

## पंजाब एण्ड सिंध बैंक

(भारत सरकार का उपक्रम)

प्र.का. मानव संसाधन विकास विभाग

ई-मेल: [ho.hrd@psb.co.in](mailto:ho.hrd@psb.co.in)

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## PUNJAB & SIND BANK

(A Government Of India Undertaking)

H.O. Human Resources Development Deptt.

E-mail: [ho.hrd@psb.co.in](mailto:ho.hrd@psb.co.in)

### LATERAL RECRUITMENT OF COMPANY SECRETARY (CS) IN SMGS IV

Bank invites applications from Indian Citizens for the aforesaid posts.

#### IMPORTANT DATES:

Commencement of date of application	12.04.2022
Last Date of receipt of Hard Copy of applications with enclosures	26.04.2022
Date of Further Process	Will be informed separately.

#### 1. ELIGIBILITY CRITERIA:

##### A. Nationality / Citizenship:

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 Jan. 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 Govt. of India.

##### B. Educational Qualification & Post Qualification Experience (as on 01.04.2022)

COMPANY SECRETARY				
S No.	No. of Posts	Age*	Qualifications	Experience
1	01	30-40 years as on 01.04.22	<b>Essential Educational Qualification:</b> Graduation from recognized institution/ university and Associate member of the Institute of	<b>PSBs:</b> Candidate must be in Scale II or Scale III in a Public Sector Bank and must have at least 6 years of experience in Banking and Financial Services Industry. <b>OR</b> <b>Other than PSBs:</b> minimum 8 years'



		Company Secretaries.	experience as a practicing CS with exposure to investor relations, Secretarial matters and Statutory Compliances etc.
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\* Age relaxation for reserved candidates is applicable as per Govt. guidelines.

**Abbreviations Stands for –**

SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, EWS- Economically Weaker Section, UR – Un reserved, PWD-Persons With Disability, VI- Visual Impaired, HI- Hearing Impaired, OC- Orthopedically Challenged, ID- Intellectual Disability, MD- Multiple Disability.

**Note:** a) The selected candidate may be posted anywhere in India, depending on the requirement of the Bank.

b) Bank will consider the eligibility of candidate based on their suitability and experience in the respective field.

**RELAXATION IN UPPER AGE LIMIT (in case of candidates belonging to following categories)**

Sl.No.	Category	No. of years of relaxation
i)	Scheduled Caste/ Scheduled Tribe	5 years
ii)	Other Backward Classes(Non-creamy layer)	3 years
iii)	Persons With Benchmark Disabilities as defined under “The Rights of Persons with Disabilities Act,2016”	10 years
	a) SC/ST Category	15 years
	b) OBC Category	13 years
	c) General Category	10 years
iv)	Ex-Servicemen: Ex-service Commissioned Officers, including ECOs/ SSCOs, who have rendered at least 05 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or invalidment.	5 years
v)	Persons affected by 1984 riots	5 years



**Note:**

- a. 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. (iii) to (v).
- b. Candidates claiming age relaxation will be required to submit necessary certificate(s) as documentary proof.
- c. 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. However, 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 for Ex-servicemen in Officers' Cadre.

**2. SCALE OF PAY & OTHER FACILITIES**

The candidate shall be appointed on regular basis and his/her emolument will be as below:-

**Chief Manager – SMGS IV:-** Scale of Pay is Rs. **76010 -2220/4 – 84890 – 2500/2 – 89890.**

DA, HRA /Leased Accommodation (if applicable, as per Scale and location in line with Bank's prescribed norms), Learning Allowance, CCA/ Location Allowance will be paid as per rules in force from time to time and depending upon the place of posting. Medical, LTC, Terminal Benefits and other perquisites will be as per prevailing rules.

**3. PROBATION PERIOD**

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

**4. SERVICE BOND**

The selected candidates shall be required to execute a service bond as under:-

SMGS-IV - Rs.2,00,000/- (Rs. Two lac only), plus applicable taxes



The service bond shall have to be accompanied with an undertaking to serve the Bank for a minimum period from the date of joining the Bank as mentioned in below table.

S.No	Post	Minimum Period
1	SMGS-IV	2 Years

Candidates will also have to furnish one surety of equal amount, acceptable to the Bank in the specified proforma before joining the Bank on his/ her selection for rendering service for a minimum period of two years from the date of joining the Bank.

In the event of their resignation from the post before the end of the specified period, they will have to pay the Bond amount along with applicable taxes, as applicable, to the Bank.

## **5. SELECTION PROCEDURE**

- The selection procedure for the above post will be by way of short listing and personal interview/ interaction.
- The short-listing and call for interview will be on the basis of the details provided by the candidates in the application & documents forwarded along with the application.
- The Personal Interview venue, time & date will be informed to the shortlisted candidates in the respective call letter and candidates have to attend the same at their own cost. The call letters will be sent **by email only**. The interviews will be conducted at New Delhi.
- The total marks allotted for Interview is 100. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC/PWBD candidates).
- **Bank reserves the right to shortlist requisite number of candidates based on the experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for further selection process as decided by the Bank.**
- The Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited.

### **List of documents to be produced at the time of Personal Interview**



While appearing for Personal Interview, candidates are advised to bring original documents along with self-attested copies thereof as detailed below, failing which they shall not be allowed to appear for the Personal Interview:-

- Appropriate certificate in support of Date of Birth.
- Printout of interview call letter.
- Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.
- Age relaxation valid proofs.
- All Certificates and testimonials of Educational Qualification and other Certifications from Standard X<sup>th</sup> onwards. (Semester-wise marksheets and Provisional / Final Degree Certificate for Graduation & PG)
- All Appropriate document(s) in support of work experience(s), if any. NOC from the existing employer, if employed with any public sector bank or Govt./ Quasi-Govt Organization or PSU
- Appropriate Certificate(s) in support of Caste/Category/ Disability/ Ex-Servicemen (if applicable). In case of OBC Candidates, OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of joining (issued within one year prior to the date of joining). OBC Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Valid EWS certificate.
- Disability certificate in the prescribed format issued by the District Medical Board in case of Persons With Benchmark Disability category
- 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.
- Persons eligible for age relaxation under upper age limit as mentioned in (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 communication No.F.No.9/21/2006-IR dated 27.07.2007.



- **Photo Identify Proof of name and permanent address.**
- **Two passport size photographs similar to that pasted on the application form.**

**Any other relevant documents in support of eligibility.**

## **6. APPLICATION FEES**

Rs. 150/- + GST i.e. Rs. 177/- for SC/ ST (Only Intimation charges)

For all others Rs. 850/- + GST i.e. Rs. 1003/- for each application.

- The Application fee is payable by way of Demand Draft drawn on any Nationalised/ Scheduled Bank drawn in favour of **“PSB RECRUITMENT”** payable at New Delhi  
**or,**  
through NEFT in Account Name- PSB Recruitment, Account No. 06061100068518, IFS Code PSIB0000606 Punjab & Sind Bank, Rajendra Place branch , New Delhi 110008. In case payment done by Demand Draft, candidates should write their name & phone number on the reverse of the Demand Draft. While for payment done by NEFT, candidate must mention the UTR number and date of the transaction in the application form.
- **Cash, Cheques, Money Orders, Postal Stamps etc. will NOT BE ACCEPTED.**
- **Submission of more than one application for the same post by any candidate will render him/her ineligible and in such case all the applications submitted by the said candidate will be rejected and application fees forfeited.**
- Application once made will not be allowed to be withdrawn and the Fees once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection. Candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement before applying.

## **7. HOW TO APPLY**

- A. The Application Form should be neatly typed in English on an A4 size paper in the format given at the end of this advertisement, which may also be downloaded from the Bank's website <https://punjabandsindbank.co.in>.
- B. A recent passport size photograph of the candidate should be pasted at right hand top corner at the space provided in the application and signed across.



- C. The candidate should send the self-attested copies of Certificates in support of age, educational qualifications and post qualification experience indicated in the Application Form to confirm the candidate's eligibility.
- D. Application should also be accompanied by Demand Draft (candidate's name and phone number should be written on the reverse of Demand Draft) or in case of payment through NEFT candidate must mention the UTR number and date of the transaction in the application form and attested photocopies of prescribed Educational Qualifications and Experience Certificate(s) specifying NATURE & PERIOD of experience, originals of which should be produced at the time of interview.
- E. Eligible candidates have to submit their applications in the given format (**Annexure –A**) through speed post only.
- F. Last date of receipt of application is 26.04.2022
- G. No application shall be entertained beyond the stipulated date & incomplete applications will be rejected. The Bank will not be responsible for any delay in receipt of application or loss thereof in postal transit.
- H. Address the application, superscribing "**Application for the post of Company Secretary**" to General Manager (HRD) at the following address :-

**General Manager –HRD**

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

The complete Application Form SHOULD REACH the above mentioned address ON OR BEFORE 26.04.2022.

Applications to be sent BY SPEED POST only.

Bank will send a confirmation mail to the applicant/s within seven working days after the last date of receipt of the application. In case any applicant does not get the confirmation mail within seven working days after receiving the application, they may consider that their application has not reached successfully. They can also enquire the status of their application by contacting on 011-25716407 or [ho.hrd@psb.co.in](mailto:ho.hrd@psb.co.in).



8. **GENERAL INSTRUCTIONS:**

- (i) Since the number of vacancy is only one, there is no reservation of SC/ST/OBC/PWD category. However, the eligible candidates belonging to these categories can also apply.
- (ii) **The application in the prescribed format must be filled up completely and should contain no corrections/alterations/overwriting.**
- (iii) Bank reserves its right to change / add / cancel the selection process & schedule at its discretion, under unforeseen circumstances, if any. Change, if any, will be announced at our Bank's website / by email.
- (iv) The Bank takes no responsibility for any delay in receipt or non-receipt of any application or communication. Hence, candidates are requested to check their email/spam and Bank's website regularly, to keep track of the process. The Bank is not responsible for any postal delay or technical reasons
- (v) Before applying for post, the candidate should ensure that he / she fulfils the eligibility criteria and other norms specified in this advertisement. Candidates are therefore urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.
- (vi) Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Bank in this matter shall entertain no correspondence or personal enquiries.
- (vii) **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/ false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/her services are liable to be terminated.**
- (viii) The candidates should send the self-attested copies of Certificates in support of age, reservation, educational qualifications and post qualification experience indicated in the Application Form to confirm the candidate's eligibility.
- (ix) Candidates will have to produce original of Id proof, Age, Educational Qualification Certificates and Experience Certificate(s), at the time of interview, failing which his/her candidature may be cancelled.





- (x) Candidates serving in Government/ Public Sector Undertakings including Banks are required to send their application through proper channel and produce a "No Objection Certificate" from their present employer at the time of interview, failing which their candidature shall not be considered.
- (xi) An application not accompanied by photocopies of relevant certificates and/ or the requisite fee in form of DD or not in prescribed format or not signed by the candidate or not bearing the candidate's photograph pasted firmly at the specified place or incomplete in any respect will not be entertained.
- (xii) One recent, recognizable Passport size photograph should be firmly pasted on the application at the appropriate place and should be signed across by the candidate. **Five copies of the same photograph should be retained by the candidate for use at the time of interview or thereafter. Failure to produce the same photograph at the time of the Interview may lead to disqualification.**
- (xiii) No request for change of address will be entertained.
- (xiv) Candidates to appear for the interview at their own cost. No TA/DA will be reimbursed to candidates for appearing in the Interview.**
- (xv) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (xvi) The Bank takes no responsibility for any certificate/remittance sent separately.
- (xvii) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- (xviii) Only those candidates who are short-listed for appearing in the Personal Interview will be intimated through e-mail only. The list of candidate who will be finally selected for appointment in the Bank will also be intimated at the communication address furnished by them in the Application Form and the said information will be hosted on the Bank's Website, <https://punjabandsindbank.co.in>
- (xix) Appointment of shortlisted candidate will be subject to his/her being declared medically fit as per the requirement of the Bank.
- (xx) Selected candidates will be required to produce a valid discharge certificate/ relieving letter from their last employer before joining the service.
- (xxi) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
- (xxii) **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 and should not surpass any material information while submitting application. If a candidate is (or has been) found guilty of –

- a. using unfair means during the Interview or subsequent selection procedure or
- b. impersonating or procuring impersonation by any person or resorting to any irregular or improper means in connection with his/ her candidature for selection or
- c. obtaining support for his/ her candidature by unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - To be disqualified from the Interview for which he/ she is a candidate.
  - To be debarred either permanently or for a specified period from any examination or recruitment conducted by Punjab and Sind Bank.
  - For termination of contract, if he/ she has already joined the Bank.

**Candidates in their own interest are advised to submit their applications well in time before the last date of receipt. The Bank does not assume any responsibility for late receipt of applications submitted by the candidates/postal delay.**

PRINTOUTS OF APPLICATIONS FORMS WITH ENCLOSURES RECEIVED AFTER THE LAST DATE WILL NOT BE ENTERTAINED.

PRINTOUTS OF APPLICATIONS FORMS RECEIVED WITHOUT ENCLOSURES WILL NOT BE ENTERTAINED.

NEW DELHI

Date: 8/4/2022



**GENERAL MANAGER**

**Human Resource Development Deptt.**

**APPLICATION FOR LATERAL RECRUITMENT OF COMPANY SECRETARY (CS) IN  
SMGS IV**

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To

**The General Manager (HRD)**

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

Paste Passport  
size Photograph  
& sign across  
the Photograph

With reference to the advertisement dated \_\_\_\_\_ for recruitment on above mentioned post as uploaded on <https://punjabandsindbank.co.in> , I hereby submit my application in the prescribed format.

1. FULL NAME (IN CAPITAL LETTERS) :
2. FATHER'S/ HUSBAND'S NAME :
3. DATE OF BIRTH (DD/MM/YYYY) :
4. AGE AS ON 01.04.2022 :
5. ADDRESS FOR CORRESPONDENCE :
6. PERMANENT ADDRESS :
7. CATEGORY (GEN/SC/ST/PWD) :
8. IF PERSON WITH DISABILITY :  
-TYPE OF DISABILITY :  
-PERCENTAGE OF DISABILITY :

9. DETAILS OF NON-REFUNDABLE APPLICATION FEE

NAME OF DRAFT ISSUING BANK :  
 DD NUMBER :  
 DATE OF ISSUE :  
 PLACE OF ISSUE :  
 AMOUNT :

Or,

DETAILS OF NON-REFUNDABLE APPLICATION FEE

REMITTER BANK NAME :  
 UTR NUMBER :  
 TRANSACTION DATE :  
 AMOUNT :

10. CONTACT DETAILS

MOBILE NO. :  
 ALTERNATE MOBILE NO. :  
 LANDLINE NO. :  
 E-MAIL ID :

11. GENDER :

12. NATIONALITY :

13. RELIGION :

14. LANGUAGES KNOWN : Indicate by ticking in appropriate box

LANGUAGE	SPEAK	READ	WRITE

15. EDUCATIONAL QUALIFICATION (AS ON 01.04.2022)

Qualification	Name of University/ Institution	Year of Passing	% of Marks	Class/ Grade

16. EXPERIENCE (as mentioned in the advertisement)

SNo.	Name of Employer	Designation	Department	From Date	To Date	Nature of Duties Performed

17. WHETHER IN SERVICE :  YES  NO
18. TOTAL WORK EXPERIENCE (IN YEARS):
19. DISCIPLINARY ACTION IF ANY  
IN PREVIOUS EMPLOYMENT :
20. MAJOR ILLNESS AS ON DATE, IF ANY :
21. AWARDS/ RECOGNITIONS :
22. EXTRA ORDINARY ACHIEVEMENTS,  
IF ANY :

#### DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I have not concealed any material facts. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/ terminated at any stage and if appointed, my services are liable to be terminated. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

I, hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Delhi.

(Signature of applicant)

Place:

Date:

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.