

## पंजाब एंड सिंध बैंक

(भारत सरकार का एक उपक्रम)

प्र.का.मानव संसाधन विकास विभाग

पांचवा तल, बैंक हाउस

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## PUNJAB & SIND BANK

(A Government Of India Undertaking)

H.O. Human Resources Development Deptt.

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### RECRUITMENT OF ONE CHIEF ECONOMIST IN SENIOR MANAGEMENT GRADE SCALE –IV (CHIEF MANAGER)

**Punjab & Sind Bank**, a leading Public Sector Bank, invites applications from Indian Citizens for one post of Chief Economist in Senior Management Grade Scale –IV (CM) under Specialist category as under: -

#### 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 1<sup>st</sup> 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. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/interview but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him / her by the Government of India.

##### B. Age, Educational Qualification & Post Qualification Experience (as on 01.10.2015)

S No	Name of the Post	Number of Posts	Age	Qualifications	Post Qualification Experience
1	Chief Manager - Chief Economist (SMG Scale –IV)	01	Not below 35 years and not above 45 years as on 1 <sup>st</sup> October 2015	PhD in Economics/ International Finance/ Business Economics with specialization in monetary/financial economics or econometrics from a recognized Indian/Foreign University/Institute.	Minimum 7 years as Economic Researcher in any University or Work Experience in Economic Research Division of a Commercial Bank/ Financial Institution/ Corporate Organizations like CRISIL, CIBIL, ICRA etc.

#### Notes:

i) **Educational Qualifications:** Educational Qualifications prescribed for the post are the minimum. Candidates must possess these qualifications and must attach proof thereof, i.e., attested photocopies of the Passing Certificates or Provisional Passing Certificate & Mark sheet from the educational institution they have studied along with the Application Form.

ii) **Post Qualification Experience:** In the notified post, Post Qualification Work Experience is essential; it should be full time, relevant to the post applied for and should be post-qualification. The Experience Certificate must clearly indicate the type of work undertaken in the relevant area.

## **2. JOB DESCRIPTION OF THE CHIEF ECONOMIST**

The Chief Economist will be responsible for providing strategic inputs to the top management of the Bank.

- He/ She will also be required to analyze and evaluate economic and financial indicators of national and international level and assess their impact on various markets and asset classes.
- He/ She may also work on costs incurred by the bank on specific line of activities and the returns expected from such activities.
- Any other roles & responsibilities assigned as per policies of the Bank from time to time.

## **3. SCALE OF PAY & OTHER FACILITIES**

The candidate shall be appointed on regular basis in Senior Management Grade Scale –IV and the Scale of Pay is Rs. **50030 -1460/4 – 55870 – 1650/2 – 59170**. DA, HRA, CCA 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.

## **4. PROBATION PERIOD**

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

## **5. SELECTION PROCEDURE**

The applications will be screened/scrutinized and ranked by a Committee. After scrutiny of the applications received, only eligible candidates will be called for Interview. 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 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.

**Bank reserves the right to shortlist requisite number of candidates based on the academic track record of the candidate, experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for Interview as decided by the Bank .**

The interview venue, time & date for Interview will be informed to the shortlisted candidates in the Interview call letter and candidates have to attend the same at their own cost. The call letter will be sent **by email only**. The details of shortlisted candidates for Interview or any other process will be hosted on our website. The interviews will be conducted at Head Office of the

Bank at New Delhi. 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 on our Bank's website / by email. Bank will not be responsible for late receipt / non receipt of any communication from the Bank. Hence, candidates are requested to check their email and Bank's website regularly, to keep track of the process.

The Interview process will carry an aggregate of **100 Marks**. Minimum qualifying marks in the interview will be **40.00 marks**. Final selection will be made on the basis of marks obtained by the candidates in the Interview process and will be according to the merit ranking.

## **6. GENERAL INSTRUCTIONS:**

- (i) Since, the number of vacancy is one, there is no reservation of SC/ST/OBC/PWD category. However, the eligible candidates belonging to these categories can also apply but they will not be eligible for any concession/ relaxation.
- (ii) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- (iii) **The application in the prescribed format must be filled up completely and should contain no corrections/alterations/overwriting.**
- (iv) **Before applying for post, the candidate should ensure that he / she fulfils the eligibility criteria and other norms specified in this advertisement.** 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 behalf shall entertain no correspondence or personal enquiries. **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.**
- (v) The candidates should send the attested copy of Certificates & Mark sheets in support of passing the prescribed qualifying examination and post qualification experience indicated in the Application Form to confirm the candidate's eligibility.
- (vi) Candidates will have to produce original of all Educational Qualification Certificates and Mark Sheets, Experience Certificate(s), at the time of interview, failing which his/her candidature may be cancelled.
- (vii) An application not accompanied by photocopies of relevant certificates and the requisite fee in form of DD/Pay Order 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.
- (viii) 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. Candidates are also advised not to change their appearance till the recruitment process is complete.**

- (ix) Only candidates willing to serve anywhere in India should apply.
- (x) No request for change of address will be entertained.
- (xi) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (xii) The Bank takes no responsibility for any certificate/remittance sent separately.
- (xiii) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- (xiv) Only those candidates who are short-listed for appearing in the Personal Interview will be intimated through e-mail or will be hoisted at Bank's web-site only. The list of candidates who will be finally shortlisted for appointment in the Bank will also be intimated at the communication address furnished by them in the Application Form and the said list will be hoisted on the Bank's Website, [www.psbindia.com](http://www.psbindia.com).
- (xv) Appointment of shortlisted candidates will be subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service Regulations & Conduct Rules of the Bank.
- (xvi) Selected candidate will be required to produce a valid discharge certificate/ relieving letter from his/her present employer before joining the service. 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 employer at the time of interview, failing which their candidature shall not be considered.

**(xvii) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

**(xviii) 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 service, if he/ she has already joined the Bank.

## **7. APPLICATION FEE**

Application fee is Rs.500/- .

- The Application fee which is non-refundable, payable by way of Draft drawn on any Nationalised/ Scheduled Bank drawn in favour of “**Punjab & Sind Bank, Chief Economist Recruitment Project 2014-15**” payable at New Delhi. Candidates should write their name & address on the reverse of the Demand Draft.
- **Cash, Cheques, Money Orders, Postal Stamps etc. will NOT BE ACCEPTED.**
- **A candidate can send one application only. Submission of more than one application 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.

## **8. HOW TO APPLY**

- A. The Application Form should be neatly Typed in English in CAPITAL LETTERS on a A4 size (210 x 297 mm) paper in the format given at the end of this advertisement, which may also be downloaded from the Bank’s website [www.psbindia.com](http://www.psbindia.com) and filled in by the candidates**
- 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. It should also be accompanied by Demand Draft / Pay Order /Banker’s cheque (candidate’s name and date of birth should be written on the reverse of Demand Draft / Pay Orders / Banker’s Cheque) 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.**
- D. 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 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. Eligible candidates have to submit their applications in the given format (**Annexure –A**) through speed post only. **Last date of application is 26<sup>th</sup> November 2015.** 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.**
- E. Address the application, superscribing “**Application for the post of Chief Economist in Scale IV**” 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<sup>th</sup> November 2015.**

**Applications to be sent BY POST only.**

**APPLICATIONS RECEIVED AFTER THE LAST DATE WILL NOT BE ENTERTAINED.**

**The Bank will not be responsible for loss of Application in transit or for rejection of Application because of its receipt after the last date.**

**NEW DELHI  
Date: 27.10.2015**

**GENERAL MANAGER  
Human Resource Management**

**ANNEXURE –A**

**APPLICATION FOR THE POST OF CHIEF ECONOMIST IN SENIOR  
MANAGEMENT GRADE SCALE –IV (CM)**

**To**

**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 your advertisement, appeared in the \_\_\_\_\_(news paper) on  
\_\_\_\_\_ & Bank's website for the captioned post, I submit my application in  
prescribed format.

- 1. NAME (In full) :**
- 2. FATHER'S/ HUSBAND'S NAME :**
- 3. DATE OF BIRTH :**
- 4. AGE IN COMPLETED  
YEARS ON 01.10.2015 :**
- 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 :**  
**DATE OF ISSUE :**  
**PLACE OF ISSUE :**  
**AMOUNT :**

10. CONTACT NO. : MOBILE NO.  
LANDLINE NO.  
E-MAIL ID
- 11 GENDER :
- 12 NATIONALITY :
- 13 RELIGION :
- 14 LANGUAGES KNOWN
- 15 MARITAL STATUS :  
IF MARRIED, NAME OF SPOUSE \_\_\_\_\_ AGE \_\_\_\_\_  
& CHILDREN(S) \_\_\_\_\_ & \_\_\_\_\_ & THEIR  
AGE \_\_\_\_\_ & \_\_\_\_\_.
- 16 EDUCATIONAL QUALIFICATION (GRADUATION & ABOVE)

Qualification	Board/ University	Full/ Part time	Year of Passing	Subject (compulsory)

17. EXPERIENCE

SNo.	Name of employer	Designation	From/ to	Responsibilities/ Project undertaken	Extra Ordinary achievements *

\* Attach extra sheet, if required.



**18. DETAILS OF PRESENT EMPLOYMENT**

- i) Name of Employer
- ii) Full Address
  
- iii) Scale/ Designation
- iv) Salary/ Compensation presently drawn

**19. NAME AND ADDRESSES OF TWO REFERENCES**

1.

2.

**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 and Courts/ Tribunals/ Forums at Delhi undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Bank's Website dated .

**(Signature of applicant)**

Place:

Date:

Enclosures: