

	PUNJAB GRAMIN BANK (Sponsored by PUNJAB NATIONAL BANK) Head Office, Jalandhar Road, Kapurthala 144601	Telephone No. 01822 6 501874, 501873 Fax No. 01822 6 233274 E-mail Address : pgbrecrt@gmail.com Website : www.pgbho.com
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Punjab Gramin Bank invites applications from Indian citizens, for the post of Officer Junior Management (Scale I) and Office Assistant (Multipurpose) who have been declared qualified in the Online CWE- III for RRBs conducted by IBPS during September/ October 2014.

Opening date for Online Registration	01.09.2015
Last Date for Online Registration	15.09.2015

A. DETAILS OF VACANCIES:

Sr. No.	Post	SC	ST	OBC	Gen	TOTAL	Out of Which			
							PWD (Out of Which)			EXS
							VI	HI	OC	
1	Officer Junior Management Scale-I	01	01	03	06	11	--	--	01	--
2	Office Assistant (Multipurpose)	04	--	03	08	15	--	--	--	07

NOTE : The number of vacancies as also the number of reserved **vacancies are provisional and may vary according to the actual requirement of the Bank.**

Abbreviations stand for :

SC	Scheduled Caste	GEN	General Category	HI	Hearing Impaired
ST	Scheduled Tribe	PWD	Persons with Disability	OC	Orthopedically Challenged
OBC	Other Backward Classes	VI	Visually Impaired	EXS	Ex-Serviceman

B. SCALE OF PAY

Post	PAY SCALE
Officer JM Scale . I	23700-980/7, 30560-1145/2, 32850-1310/7, 42020
Office Assistant (MP)	11765-655/3, 13730-815/3, 16175-980/4, 20095-1145/7, 28110-2120/1, 30230-1310/1, 31540

C. EMOLUMENTS

Officer JM Scale ó I: At present the total starting emoluments are approx. Rs.36491/- per month inclusive of Grade Pay, DA & HRA at the current rate.

Office Assistant (Multipurpose): At present the total starting emoluments are approx. Rs.18173/- per month inclusive of Grade Pay, DA & HRA at the current rate.

NOTE : Other allowances & perquisites will be admissible as per the rules of the Bank.

D. PROBATION PERIOD:

Selected candidates will be on probation as per details below :

Designation	Probation Period
Officer Jr. Management Scale ó I	2 Years
Office Assistant (Multipurpose)	1 Year

Note: It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts identified by the Bank as suitable for them.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for Unreserved category provided they fulfill the eligibility criteria laid down for Unreserved category.

The number of vacancies in UR category and also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank.

E. ELIGIBILITY CRITERIA:

Eligibility Criteria is to be considered as per RRBs CWE-III Advertisement published in Employment News/Rozgar Samachar Issue Dated 28th June ó 4th July, 2014 released by IBPS and posted on the IBPS's website www.ibps.in.

* **Language Proficiency** – The candidates applying for the posts of Officer Jr. Mgt. Scale I and Office Assistant (Multipurpose) are required to possess proficiency in the local language of the State / UT - **PUNJABI**. For ensuring proficiency in local language, the candidate should have

(a) local language at 10th Standard Level

OR

(b) Native Language at 10th Standard level

OR

(c) Local Language at any level above 10th Standard & upto Graduation level.

F. PRE- REQUISITE QUALIFICATIONS

Candidates who have been declared qualified in the RRBs-Online CWE conducted by IBPS in September/ October 2014 should have obtained the scores as given below.

For Office Assistant

Name of the Test	Qualifying Score	
	SC/ ST/ SC-PWD/ ST-PWD/ SC-EXS/ ST-EXS	OBC/ GEN/ OBC-PWD/ GEN-PWD/ OBC-EXS/ GEN-EXS
Reasoning	13& above	18& above
Numerical Ability	17 & above	22& above
General Awareness	10& above	13& above
English Language	13& above	17& above
Hindi Language	19 & above	23 & above
Computer Knowledge	16& above	20& above
Cutoffs on Total Weighted Score	70& above	80& above

For Officer Scale-I

Name of the Test	Qualifying Score	
	SC/ ST/ SC-PWD/ ST-PWD	OBC/ GEN/ OBC-PWD/ GEN-PWD
Reasoning	13& above	17& above
Quantitative Aptitude	7 & above	11& above
General Awareness	6& above	9 & above
English Language	7& above	11& above
Hindi Language	14 & above	17& above
Computer Knowledge	10& above	13& above
Cutoffs on Total Weighted Score	70& above	80& above

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

(a) For SC/ST/OBC:

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner/Dy.Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

(b) For Persons with Disabilities:

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

H. SELECTION PROCEDURE:

- **For Office Assistant (Multipurpose):**-Selection will be made on the basis of performance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.
- **For Officer Scale-I:**-Selection will be made on the basis of performance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.

I. PERSONAL INTERVIEW: Depending on the number of vacancies, Bank will call from among those who have applied to bank, the number, equivalent to three times the number of vacancies short-listed based on their **Total Weighted Scores (TWS)**. Remaining applicants, if any will not receive an interview call from the Bank.

The total marks for Interview will be 30.

J. INTERVIEW CENTRE:

The Interview will be held at the **Kapurthala** centre and the complete address of the venue will be advised in the call letters. The address of the venue will also be displayed in the Bank's website one week before the dates for commencement of Interviews.

Note: Bank reserves the right to cancel the centre and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

K. GENERAL INSTRUCTIONS

- (a) Before applying for any of the mentioned post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank on this behalf.

Mere admission to the Online RRB CWE III and/ or passing the test and being invited by the Bank for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised

in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of score in the Online CWE and have been called for interview.

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

- (b) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation. They should indicate their category as "UR" or "UR Persons with Disabilities" as applicable. **OBC Certificates in the new format as prescribed by the Govt. of India DOPT OM No.36036/2/2013-Estt.(Res) dated 30.05.2014** and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying "CREAMY LAYER" clause based on income issued recently (i.e., issued on or after **01.06.2014**) should be submitted at the time of Interview.

In OBC Category the appointment will be provisional and will be subject to the community certificate being verified through the proper channel. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.

- (c) Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should produce a **"No Objection Certificate"** from their employer at the time of Interview, in the absence of which their candidature may not be considered.
- (e) The candidates will have to appear for interview at their own expense(s).
- (f) Only candidate willing to serve anywhere in the operational area of the bank **should apply**.
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kapurthala (Punjab).
- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (j) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- (k) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- (l) All Candidates must submit the photo copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority, in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.
- (m) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application form and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the interview may lead to disqualification.
- (n) Ex-serviceman candidate has to produce a copy of the Discharge Certificate, retirement/pension order and documentary proof of rank last held.

Action against candidates found guilty of misconduct :

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

At the time of interview, if a candidate is (or has been) found guilty of

- i. using unfair means during the selection process or
- ii. impersonating or procuring impersonation by any person or
- iii. misbehaving in the interview venue or taking away any documents from the venue or
- iv. resorting to any irregular or improper means in connection with his/her candidature by selection or
- v. obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

L. HOW TO APPLY

- (i) **Candidates are required to apply online through Bank's website www.pgbho.com between 01.09.2015 and 15.09.2015. No other means/ mode of application will be accepted.**
- (ii) **Candidates** should ensure that their personal email ID (as specified in the online application form while applying for RRBs- CWE-III (CWE conducted in September/ October 2014) is kept active during the currency of a recruitment project. Bank may send call letters for Interview etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website www.pgbho.com and click on the link **"PGB Recruitment & Promotions"**.
- (iv) Carefully fill in the details in the Online Application Form.
- (v) Candidates cannot edit their application after submission.
- (vi) 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.
- (vii) The Application printout along with required copies of documents should be kept ready for submission if shortlisted for Interview.
- (viii) **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/marksheets. Any change / alteration found may disqualify the candidature.**

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Interview** along with copies of required documents mentioned below:

1. Printout of the online application submitted.
2. Printout of IBPS Scores for the stipulated examination.
3. Proof of passing Punjabi at Matric/10th Standard level & upto Graduation level in support of **local/native Language (i.e. Punjabi)**.
4. Attested copy of School leaving certificate or any other document as proof of age acceptable to the Bank.
5. Attested copies of Mark sheets / certificates in support of Educational Qualification;
6. Attested copy of certificate of Computer Course, as applicable;
7. Caste / PWD any other related certificate as applicable.
8. Photo identity proof (Original & photocopy).
9. Any other relevant document

If selected for interview, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a No Objection Certificate from their employer, in the absence of which their candidature will not be considered.

(M) EXECUTION OF BOND WITH SURETY

Candidates are advised to note that if selected, they will be required to execute a bond with surety for serving the Bank for a specified period, as below. In the 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 Employer-Bank before specified period for all losses, costs, charges and expenses he/ she will indemnify the bank upto the extent of bond amount. Selected candidates shall execute the indemnity bond before joining the Bank for the amount mentioned below.

Cadre/ Post	Amount of Bond	Period
Officer Jr. Management Scale I	1.00 lacs	2 years
Office Assistant (MP)	0.60 lacs	1 year

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

(N) CALL LETTERS FOR THE INTERVIEW

Eligible candidates available to the extent of 3 times the number of vacancies will be issued call letters at the correspondence address given by the candidates in their application form, which will be sent by post/ courier as well as through e-mail ID (as mentioned in the On-line Application for CWE-III for RRBs)

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter and requisite enclosures while attending the Interview **without which they will not be allowed to take up the Interview.**

Date : 01.09.2015
Place : Kapurthala

General Manager
Punjab Gramin Bank