candidate will not be allowed to appear in the Interview.** Candidates are also advised to keep a photocopy of the fee payment challan.

- (xi) **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark-sheets. Any change / alteration found may disqualify the candidature.**
- xii) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan/ NEFT receipt) TO THE BANK AT THIS STAGE**
- xiii) The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Interview.
- xiv) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

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 mentioned below:

1. Original fee payment receipt (CBS challan/ NEFT receipt)
2. Valid IBPS Scorecard for the stipulated examination
3. Attested copy of School leaving 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

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.

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.

12. CALL LETTERS FOR THE INTERVIEW

Only those candidates who have met with the eligibility criteria & who have cleared their Common Written Examination of IBPS and who are short-listed for appearing in the Personal Interview will be intimated either by e-mail (online) or 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 Bank's web-site for candidates selected for appointment.

Date: 17.04.2012
Place: New Delhi

CHIEF GEN. MANAGER (HRD)