

(A Government of India Undertaking)

Human Resources Development Division
Head Office, 7, Bhikaiji Cama Place, New Delhi -110607

Opening Date for Online Registration	01/08/2012
Closing Date for Online Registration (Including for Candidates from Far-Flung Areas)	17/08/2012
Tentative Date of Written Examination	14.10.2012
DOWNLOADING OF CALL LETTERS FOR WRITTEN TEST	01.10.2012

**PUNJAB NATIONAL BANK INVITES ONLINE APPLICATIONS
FROM INDIAN CITIZENS FOR THE FOLLOWING POSTS :**

Post code	Name of post	Grade/ scale	No. of vacancies	Scale of pay
01	Senior Manager (Law)	MMG Scale III	1	25700-800/5-29700-900/2-31500
02	Manager (Credit)	MMG Scale II	600	19400-700/1-20100-800/10-28100
03	Manager (Security)	MMG Scale II	18	19400-700/1-20100-800/10-28100
04	Officer (Librarian)	JMG Scale I	1	14500-600/7-18700-700/2-20100-800/7-25700
05	Fire Officers	JMG Scale I	11	14500-600/7-18700-700/2-20100-800/7-25700
06	Officer(Printing Technologist)	JMG Scale I	1	14500-600/7-18700-700/2-20100-800/7-25700
07	Officer (Data Analyst)	JMG Scale I	02	14500-600/7-18700-700/2-20100-800/7-25700
08	Officer (IT)	JMG Scale I	35	14500-600/7-18700-700/2-20100-800/7-25700
09	Officer (HRD)	JMG Scale I	20	14500-600/7-18700-700/2-20100-800/7-25700
10	Hindi Officers	JMG Scale I	51	14500-600/7-18700-700/2-20100-800/7-25700
TOTAL			740	

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

2. DETAILS OF RESERVATION

Cadre/Scale	No. of Posts	SC	ST	OBC	GEN	PC		
						OC	HI	VI
MMG Scale - III	1	-	-	-	1	9	22	21
MMG Scale - II	618	91	46	164	317			
JMG Scale - I	121	19	9	32	61			
TOTAL	740	110	55	196	379	9	22	21

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

Abbreviations used : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, GEN-General Category, OC: Orthopedically Challenged, HI - Hearing Impaired, VI – Visually Impaired. (PC includes HI, VI and OC.)

NOTE:

(A) For all posts, candidates willing to serve anywhere in India need to apply.

(B) Regarding Physically Challenged persons:-

- As the reservation for Physically Challenged persons is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GENERAL) to which they belong.
- It is clarified that it may not be possible to employ Physically Challenged candidates in all offices/branches of the Bank and in case of selection they have to work in the post identified by the Bank as suitable for them.
- The selected candidates are liable to be posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's Branches/Offices, anywhere in India.
- The above reservation is inclusive of backlog reservation.

(C) APPLICATIONS FROM SERVING EMPLOYEES:

- Subject to fulfilling the other eligibility criteria, existing employees of Punjab National Bank may also apply through proper channel after obtaining 'No Objection Certificate' (**NOC**) from the bank.
- Such candidates if selected should resign from the existing post and join the new post as a fresh candidate like any other candidate selected from outside.

3. 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 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 examination/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.

B) AGE, EDUCATIONAL QUALIFICATIONS AND POST QUALIFICATION WORK EXPERIENCE REQUIRED

Post Code	Post	Age as on 01.07.2012	Educational Qualifications as on opening date of Online Registration (1.8.2012) (AICTE/Govt. Regulatory Body approved/from the university recognized by the Govt. of India)	Post Qualification Work Experience & Other stipulations as on opening date of Online Registration (1.8.2012)
01	Senior Manager(Law)	Min. 21 Yrs Max.30 Yrs	1 st Class in LLB with minimum of 60% marks(in aggregate)	<p><u>For NLU Law Graduates</u> Minimum 03 years of experience in the Law Division/International Banking Division of PSU/Bank</p> <p><u>For Other Law Graduates</u> Minimum 05 years of experience in the Law Division/International Banking Division of PSU/Bank</p> <p>OR Any lawyer having minimum 05 years practice in DRT/District/Higher level court</p>
02	Manager (Credit)	Min. 21 Yrs Max.30 Yrs	<p>Any of the following:-</p> <p>a) CA / ICWA</p> <p>OR</p> <p>b) MBA / PGDM with specialization in Finance only with minimum of 75% marks in aggregate & consistent 60% or above marks from Sr. Secondary onwards</p> <p>The MBA/PGDM course should be :-</p> <ul style="list-style-type: none"> From the University recognized by Govt. of India / AICTE approved. Regular and not from Distance Education Mode With single specialization 	-----
03	Manager (Security)	Max.32 Yrs	Graduate from the University recognized by Govt. of India	An Officer with 5 years Commissioned Service in Indian Army / Navy / Air Force OR 5 years of service as a Police Officer not below the rank of Asstt. Supdt. of Police / Dy. Supdt. of Police OR Officers of identical work in para military forces with 5 years experience.

Post Code	Post	Age as on 01.07.2012	Educational Qualifications As on opening date of Online Registration (1.8.2012) (AICTE/Govt. Regulatory Body approved/from the university recognized by the Govt. of India)	Post Qualification Work Experience & Other stipulations as on opening date of Online Registration (1.8.2012)
04	Officer (Librarian)	Min. 21 Yrs Max.28 Yrs	Bachelors Degree in any discipline with M.Lib.I.Sc. and working knowledge of MS Office. OR Bachelors Degree in Library Science with minimum of 60% marks in aggregate (Wherever CGPA is awarded, minimum of 6 CGPA and where Alpha Grade is awarded minimum Grade B+) Note: Where both Alpha & Numeric grade have been awarded, Numeric Grade will be considered	-----
05	Fire Officer	Min. 25 Yrs Max.40 Yrs	Bachelors degree from a University recognized by Govt. of India ; AND Sub-Officer Course from National Fire Service College, Nagpur with minimum of 50% marks in aggregate and possessing knowledge of Mandatory requirements of providing fire protection and prevention in high rise business buildings as per National Building Code and Bureau of Indian Standards	Minimum 03 years experience as: <ul style="list-style-type: none"> • Sub- Officer in State/ Central/ Defence Fire Services OR <ul style="list-style-type: none"> • Fire Safety Officer in any of the following:- <ul style="list-style-type: none"> ▪ Public Sector Undertaking ▪ Listed public limited company ▪ Private limited company ▪ Hospital ▪ Multiplex ▪ Mall
06	Officer (Printing Technologist)	Min. 21 Yrs Max. 30 Yrs	Bachelors degree from the University recognized by Govt. of India ; AND Diploma(03 years) /Degree in Printing Technology from University recognized by Govt. of India/Govt. Regulatory bodies	-----

Post Code	Post	Age as on 01.07.2012	Educational Qualifications As on opening date of Online Registration (1.8.2012) (AICTE/Govt. Regulatory Body approved/from the university recognized by the Govt. of India)	Post Qualification Work Experience & Other stipulations as on opening date of Online Registration (1.8.2012)
07	Officer (Data Analyst)	Min. 21 Yrs Max.28 Yrs	<p>Bachelors degree with Honours in Statistics /Mathematics from the university recognized by Govt. of India & FRM certification from Global Association of Risk Professionals/ PRM Certification from Professional Risk Manager's International Association</p> <p>OR</p> <p>Bachelors degree from the university recognized by Govt. of India & PG Programme (02 years) in Banking & Finance from NIBM</p> <p>OR</p> <p>Masters Degree in Statistics/ Mathematics from the university recognized by Govt. of India</p>	Preferably 02 years working knowledge of econometric techniques
08	Officer (IT)	Min. 21 Yrs Max.28 Yrs	<p>B.E./ B. Tech. Degree in the field of Computer Science/ Computer Engineering/ Computer Science & Engineering/ Computing/ IT/ Electronics / Electronics & Communication Engineering from the university recognized by the Govt. of India/ AICTE approved.</p> <p>OR</p> <p>MCA from the university recognized by the Govt. of India/approved by AICTE/ Govt. Regulatory body</p>	Valid IBPS Score Card

Post Code	Post	Age as on 01.07.2012	Educational Qualifications As on opening date of Online Registration (1.8.2012) (AICTE/Govt. Regulatory Body approved/from the university recognized by the Govt. of India)	Post Qualification Work Experience & Other stipulations as on opening date of Online Registration (1.8.2012)
09	Officer (HRD)	Min. 21 Yrs Max.28 Yrs	<p>a) Bachelors degree with a Masters degree OR PG degree/diploma (02 years) in Personnel Management/ Industrial Relations/ Labour Laws/ Labour Welfare/ Social Work.</p> <p style="text-align: center;">OR</p> <p>b) MBA/PGDM (02 years) with specialization in HR/HRM only.</p> <p>The MBA/PGDM/PG degree/PG diploma should be:-</p> <ul style="list-style-type: none"> • From the University recognized by Govt. of India / AICTE approved. • Regular and not from Distance Education Mode. • With single specialization 	Valid IBPS Score Card
10	Hindi Officers	Min-21 Yrs Max-30 Yrs	<p>Post Graduate degree in Hindi with English as a subject in degree level</p> <p style="text-align: center;">OR</p> <p>Post graduate degree in Sanskrit with English and Hindi as subjects in degree level.</p>	Valid IBPS Score Card

For post Codes 08, 09 & 10, apart from having the above qualification(s), the candidates must have qualified/passed in the Common Written Examination for recruitment of Specialist Officers conducted by IBPS, Mumbai in March 2012 and must possess valid IBPS Score Card. The category-wise cut-off of IBPS TWS for these posts is as under :-

Post Code	Post	Grade/Scale	Category			
			SC	ST/PH	OBC	Gen
08	Officer(IT)	JMG-Scale I	126	121	136	141
09	Officer(HRD)	JMG-Scale I	121	116	126	136
10	Hindi Officer	JMG-Scale I	84	84	84	84

NOTE:

1. Experience wherever required is post qualification, full time and in the relevant field. (Experience below 06 months in any organization will not be considered). The experience as a permanent employee will only be considered.
2. The educational qualifications prescribed for the posts are minimum. Candidates must possess above qualifications/ work experience **as on opening date of registration i.e. 1.8.2012** and must submit Marks Sheet & Provisional Certificate/ Degree issued from the University if called for **interview**. The result of the qualification prescribed must have been declared on or before 1.8.2012.
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 in terms of conversion norms of university in this regard, besides indicating the CGPA/OGPA in the application. Candidates will have to produce document evidencing conversion formula of university when called for interview.
4. For post codes 08, 09 & 10, candidates will have to produce the valid Original IBPS Score card in support of the scores mentioned in the online application form, if called for further selection processes such as Personal Interview Group Discussion etc. Candidates can apply for only one post for which he/she has a valid scorecard

C) RELAXATION IN UPPER AGE LIMIT

Scheduled Caste/Scheduled Tribe	5 Years
Other Backward Classes	3 Years
Physically Challenged	10 Years
All persons who are ordinarily been domiciled in Kashmir Division of J & K State during 01.01.80 to 31.12.89	5 Years
Ex-Servicemen	<u>For selection through written test & interview</u> Ex-service Commissioned Officers, including ECOs/ SSCOs, who have rendered at least 05 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment - 5 years <u>For selection through interview</u> By 3 years plus period of service in armed

	forces, subject to his not exceeding the age of 50 years
Children/family members of those who died in the 1984 riots	3 Years

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

D) DEFINITIONS :

- **Ex-Serviceman (EXSM):**

- 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.
- 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.

- **Physically Challenged Persons (PC)**

Categories of Disabilities :

- An Orthopedically 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 Central/ 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.

- 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.
- 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:

- 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.

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

4. **SELECTION PROCEDURE**

- Selection for post codes 01 to 7 will be through **written test (which may be conducted on-line/ off-line) and/or interview**. Merely satisfying the eligibility norms do not entitle a candidate to be called for Test or Interview. The written test for post codes 01 to 07 shall contain;

Sr. No.	Name of the Test	No. Of Ques.	Max. Marks	Time Allotted
1.	Professional Knowledge	40	90	Composite Time of 120 minutes
2.	English Language	35	*	
3.	Quantitative Aptitude	35	35	
4.	Reasoning Ability	50	75	
	Total	160	200	

*Only qualifying. The marks will not be reckoned for merit ranking.

Use Of Scribe by PC candidates:

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

- i) The candidate will have to arrange his/her own scribe at his/her own cost.
 - ii) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria
 - iii) For post codes 01 to 07, the scribe should be from an academic discipline other than that of the candidate. The academic stream of the scribe should be different from that of the candidate.
 - iv) Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he/she did not fulfill any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
 - (v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.
- Selection for post codes 08 & 09 will be through CWE conducted by IBPS and/or interview.
 - Selection for post code 10 will be through CWE conducted by IBPS and/or interview and Group Discussion.

The Written Test for post codes 01 to 7 will be held tentatively on 14.10.2012 (Sunday). The tests will tentatively be held at Ahmedabad, Bengaluru, Bhubaneshwar, Bhopal, Chennai, Chandigarh, Delhi, Guwahati, Hyderabad, Jammu, Jaipur, Kolkata, Lucknow, Mumbai & Patna centers. However, the

mode of test/ Centre/Venue for the Examination will be intimated through Call Letter.

- Bank reserves the right to cancel any of the above mentioned centers and/ or add some other centers, depending upon the response of the candidates, administrative feasibility, etc.
- The Candidates will have to appear for the written examination (offline/online) at the allotted Centre at their own expenses and risks and the Bank will not be responsible for any injury or losses etc. of any nature.
- The date of the test is tentative. The exact date/centre/venue of examination will be communicated to the candidates through the call letters for the examination. The Bank reserves the right to cancel or make any change in the date of the test/ vary the selection procedure if necessary.

5. Application Fee /Intimation Charges (Non-refundable):

APPLICATION FEE	
For post codes 01- 07	
SC/ST/PC category candidates	Rs 50/- per candidate (only intimation charges)
General/OBC/EXSM category candidates	Rs 400/- per candidate
For post codes 08 – 10	
SC/ST/PC category candidates	Rs 20/- per candidate (only intimation charges)
General/OBC/EXSM category candidates	Rs 100/- per candidate

6. GENERAL INSTRUCTIONS

- a) 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 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 Bank before specified period, he/she will indemnify the bank upto the extent of bond amount, for all losses, costs, charges and expenses. Selected officers shall execute the indemnity bond before joining the Bank.

Scale	Amount of Bond	Period
Specialist Officer in MMG Scale-III	Rs 3.00 lacs	03 Years
Specialist Officer in MMG Scale-II	Rs 2.00 lacs	03 Years
Specialist Officer in JMG Scale-I	Rs 1.00 lac	03 Years

- b) The Bank takes no responsibility for any delay in receipt or loss of any communication in postal transit.
- c) Candidates shall produce original caste/ PH/relevant certificates at the time of 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 interview & an undertaking in the prescribed format regarding non creamy layer status as on closing date of registration. The competent authority for issue of Caste/Disability certificate has been defined at point No. 8 below. The certificate issued by only those competent authority authorized to issue Caste/PH certificate will be acceptable.

- d) Before applying for the above posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/intimation charges once paid, shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of conduct of interview/selection etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.
- e) Candidates who apply for more than one post are required to pay the separate application fee and apply separately for each post. Candidates who apply for more than one post (Post Codes 01 to 07) will also have to take the additional Professional Knowledge test relevant to each of the post applied for. However, if the candidates applying for post codes 8,9 &10 also apply for any post under post codes from 01-07, they will have to appear for written test and /or interview for the post applied for under these codes. In respect of post codes 08- 10, candidates can apply for only one post for which he/she holds a valid scorecard.
- f) A recent, recognizable colour passport size photograph, which should be the same as the one uploaded in the online application form, should be firmly pasted on the call letter for written examination/interview and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the written test/interview may lead to disqualification.
- 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 resulting 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 written test. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual to and fro 2ND 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.**

- j) No candidate is permitted to use Calculators, Mobile Phones, Pagers or any other instruments in the Examination Hall.
- k) Canvassing in any form will be a disqualification. **The Bank will be comparing the responses of a candidate with those of other candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that responses have been shared and scores obtained are not genuine/valid, the Bank reserves right to cancel his/her candidature without any intimation.**
- l) **All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their valid IBPS scorecard (for post codes 08-10), educational and experience certificates as well as caste certificate, certificate of disability in the proforma prescribed by Govt. Of India or any other certificate in the prescribed proforma, in support of their eligibility, failing which their candidature will be cancelled.**
- m) Request for change of address/ email ID/written examination centre (offline/online) /interview centre will not be entertained.
- n) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- o) 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.

7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/ interview/ Group Discussion , if a candidate is/has been found guilty of:

- using unfair means during the examination or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination hall or taking away the question booklet/ answer sheet from the examination hall or
- resorting to any irregular or improper means in connection with his/her candidature by selection or
- obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - (a) to be **disqualified** from the examination 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.

8. THE COMPETENT AUTHORITY FOR ISSUING THE CERTIFICATE TO SC/ST/OBC/PC 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 Tahsildar/ Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

(b) For Physically Challenged : 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.

9. HOW TO APPLY:-

9.1 Procedure for Depositing Fee:

The application fee must be paid in cash, separately for each post at any branch of Punjab National Bank. Before depositing the fee, the candidate must ensure that he/she meets the eligibility criteria of the post(s) for which he is applying and then download a copy of the Cash voucher from our website www.pnbindia.in-Link->Recruitment. The voucher will be in duplicate. The voucher be filled up and thereafter be presented at any Branch of PNB, along with the application fee. The following details must be entered into both copies of the voucher: (i) Candidate's Name (ii) Candidate's Category (iii) Name & Code Number of the branch selected for payment (iv) Date of Payment and (v) Fee to be paid. 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 **1.8.2012 to 17.8.2012**. The date will be the same for candidates belonging to far-flung areas. **NO OTHER MODE OF DEPOSIT OF FEE IS PERMITTED.**

9.2 Procedure to Apply :

i) Candidates should log onto our website www.pnbindia.in-Link->Recruitment. The candidates must apply online only. NO OTHER MODE IS PERMITTED. After remitting the requisite application fee/ intimation charges, candidates should click on the appropriate online application format and fill in the requisite application details.

ii) The transaction ID provided by the Branch after payment must be quoted in the application and the Original Cash voucher must be produced along with the call letter at the time of the written test.

In addition, for Post Codes 01 to 07, before applying online, a candidate will be required to have a scanned (digital) image of his photograph and signature as per the specifications given below at point no. 9.3.

Candidates should ensure that both the photograph and signature are within the required specifications. If the size of the file is more than the specified limit then adjust the settings of the scanner.

iii) Application Registration on our website will remain open from 1.8.2012 to 17.8.2012. On-line applications are to be processed by a computerized system. It is essential that the application is properly and completely filled in. Candidates should keep a printout of the duly submitted application for future reference.

iv) The candidate should have a valid personal email id. This will enable him/her to receive call letter/ interview advice etc. by email. For Post Codes 08-10 candidates should ensure that their personal email ID (as specified in the online application form

while applying for Common Written Examination (CWE) conducted in March 2012) is kept active during the currency of the recruitment project. Bank may send call letters/intimations for Group Discussion/ Interview etc. to the registered e-mail ID.

NOTE: Only for Post Codes 01-07 there is provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct the details in on-line application, if any. This modification facility shall be available after 2 days of registration & up to 19.8.2012 to the candidates who have registered their application online upto 17.8.2012. Modification will be allowed only 3 times. After the last date for modification i.e. 19.8.2012, no modification will be permitted

9.3 GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE **(For post code 01- 07)**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below;.

(i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used for verification, if necessary.
- If the Applicant's signature on the answer script, at the time of the examination does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20KB.

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the image file icon.

- Candidates using MS Windows/MsOffice can easily obtain photo and signature in jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photo) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also. **If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate should fill in all his details on Page1. After verifying that the details he has filled in are correct and clicking on the 'Submit/Next' button a link will be provided on page 2 of the online application form to upload his photograph and signature.

(iv) Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button

Your Online Application will not be registered unless you upload your photo and signature as specified.

Note :

- a. In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- b. Candidates are advised to take a printout of their system generated online application forms after registering.
- c. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

10. CALL LETTERS FOR THE WRITTEN TEST

The date of the Written Test for post codes 1-07 is TENTATIVELY FIXED as 14.10.2012. However, it will be intimated in the Call Letter along with the mode of test/Centre/Venue for the Examination, well in advance of the date of the Written Examination.

PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING WRITTEN TEST:

All eligible candidates for post codes 01-07 will be required to download their call letter for written examination and the Information Handout from the **Bank's website www.pnbindia.in- Link (Recruitment)** tentatively on or **after 01.10.2012. Date of commencement of downloading interview call letters for all the posts will be intimated by way of separate notice on the Recruitment Section of Bank's website pnbindia.in >link Recruitment.** Hence, candidates are advised to visit the bank's website frequently for the date of commencement of downloading of interview call letter. Candidates should note that the call letters will not be sent through POST / COURIER etc.

In case of any difficulty in downloading the call letter, the candidate should contact the Help Desk as mentioned in FAQs with regard to downloading the call

letter. In case of any other difficulty, the candidate should contact the concerned Circle Office of the Bank located at the Centre for written test he/she has opted for, at the addresses given below:-

Sr. No.	Name of Centre of Examination	Centre Code No	Address of the Circle Office of the Bank located at the Centre of Examination. (Offline/Online)
1	AHMEDABAD	11	6th Floor, Gujrat Bhawan, Opp M J Library, Ellis Bridge, Ashram Road, Ahmedabad 380006 Tel No. 079 - 26581751 Fax No. 079 – 26583323
2	BENGALURU	12	26-27 , M G Road, Raheja Towers(East Wing) Bengaluru, Karnataka-560001 Tel.-080-5095076,25596926 Fax-080-25584951
3	BHOPAL	13	PNB Building, Arera Hills, Opposite Old Jail,Bhopal-462011Tel. No. 0755 – 2553689, 2555675; Fax No. 0755 - 2557615
4	BHUBANESHWAR	14	4 th Floor, Deendayal Bhawan, Ashok Nagar,Janpath, Bhubaneshwar-751009 0674-2534257 Fax-0674-2534506
5	CHANDIGARH	15	PNB House, Bank Square, Sector 17 B Chandigarh - 160017 Tel. No. 0172 - 2703077, 2707430 Fax No. 0172 – 2704174,2725335
6	CHENNAI	16	Rayala Tower, 3 rd Floor, 158-Annasalai-CHENNAI-600002 Tel-044-66785722-23, Fax-044-6678754
7	DELHI	17	Circle Office, North Delhi, Rajendra Bhawan, Rajendra Place, New Delhi-110008 Tel. No. 011 - 25864287 Fax No. 011-25731026
8	GUWAHATI	18	Nilgiri Mansion, Bhangagarh, GS Road, Guwahati - 781005. Tel. No. 0361 - 2463812 Fax No. 0361 - 2529229
9	HYDERABAD	19	6-1-73, II Floor, Sayeed Plaza, Lakdi Ka Pul, Saifabad, Hyderabad-500004 Tel. No. 040 - 23243083, 23235212; Fax No. 040 – 23233295
10	JAMMU	20	Gupta Towers,Bahu Plaza,Jammu-180012 Tel No. 0191-2471979,2472208 Fax-0191-2475271
11	JAIPUR	21	PNB House, 2 Nehru Place, Tonk Road, Jaipur - 302015 Tel No. 0141 - 2747114 , 2747109 Fax No. 0141 – 2747109,2747133
12	KOLKATA	22	AG Tower, 3 rd Floor, 125/1, Park Street,, Kolkata - 700017 Tel. No. 033 - 22649907 22649934 No. 033 – 22291514
13	LUCKNOW	23	4,Vibhuti Khand,Gomti Nagar,Lucknow-226010 Tel. No. 0522 - 2304924 Fax No. 0522 – 2304925
14	MUMBAI	24	Maker Towers,F-wing,7th Floor. Cuffe Parade, Mumbai-400005 Tel. 022-22186405,22161399 Fax-022-22152190, 22161399
15	PATNA	25	R Block Chanakya Place, Patna-800 001 Tel.No. 0612 - 2506157 Fax No. 0612 – 2224180

Candidates are advised to regularly visit the Bank's website for intimations regarding interviews, downloading of call letters for interview etc.

Last Date for Registration of Online Applications : 17.8.2012

The above advertisement can also be viewed at the Bank's Website - www.pnbindia.in

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates

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