

ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ

(ਭਾਰਤ ਸਰਕਾਰ ਦਾ ਉਪਕਰਮ)

ਪ੍ਰ.ਕਾ. ਮਾਨਵ ਸੰਸਾਧਨ ਵਿਕਾਸ ਵਿਭਾਗ

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ਪੰਜਾਬੀ ਬੈਂਕ ਨੂੰ ਵੀ ਭਰਵਾਂ



**Punjab & Sind Bank**

(A Government Of India Undertaking)

H.O. Human Resources Development Deptt.

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

## ENGAGEMENT OF CONSULTANT FOR EASENEXT PROGRAM IN THE BANK ON CONTRACT BASIS

Bank invites applications from Indian Citizens for the aforesaid posts.

### IMPORTANT DATES:

Commencement of date of application	13.12.2022
Last Date of receipt of Hard Copy of applications with enclosures	23.12.2022
Date of Further Process	Will be informed separately.

### 1. ELIGIBILITY CRITERIA:

#### A. Nationality / Citizenship:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 1st Jan. 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India.

#### B. Educational Qualification & Post Qualification Experience (as on 31.12.2022)

CONSULTANT FOR EASENEXT PROGRAM				
S No.	No. of Posts	Age	Qualifications	Experience
1	01	Maximum age is 64 years as on 31.12.2022 including all relaxations.	Any Post-Graduate and preferably CAIIB	<b>Experience:-</b> The Executive of the level of Deputy General Manager and above who has retired either from our Bank or other Scheduled Commercial Banks with following experience:-



				<ul style="list-style-type: none"> <li>• Candidate should have at least 25 years of experience of Banking with working in different aspects of Banking.</li> <li>• Minimum 2 years of experience of working in EASE Team.</li> <li>• Experience of working in top management of a scheduled commercial Bank at a level of <b>Deputy General Manager</b> and above.</li> </ul>
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## **2. JOB DESCRIPTION OF CONSULTANT FOR EASENEXT PROGRAM**

Candidate would be required to provide advices and guidance on the following matters but not limited to:

- Provide exhaustive study of EASENext metrics.
- Find areas where Bank can improve in EASENext.
- Overview all the three arms of EASENext (of which two EASE 5.0 pillar 1 and pillar 2 are going on) and others if comes any.
- Help Bank in achieving industry level benchmarks in all the themes of EASENext.
- Other initiatives pertaining to Digital Banking leading to improved customer service.
- Bank is free to assign any other job as per its requirement.

## **3. TENURE**

The period of engagement shall be for minimum period of one year. Depending upon the need, the period of engagement may be extended further subject to the maximum age of 65 years and total maximum period of engagement limited to 5 years whichever is earlier as decided by MD & CEO after review of performance.





The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving one month's notice or on payment of one month's fixed component of the compensation in lieu of such notice.

In case the appointee desires to terminate the contract before the expiry of the contractual period of three years, he/she will have to give to the Bank clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice.

#### **4. REMUNERATION**

The compensation shall be restricted to be maximum Rs. 1,00,000/- per month on consolidated basis. Any liability on account of Income Tax, Professional Tax etc. shall be deducted at source.

#### **5. WORKING HOURS**

10:00 AM to 05:30 PM on all working days of the bank. However, he/ she may be called on duties any time as per exigencies of the Bank.

#### **6. LEAVE**

12 days' leave per year with one day casual leave every month. The casual leave earned may be availed by the official as and when due, every month and un-availed leaves may be accumulated (maximum 12) and can be availed not more than 4(four) at a time. But such accumulated casual leaves will not be encashable. However, if his/her absence exceeds 12 days in a contract year, proportionate amount will be deducted for each day of his/her absence over and above the permissible leave from the consolidated payment. Un-availed Casual leave for each contract year shall lapse at the end of the contract year.

#### **7. OTHER TERMS AND CONDITIONS**

- i. The terms & conditions of engagement are governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension etc., shall not apply in this case.



- ii. He/ she will be further paid a consolidated amount of Rs. 10000/- per month towards maintaining own car (including Driver's expenses) for the purpose of discharging his duties as Consultant and he will also be reimbursed Rs. 5000/- per month towards telephone/ mobile/ data charges for official purpose expenses inclusive of taxes.
- iii. For outstation duties, if required, He/ she will be entitled to travel by entitled class at par with executives in the rank of Deputy General Managers and diem allowance will also be at par with that payable to Deputy General Managers in the Bank.
- iv. He/ She will not be entitled for any pecuniary or non-pecuniary benefits.
- v. No Vigilance case or adverse observation from RBI shall be pending against the candidate applying for the above post.
- vi. No Major penalty has been awarded during last five year against him/her.
- vii. No case shall be pending against him at the time of approval for engagement as Consultant.

## 8. APPLICATION FEES

Application fee is Rs.1180/- (Application fee incl. of GST)

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





## 9. SELECTION PROCEDURE

- The procedure for engagement of above post on contract basis will be by way of short listing and 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 Interview process will carry an aggregate of **100 Marks**. Minimum qualifying marks in the interview will be **50 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.
- 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. Only those shortlisted candidates will be called for Interview as decided by the Bank.
- The Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited.

### Note:

- i. When called for Interview, candidates have to submit original of documents for verifications. Candidates will not be allowed to participate in interview without production of the original documents.
- ii. 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.
- iii. The call letter will be sent **by email only** as per the information provided by them in the application.

## 10. HOW TO APPLY

- A. The Application Form should be neatly Typed in English on an A4 size paper in the format given at the end of this advertisement, which may also be downloaded from the Bank's website <https://punjabandsindbank.co.in>



- B. A recent passport size photograph of the candidate should be pasted at right hand top corner at the space provided in the application and signed across.
- C. The candidate should send the self-attested copies of Certificates in support of age (10<sup>th</sup> Certificate), educational qualifications and post qualification experience indicated in the Application Form to confirm the candidate's eligibility.
- D. Application should also be accompanied by Demand Draft (candidate's name and phone number should be written on the reverse of Demand Draft) or UTR No. in case of NEFT and attested photocopies of prescribed Educational Qualifications and Experience Certificate(s) specifying NATURE & PERIOD of experience, originals of which should be produced at the time of interview.
- E. Eligible candidates have to submit their applications in the given format (Annexure –A) through speed post only.
- F. Last date of receipt of application is 23.12.2022.
- G. No application shall be entertained beyond the stipulated date & incomplete applications will be rejected. The Bank will not be responsible for any delay in receipt of application or loss thereof in postal transit.
- H. Address the application, superscribing "Application for the post of Consultant for EASENext Program - 2022" 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 23.12.2022.

Applications to be sent BY SPEED POST only.

Bank will send a confirmation mail to the applicant/s within seven working days after the last date of receipt of the application. In case any applicant does not get the confirmation mail within seven working days after receiving the application, they may





consider that their application has not reached successfully. They can also enquire the status of their application by contacting on 011-25720849 (Ext.-502) or [gmhrd@psb.co.in](mailto:gmhrd@psb.co.in).

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.

#### 11. GENERAL INSTRUCTIONS:

- (i) Since the number of vacancy is only one, there is no reservation of SC/ST/OBC/PWD category. However, the eligible candidates belonging to these categories can also apply but they will not be eligible for any concession/ relaxation.
- (ii) The application in the prescribed format must be filled up completely and should contain no corrections/alterations/overwriting.
- (iii) Bank reserves its right to change / add / cancel the selection process & schedule at its discretion, under unforeseen circumstances, if any change, will be announced at our Bank's website / by email.
- (iv) Bank will not be responsible for late receipt / non receipt of any communication from the Bank.
- (v) Candidates are requested to check their email/spam and Bank's website regularly, to keep track of the process.
- (vi) Before applying for post, the candidate should ensure that he / she fulfils the eligibility criteria and other norms specified in this advertisement. Candidates are therefore urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.
- (vii) Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Bank in this matter shall entertain no correspondence or personal enquiries.
- (viii) 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.

(ix) The candidates should send the self-attested copies of Certificates in support of age, reservation, educational qualifications and post qualification experience indicated in the Application Form to confirm the candidate's eligibility.

(x) Candidates will have to produce original of Id proof, Age, Educational Qualification Certificates and Experience Certificate(s), at the time of interview, failing which his/her candidature may be cancelled.

(xi) An application not accompanied by photocopies of relevant certificates and/or the requisite fee in form of DD or not in prescribed format or not signed by the candidate or not bearing the candidate's photograph pasted firmly at the specified place or incomplete in any respect will not be entertained.

(xii) The clearance certificate shall be obtained from his/her parent organization for no Major penalty awarded during last five year against him/her and no case is pending against him/ her at the time of approval for engagement as Consultant.

(xiii) An officer is not be engaged as Consultant for at least a month after his/her retirement. He/she has to obtain permission from the existing employer, if his/her retirement was within last one month of the date of applying for the post.

(xiv) 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.

(xv) No request for change of address will be entertained.

(xvi) **Candidates to appear for the interview at their own cost. No TA/DA will be reimbursed to candidates for appearing in the Interview.**

(xvii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.

(xviii) The Bank takes no responsibility for any certificate/remittance sent separately.

(xix) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.

(xx) Only those candidates who are short-listed for appearing in the Personal Interview will be intimated through e-mail only. The list of candidate who will be finally selected for





appointment in the Bank will also be intimated at the communication address furnished by him/her in the Application Form and the said information will be hosted on the Bank's Website, <https://punjabandsindbank.co.in>.

(xxi) Appointment of shortlisted candidate will be subject to his/her being declared medically fit as per the requirement of the Bank.

(xxii) Selected candidates will be required to produce a valid discharge certificate/ relieving letter from his/her last employer before joining the service.

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

(xxiv) **Action Against Candidates Found Guilty of Misconduct:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not surpass any material information while submitting application. If a candidate is (or has been) found guilty of –

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

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

**NEW DELHI**

**Date:** 13.12.2022

  
**GENERAL MANAGER**

**Human Resource Development Deptt.**



**ANNEXURE –A**

**APPLICATION FOR THE POST OF CONSULTANT FOR EASENEXT PROGRAM ON CONTRACT BASIS**

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

1. FULL NAME (IN CAPITAL LETTERS) :
2. FATHER'S/ HUSBAND'S NAME :
3. DATE OF BIRTH (DD/MM/YYYY) :
4. AGE AS ON 31.12.2022 :
5. ADDRESS FOR CORRESPONDENCE :
6. PERMANENT ADDRESS :
7. CATEGORY (GEN/SC/ST/PWD) :
8. IF PERSON WITH DISABILITY :  
-TYPE OF DISABILITY :  
-PERCENTAGE OF DISABILITY :
9. DETAILS OF NON-REFUNDABLE APPLICATION FEE  
NAME OF DRAFT ISSUING BANK :  
DD NUMBER :  
DATE OF ISSUE :  
PLACE OF ISSUE :  
AMOUNT : 1180/-  
Or,  
DETAILS OF NON-REFUNDABLE APPLICATION FEE  
REMITTER BANK NAME :



UTR NUMBER :  
TRANSACTION DATE :  
AMOUNT :

10. CONTACT DETAILS : MOBILE NO.  
LANDLINE NO.  
E-MAIL ID
11. GENDER :
12. NATIONALITY :
13. RELIGION :
14. LANGUAGES KNOWN : Indicate by marking in appropriate box

LANGUAGE	SPEAK	READ	WRITE

15. EDUCATIONAL QUALIFICATION (AS ON 31.12.2022)

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

16. EXPERIENCE (covering past 15 years)

S.No.	Name of Employer	Designation	Department	From Date	To Date	Nature of Duties Performed

17. WHETHER IN SERVICE : YES/NO
18. TOTAL WORK EXPERIENCE (IN YEARS):
19. DISCIPLINARY ACTION IF ANY :

20. MAJOR ILLNESS AS ON DATE, IF ANY :

21. AWARDS/ RECOGNITIONS :

22. EXTRA ORDINARY ACHIEVEMENTS, :  
IF ANY

#### DECLARATION

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

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

(Signature of applicant)

Place:

Date:

Enclosures:

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