पंजाब नैशनल बैंक punjab national bank

(A Government of India Undertaking)

Human Resources Division

Corporate Office, Sector 10, Dwarka, New Delhi -110075

Opening Date for On-line Registration	**22.04.2022**
Closing Date for On-line Registration (Including for Candidates from Far-Flung Areas)	**07.05.2022**
Tentative Date of On-line Examination	**12.06.2022**

PUNJAB NATIONAL BANK INVITES ON-LINE APPLICATIONS FROM INDIAN CITIZENS FOR THE FOLLOWING POSTS:

Post code	Name of post	Grade/ scale	No. of vacancies	Scale of pay
01	Manager (Risk)	MMGS-II	40	48170-1740/1-49910-1990/10-69810
02	Manager(Credit)	MMGS-II	100	48170-1740/1-49910-1990/10-69810
03	Senior Manager (Treasury)	MMGS-III	05	63840-1990/5-73790-2220/2-78230
TOTAL			145	

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

2. DETAILS OF RESERVATION:

Cadre/Scale	No. of Posts	SC	ST	OBC	EWS	UR	PWBD			
							OC	HI	VI	ID
Manager (Risk)	40	06	03	11	04	16	1	0	0	0
Manager (Credit)	100	16	08	26	10	40	1	1	1	1
Senior Manager (Treasury)	05	00	01	01	00	03	0	0	0	0
TOTAL	145	22	12	38	14	59	2	1	1	1

- The number of vacancies/reserved vacancies is provisional and may vary according to the actual requirement of the Bank. The reservation also includes the deficit of reserved vacancies. Please note that the reservation in respect of different posts in each scale will be as decided by the bank.

- Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for Unreserved category provided they meet the eligibility criteria laid down for Unreserved Category candidates.

Abbreviations used: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS-Economically Weaker Sections, UR-Unreserved Category, (PWBD- Persons With Benchmark Disabilities includes OC, HI, VI, ID) OC- Orthopedically Challenged, HI - Hearing Impaired, VI – Visually Impaired, ID - Intellectual Disability

NOTE:

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

(B) Regarding Persons With Benchmark Disabilities (PWBD):

- As the reservation for PWBD 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 PWBD candidates in all offices/branches of the Bank and in case of their selection they will have to work in the post identified as suitable for them by the Bank.
- The selected candidates are liable to be posted at any of the Bank's Branches/ Offices, anywhere in India, as per requirement, at the sole discretion of the Bank.

3. ELIGIBILITY CRITERIA: -

3.1) <u>NATIONALITY/ CITIZENSHIP:</u>

A candidate must be either –

i. a Citizen of India or
ii. a subject of Nepal or
iii. a 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.

3.2) <u>AGE, EDUCATIONAL QUALIFICATIONS AND POST QUALIFICATION WORK EXPERIENCE REQUIRED</u>

<u>Post: Manager (Credit) in MMGS-II</u>

Age: Minimum: 25 years, Maximum: 35 years (As on 01.01.2022)

Educational Qualifications:

Essential:

A. Chartered Accountant(CA) from Institute of Chartered Accountants of India/Cost Management Accountant- CMA (ICWA) from Institute of Cost Accountants of India

OR

B. Chartered Financial Analyst (CFA) from CFA Institute (USA).

OR

C. Graduation Degree in any discipline with minimum 60% marks in aggregate (Institute should be recognized/approved by Govt. bodies/AICTE/UGC and course completed through correspondence/part time/distance mode will not be considered)

AND

Full time MBA in Finance or PGDM in Finance or equivalent Post Graduation degree with specialization in Finance
(Minimum 2 Years course with Minimum 60% marks in aggregate)
(Institute should be recognized/approved by Govt. bodies/AICTE/UGC and course completed through correspondence/part time/distance mode will not be considered)

Desirable:

1. Certificate in Commercial Credit, Moody's Analytics.

Post Qualification Work Experience:
Minimum 1 year of post-qualification experience in Nationalized or Private Sector Bank/ PSU/ NBFC/Financial Institution/ Credit Rating Agency as an officer in the area of Credit and Finance.

Note- Experience wherever required is post qualification, in the relevant field & in officer cadre (Experience below 06 months in any organization will not be reckoned).

Post: Manager (Risk Management) in MMGS-II

Age: Minimum: 25 years, Maximum: 35 years (As on 01.01.2022)

Educational Qualifications:

Essential:

A. Chartered Accountant(CA) from Institute of Chartered Accountants of India/Cost Management Accountant- CMA (ICWA) from Institute of Cost Accountants of India

OR

B. Chartered Financial Analyst (CFA) from CFA Institute (USA).

OR

C. Graduation Degree in any discipline with Minimum 60% marks in aggregate
(Institute should be recognized/approved by Govt. bodies/AICTE/UGC and course completed through correspondence/part time/distance mode will not be considered)

AND

i. Full time MBA in Finance or PGDM in Finance or equivalent Post Graduation degree with specialization in Finance /Post Graduate Diploma in Banking and Financial Services (PGDBF) by NIBM Pune/Masters in Financial Management (MFM)/ Masters in Finance and Control (MFC)

(Minimum 2 Years course with Minimum 60% marks in aggregate)
(Institute should be recognized/approved by Govt. bodies/AICTE/UGC and course completed through correspondence/part time /distance mode will not be considered

OR

ii. Masters in Mathematics/ Statistics/ Economics with Minimum 60% marks in aggregate*

*(Institute should be recognized/approved by Govt. bodies/AICTE/UGC and course completed through correspondence/part time /distance mode will not be considered)

OR

iii. Certification in Financial Risk Management from Global Association of Risk Professionals (GARP) (USA)

OR

iv. Professional Risk Management Certification from PRMIA Institute.

Desirable:
1. Certificate Examination in Risk in Financial Service, IIBF
2. Certification Course in Risk Management, NIBM
3. Diploma in Treasury, Investment & Risk Management (DTIRM), IIBF
4. CAIIB with specialization in Risk Management

Post Qualification Work Experience: HaryanaJobs.in
Minimum 1 year of post-qualification experience in Nationalized or Private Sector Bank/ PSU/ NBFC/Financial Institution as an officer in the area of Risk, Credit, Forex, Treasury and Finance.
Note-
Experience wherever required is post qualification, in the relevant field & in officer cadre (Experience below 06 months in any organization will not be reckoned).

Post: Senior Manager (Treasury) in MMGS-III

Age: Minimum: 25 years, Maximum: 37 years (As on 01.01.2022)

Educational Qualifications:

Essential:

A. Chartered Accountant(CA) from Institute of Chartered Accountants of India/Cost Management Accountant- CMA (ICWA) from Institute of Cost Accountants of India

OR

B. Chartered Financial Analyst (CFA) from CFA Institute (USA).

OR

C. Graduation Degree in any discipline with Minimum 60% marks in aggregate (Institute should be recognized/approved by Govt. bodies/AICTE/UGC and course completed through correspondence/part time /distance mode will not be considered)

AND

Full time MBA in Finance or PGDM in Finance or equivalent Post Graduation degree with specialization in Finance

(Minimum 2 Years course with Minimum 60% marks in aggregate)
(Institute should be recognized/approved by Govt. bodies/AICTE/UGC and course completed through correspondence/part time /distance mode will not be considered)

Desirable:
1. Certificate Treasury Dealer Course, IIBF.
2. Certificate Course in Treasury Management, NIBM.
3. CAIIB
4. Diploma in Treasury, Investment & Risk Management (DTIRM), IIBF

Post Qualification Work Experience:
Minimum 3 years of banking experience in officer cadre with minimum 2 years as an officer in Treasury of a Nationalized or Private Sector Bank.

OR

Minimum 3 years experience of working with primary dealer.

Note-
Experience wherever required is post qualification, in the relevant field & in officer cadre (Experience below 06 months in any organization will not be reckoned).

In all cases where MBA or PGDM or equivalent Post graduation degree/diploma is mentioned as criteria for educational qualification, following guidelines will be applicable:

a. In case of dual specialisations, one of the two fields of specialisation should be in the field prescribed for the post.
b. In case of major/ minor specialisations, major specialisation should be in the field prescribed for the post.
c. Candidates having Degree / Diploma with more than two specialisations or General MBA without specialisation are not eligible to apply.

(A) The level of educational qualifications prescribed for the posts is minimum. Candidates must possess above qualifications/ work experience **as on opening date of registration i.e. 22.04.2022** and must produce Marks Sheet & Provisional Certificate/ Degree Certificate issued from the University if called for interview. The result of the qualification prescribed must have been declared **on or before 22.04.2022.** The exact date of declaration of result should be explicitly mentioned in the Degree certificate or any other certificate issued by the university. Otherwise, the date appearing on the Marksheets / Provisional Certificate/Degree Certificate shall be reckoned for deciding eligibility. No correspondence shall be entertained in this matter.

(B) Candidate must specifically indicate the percentage obtained in Graduation/Post Graduation degree/diploma calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. The candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(C) **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.

(D) The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

3.3 RELAXATION IN UPPER AGE LIMIT

(i)	Scheduled Caste/Scheduled Tribe	**5 Years**
(ii)	Other Backward Classes	**3 Years**
(iii)	Persons With Benchmark Disabilities	**10 Years**
(iv)	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment, subject to ceiling as per Government guidelines	**5 years**
(v)	Children/Family members of those who died in the 1984 riots	**3 Years**

NOTE:

a. The maximum age limit specified in 3.2 above is applicable to General category candidates and Economically Weaker Section (EWS) Category Candidates

b. **The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 3.3 (iii) to 3.3 (v).**

c. **Candidates seeking age relaxation/other benefits will be required to submit necessary certificate(s) in original/ copies at the time of Interview and at any stage of the recruitment process as required by the Bank, failing which they**

will not be allowed to appear in the interview/their candidature is liable to be rejected at any stage.

d. Caste / Category Certificate should be issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC / EWS / PWBD category candidates.
In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. **The candidate should possess a valid OBC certificate with a Non-creamy layer clause as per the Government of India guidelines, from time to time (issued within one year as on the date of advertisement). Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form.**

e. Candidates availing relaxations/ other benefits available to Ex-Servicemen category will have to produce the discharge certificate/certificate issued by the competent authority (in the format prescribed) that they are due for discharge on or before **21.04.2023**, at the time of interview and at any stage of the recruitment process as required by the Bank, failing which they will not be allowed to appear in the interview/their candidature is liable to be rejected.

3.4 DEFINITIONS:

(A) 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/her as an Ex-Serviceman for his/her re-employment, his/her Ex-Serviceman status for the purpose of re-employment in Govt. jobs ceases. However, if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. But, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman.

There is no reservation in recruitment for Ex-servicemen in Officers' Cadre.

(B) Reservation for Persons with Benchmark Disabilities:

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The post is identified suitable for the Persons under categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.

I. "OC" category:
A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both,

including Leprosy Cured, Cerebral Palsy, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following bench mark:

a. "**Leprosy cured person**" means a person who has been cured of leprosy but is suffering from:
   i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
   ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
   iii. extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

b. "**Cerebral palsy**" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

c. "**Dwarfism**" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less;

d. "**Muscular dystrophy**" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

e. "**Acid attack victims**" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

II. Visual Impairment ("VI" Category):
Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

a. Blindness:
i. Total absence of sight; OR
ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR
iii. Limitation of the field of vision subtending an angle of less than 10 degree.

b. Low Vision:
i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR
ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

III. Hearing Impaired ("HI" Category):

a. Deaf: means person having 70 DB hearing loss in speech frequencies in both ears.
b. Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

IV. "ID" Category:
Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

a. Intellectual disability:

i. **"Autism Spectrum disorder" (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.

ii. **"Specific Learning Disability" (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

iii. **"Mental Illness" (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

b. **"Multiple Disabilities"** means multiple disabilities amongst clause "I"; "II"; "III"; " IV(a)".

Note: Only those persons with benchmark disabilities would be eligible for reservation. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority.

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.
The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies prescribed by the Bank.

- **Guidelines for Persons With Benchmark Disabilities using the services of a Scribe:**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the exam.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- The scribe arranged by the candidate should not be a candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- Only candidates registered for compensatory time (at the time of online registration) will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if

he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

- **Guidelines for candidates with locomotor disability and cerebral palsy:**

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

- **Guidelines for Visually Impaired (VI) candidates:**

  - Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
  - The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

- **Guidelines for Candidates with Intellectual Disability (ID):**

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

NOTE: These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

(C) Reservation for Economically Weaker Sections (EWSs):

a. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be **income for the financial year prior to the year of application.** Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

i. 5 acres of Agricultural Land and above;
ii. Residential flat of 1000 sq. ft. and above;
iii. Residential plot of 100 sq. yards and above in notified municipalities;
iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

b. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

c. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. **The candidates shortlisted for interview will be required to submit necessary certificate(s) in original/ copies at the time of Interview and at any stage of the recruitment process as required by the Bank, failing which they**

will not be allowed to appear in the interview/their candidature is liable to be rejected at any stage.

d. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

4. SELECTION PROCEDURE

4.1 Selection will be through **online test and interview.** Merely satisfying the eligibility norms do not entitle a candidate to be called for Test or Interview.

a) **Online Written Test:** The Online Test shall be as per following pattern:

PARTS	Name of the Test	No. of Questions	Maximum Marks*	Duration
PART I	Reasoning	40	40	25 Minutes
	English Language	40	40	25 Minutes
	Quantitative Aptitude	40	40	25 Minutes
PART II	Professional Knowledge	50	100	45 Minutes

***For each question for which a wrong answer has been given by the candidate one fourth of the marks assigned to that question will be deducted as penalty to arrive at corrected score.**

- The above tests except the Test of English Language will be available bilingually, i.e. in English and Hindi. Other detailed information regarding the online test examination will be given in an Information Handout, which will be made available for the candidates for download along with the call letters from the Bank's website.

- Candidates have to qualify all the Tests of Part-I. The part-II i.e. professional knowledge test scores will be considered only for those candidates who qualify in each paper in the Part-I. Minimum qualifying marks in each individual Test will be decided by the Bank.

b) **Personal Interview:** Personal Interview will be conducted by Bank in the following manner:

- Candidates who obtain minimum qualifying marks as decided by the Bank in Part-I, will be considered for shortlisting for Interview on the basis of merit prepared as per marks obtained by them in Part-II i.e. Professional Knowledge Test, provided they fulfil the other eligibility criteria with regard to Educational qualification and Post qualification work experience for the respective post.

- Personal Interview will be of 25 marks. Minimum qualifying marks in interview shall be 45% i.e. 11.25 for SC/ST candidates & 50% i.e. 12.5 for other candidates.

- Candidates will be provisionally selected for issuing offer of appointment on the basis of aggregate scores obtained by them in Online Written Test Part-II i.e. Professional Knowledge Test and Interview. A candidate should therefore qualify both in the Online Written Test as well as in interview and be sufficiently high in the merit besides fulfilling other eligibility criteria, to be shortlisted for subsequent provisional appointment.

4.2 List of Documents to be produced before Personal Interview:

The following documents in original together with a self attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview or as and when required by the Bank, failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate will debar his candidature from further participation in the recruitment process.

i. Printout of the valid Interview Call Letter
ii. Valid system generated printout of the online application form
iii. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB)
iv. Photo Identify Proof and Address Proof (Officially valid documents).
v. Relevant documents in support of Educational qualification: Individual Semester-wise / Year-wise Marksheets & certificates for educational qualifications including the final degree/diploma certificate. Proper document from Board/ University for having declared the result on or before **22.04.2022** has to be submitted.
vi. Income and Asset Certificate, valid on the date of application, issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of EWSs (Economically Weaker Sections) category candidates.
vii. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC / ST / OBC category candidates.
viii. In case of candidates belonging to OBC category, the caste certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year as on the date of advertisement). **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
ix. Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Benchmark Disability category. If the candidate has used the services of a Scribe at the time of online examination, then the duly filled in details of the scribe in the prescribed format.
x. An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before **21.04.2023**.
xi. Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
xii. Persons eligible for age relaxation under 3.3(v) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communicationNo.F.No.9/21/2006-IR dated 27.07.2007.
xiii. Persons falling in categories (ii), (iii), (iv) & (v) of point no. 3.1 above should produce a certificate of eligibility issued by the Govt. Of India.
xiv. Relevant documents in support of the work experience declared, including appointment letter, salary slip, relieving letter (wherever applicable), etc.
xv. Any other relevant documents in support of eligibility.

- **Note:**
  Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.
  Non production of relevant eligibility documents as and when demanded by the Bank shall make the candidate ineligible for further process of recruitment.
- **The prescribed format for the certificate to be produced by the candidates belonging to the reserved category (SC/ST/OBC/EWS/PWBD) is available at www.pnbindia.in under the**

EXAMINATION CENTRES – Online Examination (Tentative List)

State /UT / NCR	Online Examination Centre
Andaman & Nicobar	Port Blair
Andhra Pradesh	Chirala, Chittoor, Guntur, Kadapa, Kakinada, Kurnool, Nellore, , Rajahmundry, Srikakulam, Tirupati, Vijaywada, Vishakhapatnam, Vizianagaram
Arunachal Pradesh	Naharlagun
Assam	Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur
Bihar	Arrah, Aurangabad, Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnea
Chandigarh	Chandigarh/Mohali
Chhattisgarh	Bhilai Nagar, Bilaspur, Raipur
Dadra & Nagar Haveli and Daman & Diu	Surat, Jamnagar
Delhi	Delhi/New Delhi, Faridabad, Ghaziabad, Greater Noida, Gurugram
Goa	Panaji
Gujarat	Ahmedabad, Anand, Gandhinagar, Himatnagar, Jamnagar, Mehsana, Rajkot, Surat, Vadodara
Haryana	Ambala, Hissar, , Kurukshetra,
Himachal Pradesh	Bilaspur, Hamirpur, Kangra, Kullu, Mandi, Shimla, Solan, Una
Jammu & Kashmir	Jammu, Samba, Srinagar
Jharkhand	Bokaro, Dhanbad, Hazaribagh, Jamshedpur, Ranchi
Karnataka	Bengaluru, Belgaum, Bidar, Gulbarga, Hubli, Mangalore, Mysore, Shimoga, Udupi
Kerala	Alappuzha, Kannur, Kochi, Kollam, Kottayam, Kozhikode, Malappuram, Palakkad, Thiruvananthapuram, Thrichur
Ladakh	Leh
Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain
Maharashtra	Amravati, Aurangabad, Chandrapur, Jalgaon, Kolhapur, Latur, Mumbai/ Thane/ Navi Mumbai, Nagpur, Nanded, Nashik, Pune
Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Balasore, Berhampur(Ganjam), Bhubaneshwar, Cuttack, Dhenkanal, Rourkela, Sambalpur
Puducherry	Puducherry
Punjab	Amritsar, Bhatinda, Fategarh Sahib, Jalandhar, Ludhiana, Mohali, Patiala
Rajasthan	Ajmer, Alwar, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur
Sikkim	Bardang/ Gangtok
Tamil Nadu	Chennai, Coimbatore, Madurai, Nagercoil, Salem, Thanjavur, Thiruchirapalli, Tirunelveli, Vellore
Telangana	Hyderabad, Karimnagar, Khammam, Warangal
Tripura	Agartala
Uttar Pradesh	Agra, Aligarh, Bareilly, Gorakhpur, Jhansi, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Prayagraj(Allahabad), Varanasi
Uttarakhand	Dehradun, Haldwani, Roorkee
West Bengal	Asansol, Durgapur, Greater Kolkata, Kalyani, Siliguri

- 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 online examination 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/centre of the test/ vary the selection procedure, if necessary.

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

APPLICATION FEE	
SC/ST/PWBD category candidates	Rs 50/- per candidate(only intimation charges) +GST as applicable
All other candidates	Rs 850/- per candidate + GST as applicable

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate

6 GENERAL INSTRUCTIONS

6.1 A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

6.2 Before applying, 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.

6.3 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 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.

6.4 A recent, recognizable colour passport size photograph, which should be the same as the one uploaded in the on-line application form, should be firmly pasted on the call letter for online 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 online test/interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.

6.5 Following items are not allowed inside the examination centre:-

(a) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box,
(b) Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
(c) Any communication device like Bluetooth, Earphones, Microphone, Pager, Health Band etc.- (A Candidate must have Aarogya Setu App installed on his mobile phone. The Aarogya Setu status must show candidate's risk factor. A candidate will

have to display this status to the Security Guard at the entry into the exam venue. After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting).

(d) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.

(e) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.

(f) Any watch/Wrist Watch, Camera, etc.

(g) Any metallic item

(h) Any eatable item opened or packed

(i) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.
Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. IBPS or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

6.6 The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.

6.7 The competent authority for issue of Caste/Disability certificate is defined below. The certificate issued by only these competent authorities authorized to issue Caste/Disability certificate will be acceptable.

The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH BENCHMARK DISABILITIES/ EWS is as under (as notified by GOI from time to time):

- **For Scheduled Castes / Scheduled Tribes / Other Backward Classes**: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

- **For Persons with Benchmark Disabilities**: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic /Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

- **For Economically Weaker Sections(EWSs)**: The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure- I shall only be accepted as proof of candidate's claim as belonging to EWS: -
  (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ extra Assistant Commissioner.
  (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate.
  (iii) Revenue Officer not below the rank of Tehsildar.

(iv) Sub- Divisional Officer of the area where the candidate and/or his family normally resides.

Candidates belonging to SC / ST / OBC / PWBD / EWS categories have to submit certificates in support of it at the time of interview and at any stage as demanded by the Bank.

6.8 No Travelling Allowance is payable to candidates who are called for the online 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.

6.9 The Bank takes no responsibility for any delay in /non-receipt or loss of any communication

6.10 Any resulting dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at NCT of Delhi.

6.11 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 the candidature of the concerned candidates and such candidates will be disqualified. No representation in this regard shall be entertained.

6.12 Request for change of contact no./address/ email ID/online examination centre/interview centre will not be entertained.

6.13 In case any dispute arises on account of interpretation of version other than English, English version will prevail.

6.14 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 & Policies of the Bank.

6.15 Candidates are advised to note that if selected, they will be required to execute an Indemnity 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 the specified period, he/she will indemnify the bank up to the extent of bond amount, for all losses, costs, charges and expenses. Selected officers shall execute the indemnity bond before joining the Bank.

Post - Scale	Amount of Bond	Bond Period
MMG Scale-III	Rs 5.00 lakh	05 Years
MMG Scale-II	Rs 3.00 lakh	03 Years

7. BIOMETRIC VERIFICATION:

The Bank, at various stages, may capture photo and thumb impression/ IRIS Scan of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her correct thumb impression/ IRIS Scan is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised to follow the guidelines that shall be provided to them in their call letter.

In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled.

Further, the candidate is advised not to apply any external matter like menhadi, ink, chemical etc. on his/ her hands.

8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

8.1 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.

8.2 At the time of online examination/ interview (wherever applicable), 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/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose, or
- resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means.
- Obtaining support of his/her candidature by unfair means, or
- Carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, 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.

9. HOW TO APPLY: -

Candidates can apply online only from **22.04.2022 to 07.05.2022** and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should scan and upload their photograph, signature, thumb impression, handwriting declaration image keeping in view the guidelines contained in para 9.3 below.

9.1 Procedure for applying online

I. Candidates are required to apply online through website www.pnbindia.in. No other means/ mode of application will be accepted.

II. Candidates are required to have a valid personal email ID and Contact No. It should be kept active till completion of this recruitment project. Bank may send call letters for Online test, interview etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.

III. Candidates will have to click on “CLICK HERE FOR NEW REGISTRATION” to register their application by entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.

IV. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the 'SAVE AND NEXT' facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION button. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

V. Use of special characters while filling the form will not be allowed. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.

VI. There is a provision to modify the online application prior to final submission only. Candidates are requested to make use of this facility to correct the details in online application, if any.

VII. The name of the candidate and his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ mark sheets/photo identity proofs etc. Any change/ alteration found may disqualify the candidature.

VIII. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

IX. An online application which is incomplete in any respect such as without proper passport size photograph, Signature, Left Thumb Impression and a hand written declaration uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

X. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

9.2 Mode of Payment

i. Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only.

ii. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

iii. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

iv. After COMPLETE REGISTRATION, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

v. If the online transaction has not been successfully completed, then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

vi. On successful completion of the transaction, an e-receipt will be generated.

vii. Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated then online transaction may not have been successful.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.
- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the authorised Bank website on account of heavy load on internet/website jam.
- Bank does not assume any responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- 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.

9.3 Guidelines for scanning and Upload of Documents

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

i) Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken 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–50 kb
- 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:

- The applicant has to sign on white paper with Black Ink pen.
- 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) Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

iv) Hand-written declaration Image:

- The applicant has to write the declaration in English clearly on a white paper with black ink.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB

- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

NOTE:

- **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**
- **Ensure that Photo, Signature, Thumb impression and Hand written declaration are uploaded at the specified spaces only in the online application form.**

Procedure for Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/left thumb impression/hand written declaration, 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 file image icon.

- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents:

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the online application form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

10. CALL LETTERS FOR THE ON-LINE TEST

The date of the On-line Test will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Online Examination.

PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING ONLINE TEST:

All eligible candidates will be required to download their call letter for on-line examination and the Information Handout from the Bank's website www.pnbindia.in- (under Recruitment/Career section). Date of commencement of downloading interview call letters for all the posts will be intimated by way of separate notice on Bank website. Hence, the candidates are advised to visit the bank's website frequently for the date of commencement of downloading of on-line examination/interview call letters. Candidates should note that the call letters will not be sent through any other mode.

11. ANNOUNCEMENTS:

Candidates are advised to regularly visit the Bank's website www.pnbindia.in under Recruitment/Career Section for updates/ notices/ instructions.

Last Date for Registration of On-line Applications	**:**	**07.05.2022**

12. DISCLAIMER:

- Bank may cancel/change recruitment process for any of posts notified in this advertisement, at any stage, depending upon exigencies or otherwise. In case of cancellation of recruitment process, the candidates will be refunded application fees deposited by them while applying on-line.

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

- Any notice/communication meant for the candidates displayed on the Bank's Website or sent by Registered/Speed Posts or conveyed to the email id mentioned in the application at the time of registration with the Bank, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.

- The overall hiring scenario may get hampered/ delayed due to unexpected spread of COVID-19. In view of the same, Bank reserves the right to cancel the recruitment process partly/entirely at any time, if required, without issuing any further notice or assigning any reason thereof.

Dated: 20.04.2022 **GENERAL MANAGER (HRMD)**