



PUNJAB GRAMIN BANK
(Sponsored by PUNJAB NATIONAL BANK)
Head Office, Jalandhar Road,
Kapurthala 144601

Telephone No. 01822 – 501874, 501873
Fax No. 01822 – 233274
E-mail Address : pgbrecrt@gmail.com
Website : www.pgbho.com

Punjab Gramin Bank invites applications from Indian citizens, for the post of **Officer in Middle Management (Scale III)**, **Officer in Middle Management (Scale II)**, **Officer in Junior Management (Scale I)** Cadre and **Office Assistant (Multipurpose)** from Indian citizens who have been declared qualified at the Online CWE- II for RRBs conducted by IBPS during September/ October 2013 and declared qualified.

Opening date for Online Registration	01.09.2014
Last Date for Online Registration	15.09.2014

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 Scale-III	--	--	--	1	1	--	--	--	--
2	Officer Scale-II (General Banking Officer)	1*	--	2*	2	5	--	--	1#	--
3	Officer Scale-II (Agricultural Officer)	1*	--	1*	--	2	--	--	--	--
4	Officer Scale II (IT Officer)	--	--	--	2	2	--	--	--	--
5	Officer Scale-I	8	7	14	31	60	1	1	1	--
6	Office Assistant (Multipurpose)	56	--	41	98	195	1	2	2	28\$

* Out of total 9 vacancies of Officer Scale-II, SC-2, OBC-2 are backlog reserved vacancies.

#Carry forward vacancies of the year 2012

\$ Including 9 shortfall vacancies

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 MMG Scale – III	25700-800/5, 29700-900/2, 31500
Officer MMG Scale –II	19400-700/1, 20100-800/10, 28100
Officer JM Scale – I	14500-600/7, 18700-700/2, 20100-800/7, 25700.
Office Assistant (MP)	7200-400/3, 8400-500/3, 9900-600/4, 12300-700/7, 17200-1300/1, 18500-800/1, 19300.

C. EMOLUMENTS

Officer MMG Scale – III: At present the total starting emoluments are approx. Rs.53700/- per month inclusive of DA & HRA at the current rate.

Officer MMG Scale – II: At present the total starting emoluments are approx. Rs.40536/- per month inclusive of DA & HRA at the current rate.

Officer JM Scale – I: At present the total starting emoluments are approx. Rs.30297/- per month inclusive of DA & HRA at the current rate.

Office Assistant (Multipurpose): At present the total starting emoluments are approx. Rs.15080/- per month inclusive of 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 Scale – III, II & 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.

E. ELIGIBILITY CRITERIA:

Eligibility Criteria is to be considered as per RRBs CWE-II Advertisement published in Employment News/Rozgar Samachar Issue Dated 6th July–12th July, 2013 released by IBPS and posted on the IBPS's website www.ibps.in.

Very Important Candidates intend to apply for the post of Officer Scale –I (Post at Sr.No.5) and Office Assistant (Multipurpose) (Post at Sr.No.6) must have attained the essential qualification i.e. **Proficiency in the local/native language (Punjabi) of the State/UT for which vacancies he/she wishes to apply i.e. Punjabi**

(a) The candidate should have local language at 10th Standard Level

OR

(b) Native Language at 10th Standard level

OR

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

F. PRE- REQUISITE QUALIFICATIONS

Candidates who have been declared qualified in the RRBs-Online CWE conducted by IBPS in September/ October 2013 should have obtained the following scores as given below.

For Office Assistant

Name of the Test	Qualifying Standard Score	
	SC/ ST/ SC-PWD/ ST-PWD/ SC-EXS/ ST-EXS	OBC/ GEN/ OBC-PWD/ GEN-PWD/ OBC-EXS/ GEN-EXS
Reasoning	17 & above	19 & above
Numerical Ability	17 & above	19 & above
General Awareness	17 & above	19 & above
English Language or Hindi Language	17 & above	19 & above
Computer Knowledge	17 & above	19 & above
Cutoffs on Total Weighted Standard Score	88 & above	95 & above

For Officer Scale-I, Officer Scale-II (GBO) and Officer Scale-III

Name of the Test	Qualifying Standard Score	
	SC/ ST/ SC-PWD/ ST-PWD	OBC/ GEN/ OBC-PWD/ GEN-PWD
Reasoning	17 & above	19 & above
Quantitative Aptitude / Quantitative Aptitude & Data Interpretation	17 & above	19 & above
General Awareness / Financial Awareness	17 & above	19 & above
English Language or Hindi Language	17 & above	19 & above
Computer Knowledge	17 & above	19 & above
Cutoffs on Total Weighted Standard Score for Officer Scale-I	95& above	98& above
Cutoffs on Total Weighted Standard Score for Officer Scale-II (GBO)	101& above	107& above
Cutoffs on Total Weighted Standard Score for Officer Scale-III	103& above	109& above

For Officer Scale-II Agricultural Officer, IT Officer, Treasury Officer

Name of the Test	Qualifying Standard Score	
	SC/ ST/ SC-PWD/ ST-PWD	OBC/ GEN/ OBC-PWD/ GEN-PWD
Reasoning	17 & above	19 & above
Quantitative Aptitude & Data Interpretation	17 & above	19 & above
Financial Awareness	17 & above	19 & above
English Language or Hindi Language	17 & above	19 & above
Computer Knowledge	17 & above	19 & above
Professional Knowledge	17 & above	19 & above
Cutoffs on Total Weighted Standard Score for Officer Scale-II (Agricultural Officer)	105& above	112& above
Cutoffs on Total Weighted Standard Score for Officer Scale-II (IT Officer)	101& above	107& above
Cutoffs on Total Weighted Standard Score for Officer Scale-II (Treasury Officer)	103& above	109& 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-II conducted by IBPS in September/ October 2013 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/OBC/UR category.

- **For Officer Scale-I:-**Selection will be made on the basis of performance in RRBs- CWE-II conducted by IBPS in September/ October 2013 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) 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-II (General Banking Officer):-**Selection will be made on the basis of performance in RRBs- CWE-II conducted by IBPS in September/ October 2013 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) 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-II (Agricultural Officer, IT Officer, Treasury Officer):-**Selection will be made on the basis of performance in RRBs- CWE-II conducted by IBPS in September/ October 2013 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) 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-III:-**Selection will be made on the basis of performance in RRBs- CWE-II conducted by IBPS in September/ October 2013 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.
- I. **PERSONALINTERVIEW:** Depending on the number of vacancies, Bank will call from among who have applied to bank, the number, equivalent to **three times** the number of vacancies short-listed based on their **Total Weighted Standard Scores (TWSS)**. 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. APPLICATION FEE(INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE) :

Officer Scale I, II & III

- Rs. 22/- for SC/ST/PWD candidates.
- Rs.100/- for all others

Office Assistant (Multipurpose)

- Rs. 22/- for SC/ST/PWD/EXS candidates.
- Rs.100/- for all others

Payment of Fee:- There are **Two Challans** available on our web site (Bank's Website) for all categories, details of which are as follows :

Officer JM Scale – I / II / III	PUNJAB GRAMIN BANK - Challan No. 01 OR PUNJAB NATIONAL BANK – Challan No. 02
Office Assistant (Multipurpose)	

- (a) Candidates should download printout of one of the relevant Challan Form (as applicable to them for the post applied for) from the website of Bank www.pgbho.com

- (b) After filling up the required information on the Challan Form, they should make payment of the fee applicable to them in any branch of **Punjab Gramin Bank OR Punjab National Bank** for credit of account mentioned hereunder:.

Bank Name & Account No.	Name of Account
Punjab Gramin Bank A/c No- 85012100058408. OR Punjab National Bank A/c No-0258002100039666.	P G B Recruitment Account

NOTE:

- (i) The payment towards application fee can be made through CBS from any of the Branch of the Punjab Gramin Bank or Punjab National Bank in the respective Account.
- (ii) The payment towards application fee through CBS can be made between 01.09.2014 and 15.09.2014.
- (iii) The CBS fee payment challan contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan must be retained with the candidate after the necessary details such as Transaction ID, Branch Code etc. are filled in by the bank official.
- (iv) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

L. 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 CWE 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 **01.07.2013**) 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 send their application through proper channel and 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.

Ex-serviceman candidate has to produce a copy of the Discharge Certificate, retirement/pension order and documentary proof of rank last held.

- (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.

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 processor
- 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.

M. HOW TO APPLY

- (i) **Candidates are required to apply online through Bank's website www.pgbho.com between 01.09.2014 and 15.09.2014. 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-II (CWE conducted in September/ October 2013) 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 "Recruitment/ Careers".**
- (iv) **Thereafter, open the Recruitment Notification.**
 - The candidate should take a printout of the relevant fee payment challan.
 - Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
 - Candidates can pay application fees in any of the branches of **Punjab Gramin Bank OR Punjab National Bank** only.
 - Go to the nearest **Punjab Gramin Bank OR Punjab National Bank Branch** with the relevant Fee payment Challan and pay, in Cash, the appropriate Application Fee (Including Postage/Intimation Charges) in any of the following CBS Account Nos

Bank Name & Account No.	Name of Account
Punjab Gramin Bank A/c No- 85012100058408. OR Punjab National Bank A/c No-0258002100039666.	P G B Recruitment Account

Candidates may find out the required branch details from the Bank's websites.

The details of fee (Including Postage/Intimation Charges) to be paid is indicated below:

Officer (Scale I / II / III)

- **Rs. 22/- for SC/ST/PWD candidates.**
- **Rs.100/- for all others**

Office Assistant (Multipurpose)

- **Rs. 22/- for SC/ST/PWD/EXS candidates.**
- **Rs.100/- for all others**

- (v) **Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly authenticated (stamped & signed) by the Bank with (a) Branch Name & code No, (b) Transaction id/Scroll number (c) Date of Deposit & amount filled by the Branch Official.**
- (vi) **Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website www.pgbho.com. All the fields in the online Application format should be filled up carefully.**
- (vii) **Carefully fill in the details such as fee payment details from the CBS Challan in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places.**
- (viii) **Original fee payment receipt i.e CBS challan will have to be submitted with the Call Letter at the time of Interview. Without original CBS challan the candidate will not be allowed to appear in the Interview. Candidates are also advised to keep a photocopy of the fee payment challan with them.**

- (ix) **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.**
- (x) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan) TO THE BANK AT THIS STAGE.**
- (xi) 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.
- (xii) The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Interview.

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 upto Matric/10th Standard level in support of **local/nativeLanguage (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. Original Fee Payment Challan duly stamped and signed by the Branch receiving Application /Postage fee.
10. 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.

(i) 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 MM Scale III	1.50 lacs	2 years
Officer MM Scale II	1.25 lacs	2 years
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

All 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-II 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 : 01.09.2014
Place : Kapurthala

General Manager
Punjab Gramin Bank