

(A Government of India Undertaking)
Human Resources Division
Corporate Office, Plot No. 4, Sector 10, Dwarka, New Delhi -110075

Last date for Receipt of Application with all enclosures at ours (Only by Speed/Registered post)	30.08.2022
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PUNJAB NATIONAL BANK INVITES OFF-LINE APPLICATIONS FOR THE FOLLOWING POSTS:

Post code	Name of post	Grade/ scale	No. of vacancies	Scale of pay
01	Officer (Fire-safety)	JMGS-I	23	36000-1490/7-46430-1740/2-49910-1990/7-63840
02	Manager (Security)	MMGS-II	80	48170-1740/1-49910-1990/10-69810
TOTAL			103	

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
Officer (Fire-safety)	23	03	01	06	02	11
Manager (Security)	80	12	06	21	08	33
TOTAL	103	15	07	27	10	44

- 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.

NOTE:

- (A) For all posts, candidates willing to serve anywhere in India need to apply.
(B) With regard to reservation of PWBD candidates, Govt. guidelines shall be followed

3. ELIGIBILITY CRITERIA: -

3.1) NATIONALITY/ CITIZENSHIP:

- A candidate must be either –
- a Citizen of India or
 - a subject of Nepal or
 - a subject of Bhutan or
 - 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) AGE, EDUCATIONAL QUALIFICATIONS AND POST QUALIFICATION WORK EXPERIENCE REQUIRED (As on 01.07.2022)

Name of the Post	Age (01.07.2022)	Educational Qualifications	Post Qualification Work Experience
Fire safety officer in JMG Scale-I	Min – 21 years Max – 35 years	1. B.E.(Fire) from National Fire Service College (NFSC) Nagpur. OR 2. Four year Graduation Degree(B.Tech/BE or equivalent) in Fire Technology/Fire Engineering/ Safety and Fire Engineering from college/university approved by AICTE/UGC OR 3. Bachelor's degree from any University recognized by AICTE/UGC And Divisional officer course from National Fire Service College, Nagpur. OR 4. Bachelor's degree from any University recognized by AICTE/UGC And Graduate from Institute of Fire Engineers India/Institute of Fire Engineering-UK OR 5. Bachelor's degree from any University recognized by AICTE/UGC And Sub-officer Course/ Station Officer Course from National Fire Service College, Nagpur with minimum of 60% marks in aggregate.	1. For Educational qualification of Sr. No. 1, 2 & 3 Post qualification composite experience of minimum 01 year as an Fire Officer or equivalent post in PSUs/PSBs/Central Govt./State Govt./City Fire Brigade/State Fire Services/ Fire safety Incharge in Corporate/Big Industrial Complex. 2. For Educational Qualification of Sr. No. 4 & 5, Post qualification composite experience of minimum 03 years as an Fire Officer or equivalent post in PSUs/PSBs/Central Govt./State Govt./City Fire Brigade/State Fire Services/ Fire safety Incharge in Corporate/Big Industrial Complex. <u>Skills Required:</u> Candidate should be well versed with fire safety norms & regulations, intimate knowledge of fire prevention and protection systems in high rise buildings, proficiency in English, Hindi and Basic computer knowledge is required.
Manager Security in MMG Scale-II	Min – 21 years Max – 35 years	Bachelor's degree from any University recognized by AICTE/UGC	An officer with 5 years commissioned service in Army/ Navy/ Air force OR A Gazetted Police officer not below the rank of Deputy superintendent of police or Assistant Commandant or equivalent rank in Central Armed Police Forces(CAPF) with minimum 05 years of service.

NOTE:

- (A) The level of educational qualifications prescribed for the posts is minimum. Candidates must possess above qualifications/ work experience **as on 01.07.2022** and must produce Mark sheets & Provisional Certificate/ Degree Certificate issued from the Board/ University if called for interview. The result of the qualification prescribed must have been declared **on or before 01.07.2022**. 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 Mark sheets / 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 application form. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in application form. 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%.

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 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 **30.06.2023**, 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 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

Officer (Fire-safety):

Depending upon the number of applications received, Bank at its discretion will decide on the mode of selection viz.

1. Shortlisting of applications followed by Interview or
2. Written / Online Test followed by Interview

Manager (Security):

Depending upon the number of applications received, Bank at its discretion will decide on the mode of selection viz.

1. Shortlisting of applications followed by Interview or
2. Written / Online Test followed by Interview

Scenario 1. Shortlisting of applications followed by Interview:

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

- I. All the candidates found eligible on scrutiny of applications and documents produced, shall be directly called for Interview.
- II. Candidates will be provisionally selected for issuing offer of appointment on the basis of scores obtained by them in Interview. A candidate should qualify in the interview and be high in the merit to be shortlisted for subsequent provisional appointment.

Scenario 2. Written / Online Test followed by Interview:

In case the Bank decides to conduct Online Test, the same will be comprise of as under:

Name of the Test	No. of Questions	Maximum Marks*	Duration
Professional Knowledge	50	100	60 Minutes

Penalty for wrong answers:

* 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.

- I. Candidates have to qualify the Written/Online Test. Cut-off in the online written test shall be decided by the Bank.
- II. Candidates who obtain minimum qualifying marks as decided by the Bank in the Online Written Test, will be considered for shortlisting for Interview on the basis of merit prepared as per marks obtained by them in the Online Written Test, provided they fulfil the other eligibility criteria with regard to Educational qualification and Post qualification work experience for the respective post.
- III. Candidates will be provisionally selected for issuing offer of appointment on the basis of aggregate scores obtained by them in Online Written Test and Interview. A candidate should qualify both in the Online Written Test as well as in interview and be high in the merit to be shortlisted for subsequent provisional appointment.

Common guidelines for both Scenario 1 and Scenario 2:

- i. Personal Interview will be of 50 marks. Minimum qualifying marks in interview shall be 45% i.e. 22.50 for SC/ST candidates & 50% i.e. 25 for other candidates.

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. Copy of the 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 **01.07.2022** 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 **30.06.2023**.

- 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 communication No.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:

- 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 Recruitments > Recruitment formalities tab.

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

APPLICATION FEE	
SC/ST/PWBD category candidates	Rs. 59/- [Rs 50/- per candidate(only intimation charges) + GST@18% Rs. 9/-]
All other candidates	Rs 1003/- [Rs. 850 per candidate + GST@18% Rs. 153/-]

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 one application will be retained and the application fee/ intimation charges paid for the other Applications 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 firmly pasted on the application form 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 and/or 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. Bank, 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 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.
- 6.12 The Bank will be comparing the responses of a candidate in Online Test 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.
- 6.13 Request for change of contact no./address/ email ID/online examination centre/interview centre will not be entertained.
- 6.14 In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- 6.15 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.
- 6.16 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
Manager(Security) in MMG Scale-II	Rs 3.00 lakh	03 Years
Officer(Fire-safety) in JMG Scale-I	Rs 2.00 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 mehadi, 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: -

- (a) Candidates should log-on to our website www.pnbindia.in link <Recruitments> and download the prescribed application form, fill the same and send it to the bank at the below mentioned address by Speed/Registered post with transaction no./UTR No., bank name & date of transaction being proof of online fee payment and copies of other supporting documents in the envelope super-scribed 'Application for the post of **POST: _____**'.

<p>CHIEF MANAGER (RECRUITMENT SECTION), HRD DIVISION, PUNJAB NATIONAL BANK, CORPORATE OFFICE, PLOT NO 4, SECTOR 10, DWARKA, NEW DELHI -110075</p>

- (b) Incomplete applications, applications not supported by transaction details for fee payment & supporting documents (i.e. relevant copies of Educational & Experience certificates as mentioned above) or applications not in the prescribed format or not signed by the candidate or incomplete in any respect will not be considered by the Bank. The applications received after the last date shall also not be considered.

- (c) Candidate should keep photocopy of the completed application, transaction details for fee payment and other supporting documents as the same are to be produced at the time of interview.
- (d) **All candidates should send self-attested photo copies of their educational qualification, experience certificates & certificates of service as per prescribed format along with their application.**
- (e) **Candidates belonging to SC/ST/OBC/EWS/PWBD categories are also required to send self-attested photo copy of their Caste Certificate/ Category Certificate/ Disability Certificate (as the case may be).**

9.2 **Mode of Payment**

The application fee has to be transferred online in the account as per details mentioned below:

Account Name	RECRUITMENT OF FIRE SAFETY OFFICERS AND SECURITY MANAGERS PROJECT 2022-23
Account No.	9762002200000415
IFSC Code	PUNB0976200

Note:

- While transferring the fee amount, the candidates are advised to mention their PAN Number in Particulars/Remarks.
- Transaction no./UTR No., Bank name and date of transaction has to be mentioned in the application form.

10. **CALL LETTERS FOR THE ON-LINE TEST AND/OR INTERVIEW**

The date of the On-line Test/Interview 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 and/or Interview.

11. **ANNOUNCEMENTS:**

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

Last Date for receipt of Applications at ours	:	30.08.2022
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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.
- 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: 04-08-2022

GENERAL MANAGER (HRD)