

पंजाब एण्ड सिंध बैंक

(भारत सरकार का उपक्रम)

प्र.का. मानव संसाधन विकास विभाग

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PUNJAB & SIND BANK

(A Government Of India Undertaking)

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Recruitment of Specialist Officers in JMGS I and MMGS II and Lateral Recruitment of Company Secretary, Rajbhasha Adhikari in SMGS-IV and Assistant Gen. Manager Law in SMGS V

Bank invites applications from Indian Citizens for the aforesaid posts.

Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria.

IMPORTANT DATES:

Commencement of date of on-line application	26.09.2019
Last Date of online application	10.10.2019
Last Date for receipt of hard copy of online application with enclosures. (Only for Posts from Serial No. 1 to Serial No. 3)	17.10.2019
Date of Further Process	Will be informed separately.

1. DETAILS OF POSTS AND RESERVATION

S. No	Post	Scale	Age** (Years) Min-Max	No of Vacancies						Of which PWD			
				SC	ST	OBC	EWS	UR	TOTAL	VI	HI	OC	MD/ID
1	AGM – Law	SMGS-V	35-45	-	-	-	-	1	1	-	-	-	-
2	Company Secretary	SMGS IV	30-40	-	-	-	-	1	1	-	-	-	-
3	Rajbhasha Adhikari	SMGS-IV	30-40	-	-	-	-	1	1	-	-	-	-
4	Law Manager	MMGS II	25-35	1	0	2	1	6	10	-	-	-	-
5	Fire Safety Officer	MMGS II	25-35	-	-	-	-	1	1	NA	NA	NA	NA
6	Security Officer	MMGS II	25-35	2	1	4	1	7	15	NA	NA	NA	NA
7	Agricultural Field Officer	JMGS I	20-30	7	3	13	5	22	50	-	-	-	-
8	Chartered Accountants	JMGS I	20-30	7	3	13	5	22	50	-	-	-	-
9	Software Developer/ IT Programmer	JMGS I	20-30	4	2	8	3	13	30	-	-	-	-
10	Rajbhasha Officer	JMGS I	20-30	-	-	1	-	4	5				
11	Technical Officer- Civil	JMGS I	20-30	-	-	-	-	2	2	-	-	-	-
12	Technical Officer - Electrical	JMGS I	20-30	-	-	-	-	2	2	-		-	-
	Total								168				

** Age relaxation for reserved candidates is applicable as per Govt. guidelines. Please note for all cases of age relaxation for SC/ST/OBC (non-creamy layer)/PWD/Ex-Servicemen candidates, maximum age limit shall be 55 years as on 31.07.2019 (for posts from serial no. 1 to serial no. 3).

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Abbreviations Stands for –

SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, EWS- Economically Weaker Section, UR – Un reserved, PWD-Persons With Disability, VI- Visual Impaired, HI- Hearing Impaired, OC- Orthopedically Challenged, ID- Intellectual Disability, MD- Multiple Disability.

2. RELAXATION IN UPPER AGE LIMIT (in case of candidates belonging to following categories)

Sl.No.	Category	No. of years of relaxation
i)	Scheduled Caste/ Scheduled Tribe	5 years
ii)	Other Backward Classes(Non-creamy layer)	3 years
iii)	Persons With Benchmark Disabilities as defined under “The Rights of Persons with Disabilities Act,2016”	10 years
iv)	Persons ordinarily domiciled in the State of J & K during the period 01.01.1980 and 31.12.1989	5 years
v)	Ex-Servicemen: Ex-service Commissioned Officers, including ECOs/ SSCOs, who have rendered at least 05 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 for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or invalidment.	5 years
vi)	Persons affected by 1984 riots	5 years

Note:

- 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(iii) to 3(vi).
- Candidates claiming relaxation under 3 (I to iii) should enclose necessary certificate as documentary proof.
- The candidates eligible for age relaxation under 3(iv) above must produce the Domicile Certificate at the time of interview from the District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by Govt. of J & K during 1st Jan 1980 and the 31st day of December 1989.

RESERVATIONS:

Reservation for SC/ST/OBS/EWS candidates will be provided as per government guidelines. Candidates belonging to and applying under “reserved OBC category” or claiming reservation under EWS are required to submit a certificate regarding his/her ‘Community’ OR EWS status in the prescribed format “ FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES(Annexure-III) AND ECONOMICALLY WEAKER SECTION APPLICANTS APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA” (Annexure-IV) and the OBC certificate should contain the “Non-creamy Layer Clause” which is not more than one year old and EWS certificate issued on or after 01.02.2019. Candidates who fail to produce the above certificate will not be considered under the OBC category or EWS whichever is applicable.

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The competent authority for the issue of the certificate to SC/ST/OBC/EWS/ Persons with Benchmark Disabilities (PwBD) is as under:

For SC/ST/OBC/EWS: (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.

Reservation for Persons with Benchmark Disabilities

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

- a. Blindness and low vision;
- b. deaf and hard of hearing;
- c. locomotor disability including cerebral palsy. leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d. autism, intellectual disability, specific learning disability and mental illness;
- e. *multiple* disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities:

Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016" and authorized certifying authority will be the Medical Board of 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.

Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates (attached) in support of it at the time of Interview.

Guidelines for Persons with Benchmark Disabilities using a Scribe

- a. The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:
- b. The candidate will have to arrange his / her own scribe at his/her own cost.
- c. The scribe should be from an academic discipline different from the one stipulated for the post.
- d. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the selection process.
- e. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.

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- f. The scribe arranged by the candidate should not be a candidate for the online examination under this selection process. If violation of the above is detected at any stage of the process, candidature for selection process of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- g. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

Guidelines for candidates with locomotor disability and cerebral palsy

- a. A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

Guidelines for Visually Impaired candidates

- a. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- b. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.
- c. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

Note:

- a) The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
- b) The selected candidates may be posted anywhere in India, depending on the requirement of the Bank.
- c) Bank will consider the eligibility of candidates based on their suitability and experience in the respective field.

3. ELIGIBILITY CRITERIA: (as on 31.07.2019 for posts at Serial No. 1 to 12)

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. A candidate in whose case a certificate of eligibility is necessary may be admitted to the 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.

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1. Assistant General Manager- Law

a. **Age:** 35-45 years

b. **Qualification:**

Essential: Degree in Law (3 years/ 5 years) from a Govt. recognized University / Institute in India. Post Graduate degree in Law will be preferable.

Graduation and Post-Graduation must be full time and regular

c. **Experience:**

Candidate must be enrolled as Advocate with Bar Council and must be in Scale IV (CM) and have at least 10 years of experience as Law Officer in Public Sector Bank in the Legal Department out of which at least 3 years' combined experience as Scale III and Scale IV, with minimum experience of 1 year is mandatory in Scale IV i.e. as CM. The experience in PSB should be after enrolment as advocate with Bar Council.

OR

Candidate must be enrolled as Advocate with Bar Council. He/ She must be CM or AGM or equivalent and must have at least 12 years of experience as Law Officer in the Legal Department of Scheduled Commercial Bank. The experience should be after enrolment as advocate with Bar Council.

The equivalence of the post held by a candidate to that of similar post at the Bank will be decided internally. The Bank's decision in this regard will be final and binding on the applicants.

2. Company Secretary in SMGS IV

a. **Age:** 30-40 years

b. **Qualification:** Graduation from recognized institution/ university and Associate member of the Institute of Company Secretaries.

c. **Experience:**

Candidate must be in Scale III in a Public Sector Bank and must have at least 6 years of experience in Banking and Financial Services Industry.

OR

Minimum 8 years' experience as a practicing CS with exposure to investor relations, Secretarial matters and Statutory Compliances etc.



3. Rajbhasha Adhikari in SMGS-IV-

- a. **Age:** 30-40 years
- b. **Qualification:** Post Graduate Degree in Hindi with English as a subject at the degree (graduation) level OR Post graduate degree in Sanskrit with English and Hindi as subjects at the degree (graduation) level.

c. **Experience:**

Candidate must be in Scale III in a Public Sector Bank and must have at least 10 years of experience in Banking and Financial Services Industry.

OR

Minimum 12 years' experience in relative field at a senior position.

4. Law Manager in MMGS II

- a. **Age:** 25-35 years
- b. **Qualification:** Degree in Law (3 years/ 5 years) from a reputed Govt. recognized University / Institute in India. Post Graduate degree in Law will be preferable. Graduation and Post-Graduation must be full time and regular.

c. **Desirable :** Candidate must be enrolled as Advocate with Bar Council

d. **Experience:**

Atleast 2 years' experience as Law Officer in Public Sector Bank.

OR

Post Qualification Experience of at least 4 years as a practicing advocate.

5. Fire Safety Officer in MMGS II

- a. **Age:** 25-35 years
- b. **Qualification:** B.E (Fire Engineering)/ B.E.(Fire)/B.Tech.(Safety & fire engineering)/B.Tech.(Fire Technology & Safety Engineering) from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies or Divisional Officers course in National Fire Service College, Nagpur.
- c. **Experience:** Minimum 5 years in Fire safety including fire & safety of high rise buildings.

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6. Security Officer in MMGS II

- a. **Age:** 25-35 years
- b. **Qualification:** Graduate in any discipline from any recognized University.
- c. **Experience:** Minimum 5 years of Experience as Commissioned Officer in the Indian Army (Captain)/Navy (Lieutenant)/Air Force (Flight Lieutenant).

7. Agricultural Field Officer in JMGS I

- a. **Age:** 20-30 years
- b. **Qualification:** 4 year Degree (graduation) in Agriculture/ Horticulture/Animal Husbandry/ Veterinary Science/ Dairy Science/ Fishery Science/ Pisciculture/ Agri. Marketing & Cooperation/ Co-operation & Banking/ Agro-Forestry/Forestry/ Agricultural Biotechnology/ Food Science/ Agriculture Business Management/ Food Technology/ Dairy Technology/ Agricultural Engineering with 60% and above only or equivalent CGPA.
- c. **Experience:** Minimum six months experience of rural Banking in Scheduled Commercial Bank/ Cooperative Bank or worked as Business Correspondent or worked in NGO related to agriculture and allied activities or any other relevant experience like work experience with Food and Agro Processing Unit, Micro Finance Company for Agriculture, Precision Farming unit, Fertilizer/ Agriculture implements/ seed industry etc.

8. Chartered Accountants in JMGS I

- a. **Age:** 20-30 years
- b. **Qualification:** Qualified Chartered Accountants

9. Software Developer/ IT Programmer in JMGS I

- a. **Age:** 20-30 years
- b. **Qualification:** 4 year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology OR Post Graduate Degree in Computer Science/ Computer Applications/ Information Technology with 60% and above only or equivalent CGPA.
- c. **Experience:** Minimum one year experience in the field of Software development or Programming or Program Analyst etc.

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10. Rajbhasha Officer in JMGS I

- a. **Age:** 20-30 years
- b. **Qualification:** Post Graduate Degree in Hindi with English as a subject at the degree (graduation) level OR Post graduate degree in Sanskrit with English and Hindi as subjects at the degree (graduation) level.
- c. **Experience:** Minimum one year experience in relevant field like academic, administrative etc.

11. Technical Officer- Civil in JMGS-I

- a. **Age:** 20-30 years
- b. **Qualification:** Degree in Civil Engineering with score of 60% or above only or equivalent CGPA

12. Technical Officer- Electrical in JMGS-I

- a. **Age:** 20-30 years
- b. **Qualification:** Degree in Electrical Engineering with score of 60% or above only or equivalent CGPA

4. SCALE OF PAY & OTHER FACILITIES

The candidates shall be appointed on regular basis and their emoluments are as below:-

- a. **AGM – SMGS –V :-** Scale of Pay is Rs. 59170 -1650/2 – 62470 – 1800/2 – 66070
- b. **Chief Manager – SMGS-IV:-** Scale of Pay is Rs. 50030-1460/4-55870-1650/2-59170
- c. **Manager – MMGS II:-** Scale of Pay is Rs. 31705-1145/1-32850-1310/10-45950
- d. **Officer – JMGS-I :-** Scale of Pay is Rs. 23700-980/7-30560-1145/2-32850-1310/7-42020

DA, HRA /Leased Accommodation (if applicable, as per Scale and location in line with Bank's prescribed norms), 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.

5. PROBATION PERIOD

For posts at Serial No. 1 to 6: The selected candidate shall be on **probation for a period of one year**, which can be extended by further period not exceeding one year, depending upon the performance of the candidate.

For posts at Serial No. 7 to 12: The selected candidate shall be on **probation for a period of two years**, which can be extended by further period not exceeding one year, depending upon the performance of the candidate.

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6. SERVICE BOND

The selected candidates shall be required to execute a service bond as under:-

- i) SMGS-V - Rs.2,00,000/- (Rs. Two lac only), plus applicable taxes
- ii) SMGS-IV - Rs.2,00,000/- (Rs. Two lac only), plus applicable taxes
- iii) MMGS-II - Rs.1,00,000/- (Rs. One lac only), plus applicable taxes
- iv) JMGS-I - Rs.1,00,000/- (Rs. One lac only), plus applicable taxes

The service bond shall have to be accompanied with an undertaking to serve the Bank for a minimum period from the date of joining the Bank as mentioned in below table.

S.No	Post	Minimum Period
1	SMGS-V, SMGS-IV and MMGS-II	2 Years
2	JMGS-I	3 Years

Candidates will also have to furnish one surety of equal amount, acceptable to the Bank in the specified proforma before joining the Bank on his/ her selection for rendering service for a minimum period as given in above table from the date of joining the Bank.

In the event of their resignation from the post before the end of the specified period, they will have to pay the Bond amount along with applicable taxes, as applicable, to the Bank.

SELECTION PROCEDURE

S. No.	Post	Scale	Selection Procedure
1	AGM Law	SMGS V	• Short-listing • Personal Interaction/Interview
2	Company Secretary	SMGS IV	• Short-listing • Personal Interaction/Interview
3	Rajbhasha Adhikari	SMGS-IV	• Short-listing • Personal Interaction/Interview
4	Law Manager	MMGS II	• Online Examination • Personal Interaction/Interview
5	Fire Safety Officer	MMGS II	
6	Security Officer	MMGS II	
7	Agricultural Field Officer	JMGS I	
8	Chartered Accountants	JMGS I	
9	IT Programmer/ Software Developer	JMGS I	
10	Rajbhasha Adhikari	JMGS I	
11	Technical Officer- Civil	JMGS I	
12	Technical Officer - Electrical	JMGS I	



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 experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for further selection process as decided by the Bank.

The Group Discussion and /or Personal Interview venue, time & date will be informed to the shortlisted candidates in the respective call letter and candidates have to attend the same at their own cost. The call letters will be sent **by email only**. The group discussion/ interviews will be conducted at Head Office of the Bank at New Delhi.

Final selection will be made on the basis of marks obtained by the candidates in the entire selection process and will be according to the merit ranking.

Examination Centers:

(i) The examination will be conducted online in the following centers:

State /UT / NCR	Examination Center
Andhra Pradesh	Guntur, Kurnool, Vijaywada, Vishakhapatnam
Assam	Guwahati, Silchar
Bihar	Bhagalpur, Darbhanga, Muzzafarpur, Patna,
Chandigarh	Chandigarh/Mohali
Chhattisgarh	Raipur, Bhilai , Bilaspur
New Delhi	Delhi-NCR
Goa	Panji
Gujarat	Ahmedabad, Vadodra
Haryana	Ambala, Hissar
Himachal Pradesh	Hamirpur, Shimla
Jammu & Kashmir	Jammu, Srinagar
Jharkhand	Dhanbad, Jamshedpur, Ranchi
Karnataka	Bengaluru, Hubli, Mangalore
Kerala	Kochi, Thiruvananthapuram
Madhya Pradesh	Bhopal, Indore
Maharashtra	Aurangabad, Mumbai/ Thane/ Navi Mumbai, Nagpur, Pune
Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Bhubaneshwar, Sambalpur
Puducherry	Puducherry
Punjab	Jalandhar, Ludhiana, Mohali, Patiala
Rajasthan	Jaipur, Udaipur
Sikkim	Bardang/ Gangtok
Tamil Nadu	Chennai, Madurai, Tirunelveli
Telangana	Hyderabad, Warangal
Tripura	Agartala
Uttar Pradesh	Allahabad, Kanpur, Lucknow, Meerut, Varanasi
Uttarakhand	Dehradun
West Bengal	Asansol, Greater Kolkata, Kalyani, Siliguri

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- (ii) No request for change of Centre for Examination shall be entertained.
- (iii) Bank, however reserves the right to cancel any of the Examination Centres and/or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) Candidate will appear for the examination at the Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
- (vi) Examination will be held tentatively in the month of November/ December 2019, exact date will be intimated to the shortlisted/eligible candidates through their respective registered email IDs.

IDENTITY VERIFICATION:

Documents to be Produced:

In the examination hall, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-aadhar card with a photograph/ Employee ID, should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Test.

- a. Ration Card and Learners Driving License will not be accepted as valid id proof for this project.
- b. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with call letter while attending the Test, without which they will not be allowed to take up the Test.

BIOMETRIC DATA – Capturing and Verification

It has been decided to capture the biometric data (thumb impression and the photograph) of the candidates on the day of the Online Examination. The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Candidates are requested to take care of the following points in order to ensure a smooth process

- a. If fingers are coated (stamped ink/mehndi/coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- b. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- c. Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- d. If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.



8. APPLICATION FEE (NON-REFUNDABLE)

Category of Applicant	Application Fee	Total Fee for New Delhi	Total fee for out of New Delhi
SC/ST/ PWD (only Intimation charges)	Rs. 150/- + Plus GST as applicable	Rs.177/-(including CGST and SGST)	Rs.177/-(including IGST)
All others (for posts at Serial No. 1 to 12)	Rs. 700/- + Plus GST as applicable	Rs.826/-(including CGST and SGST)	Rs.826/-(including IGST)

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

- Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only.
- Bank Transaction charges for online payment of application fee /intimation fee will have to be borne by the candidate.
- **Cash, Cheques, Money Orders, Postal Stamps etc. will NOT BE ACCEPTED.**
- 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.
- Payment of fees/ intimation charges through ONLINE MODE and no other mode of payment is acceptable.
- A candidate shall have to apply separately for each post.
- Submission of more than one application by any candidate for the same post will render him/her ineligible and in such case all the applications submitted by the said candidate will be rejected and application fee forfeited.

9. HOW TO APPLY

Eligible candidate has to apply online through the Bank's website (www.psbindia.com) only. No other means/ mode of application are acceptable.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

- a) Before applying online, candidates should:
 - i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload (please refer Annexure-II).
 - ii) Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Appointment Process. Bank may send call letters for the Interview etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online and must maintain that e-mail account and mobile number.
- b) **Last date of online application is 10.10.2019.** 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.

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c) **APPLICATION PROCEDURE:**

A. Application Procedure

1. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
2. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
3. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
4. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
5. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
6. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
7. Candidates can proceed to fill other details of the Application Form.
8. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
9. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
10. Click on 'Payment' Tab and proceed for payment.
11. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.

Handwritten signature



5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
 6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
 7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
 8. To ensure the security of your data, please close the browser window once your transaction is completed.
 9. **There is facility to print application form containing fee details after payment of fees.**
- d) Self-attested copies of the following documents are to be submitted along with printout of Application Form (**ONLY FOR POSTS FROM SERIAL NO. 1 TO SERIAL NO. 3**):-
- Self-attested Printout of Application Form.
 - Annexure I (Mandatory)
 - A recent recognizable passport size colour photograph should be firmly pasted / uploaded on the application, (if pasted, should be signed across by the candidate).
 - NOC from the existing employer if employed with any public sector bank/Govt. Organization.
 - Self-attested copy of School leaving certificate in support of Date of Birth
 - Self-attested copies of certificates and testimonials in proof of Educational Qualification from SSC/SSLC/X STD, PUC/10+2/Intermediate, Graduation and other qualifications.
 - Appropriate document (s) in support of desirable experience.
 - Any other relevant documents caste certificate etc.

Printout of on line application with photograph and attested copies of certificates in support of age, qualifications & experience etc. should be submitted to:

'The Deputy General Manager (HRD), Punjab and Sind Bank, 5th Floor, Bank House, 21 Rajendra Place, New Delhi – 110008'.

Name of the post applied for be written on the cover in bold letters. Applications received after due date (for whatsoever reason) shall not be entertained.

FOR THE POST OF SL. NO. 4 TO 12

- Please note the above mentioned documents are **NOT** to be sent by candidates applying for the post of Law Manager, Fire Safety Officer, Security Officer, Agricultural Field officer, Chartered Accountants, IT programmer/ Software Developer, Rajbhasha Officer, Technical officer-Civil and Technical Officer- Electrical.
- Valid Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates **must be kept ready** for submission if called for further process.
- **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.**

[Handwritten signature]



10. GENERAL INSTRUCTIONS AND CONDITIONS:

- (i) Bank reserves its right to change / add / cancel the selection process & re-schedule at its discretion, under unforeseen circumstances, if any. Change, if any, will be announced on our Bank's website or by email. Bank reserves the right to cancel the entire process without giving any reason/notice/intimation /refund of application fee and Intimation charges and such decision of the Bank will not be notified or intimated to the candidates individually.
- (ii) The Bank takes no responsibility for any delay in receipt or non-receipt of any application or communication. Hence, candidates are requested to check their email and Bank's website regularly, to keep track of the process. The Bank is not responsible for any postal delay or technical reasons.
- (iii) **Before applying for the post, the candidate should ensure that he /she fulfils the eligibility criteria and other norms specified in this advertisement.** 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. Their candidature at all the stages of recruitment process will be purely provisional subject to satisfying prescribed eligibility criteria mentioned in this advertisement.
- (iv) 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 regard shall entertain no correspondence or personal enquiries.**
- (v) 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.
- (vi) Candidates will have to produce original of all Educational Qualification Certificates and Mark Sheets, Experience Certificate(s) etc, at the time of interview, failing which his/her candidature may be cancelled. Candidates will not be allowed to participate in Interview without production of the original documents.
- (vii) Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- (viii) Date of birth as per Secondary School Certificate (SSC)/School leaving certificate and age as on 31.07.2019.
- (ix) **An application form printout which is not self-attested or not accompanied by self-attested photocopies of relevant certificates or the requisite fee not being paid or accompanying documents not self-attested by the candidate or not bearing the candidate's colored photograph pasted firmly/ displayed at the specified place or incomplete in any respect, will not be entertained.**
- (x) One recent, recognizable colored Passport size photograph should be firmly pasted/ uploaded on the application at the appropriate place and should be signed across by the candidate after pasting/ on printing. Five copies of the same photograph *should be brought by the candidate* for use at the time of interview.
- (xi) Only candidates willing to serve anywhere in India should apply.

[Handwritten signature]



- (xii) No request for change of address/ email id/ phone number will be entertained.
- (xiii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (xiv) The Bank takes no responsibility for any certificate/remittance sent separately.
- (xv) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- (xvi) Only those candidates who are short-listed for appearing for the further process will be intimated through e-mail 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 hosted on the Bank's Website, www.psbindia.com.
- (xvii) 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.
- (xviii) Selected candidates will be required to produce a valid discharge certificate/ relieving letter from their present employer before joining the service. Candidates serving in Government/ Public Sector Undertakings including Banks are required to produce a "No Objection Certificate" from their employer at the time of interview, failing which their candidature shall not be considered.
- (xix) **CANVASSING IN ANY FORM WILL BE A 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 and should not suppress any material information while submitting application. If a candidate is (or has been) found guilty of –
- using unfair means during the Interview or subsequent selection procedure or
 - impersonating or procuring impersonation by any person or resorting to any irregular or improper means in connection with his/ her candidature for selection or
 - 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.

The printout of Application Form with enclosures SHOULD REACH the above mentioned address (as mentioned in Point 9(d) above) ON OR BEFORE 17.10.2019.

PRINTOUTS OF APPLICATIONS FORMS WITH ENCLOSURES RECEIVED AFTER THE LAST DATE WILL NOT BE ENTERTAINED.

PRINTOUTS OF APPLICATIONS FORMS RECEIVED WITHOUT ENCLOSURES WILL NOT BE ENTERTAINED.

NEW DELHI
Date:19.09.2019


DY.GENERAL MANAGER
Human Resource Development



ANNEXURE I

(Only for Posts from Serial No. 1 to Serial No. 3 as per advertisement)

(to be filled separately for each post if candidate is applying for multiple posts)

Brief Description of Work Experience

Post Applied for: _____

Registration No: _____

Total Years of service as on
(in Years, Months, Days)

:

No. of Years of service in
(in Years, Months, Days)
(please tick any one field relevant to post
applied for)

- a) Legal :
b) Company Secretary :
c) Rajbhasha :

Current Employer

:

Current Designation

:

Service length in current employment
(in Years, Months, Days)

:

From Date

:

To Date

:

Current Responsibilities

:

Notice Period
(in Months)

:

For Candidates working in PSBs

Number of years of service and period in :

Scale	Designation	Department	Regular/ Contract	From date	To date	Brief Description of Responsibilities	Reason for Leaving

For Candidates working in other than PSBs

Number of years of service and period in :

Name of Company	Designation	Regular/ Contract	From date	To date	Brief Description of Responsibilities	Reason for Leaving

Signature of Candidate

Annexure-II

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature
Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- a. Photograph must be a recent passport style colour picture.
- b. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- c. Look straight at the camera with a relaxed face
- d. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- e. If you have to use flash, ensure there's no "red-eye"
- f. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- g. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- h. Dimensions 200 x 230 pixels (preferred)
- i. Size of file should be between 20kb–50 kb
- j. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- a. The applicant has to sign on white paper with Black Ink pen.
- b. The signature must be signed only by the applicant and not by any other person.
- c. The signature will be used to put on the Attendance sheet and wherever necessary.
- d. The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- e. Dimensions 140 x 60 pixels (preferred)
- f. Size of file should be between 10kb – 20kb
- g. Ensure that the size of the scanned image is not more than 20kb
- h. Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

- a. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- b. Set Color to True Color
- c. File Size as specified above
- d. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

- e. The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- f. Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- g. If the file size and format are not as prescribed, an error message will be displayed.
- h. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- a. There will be two separate links for uploading Photograph and Signature
- b. Click on the respective link "Upload Photograph / Signature"
- c. Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- d. Select the file by clicking on it
- e. Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kumari _____ son/daughter of
_____ of village/Town _____ District/Division _____
in the State/ Union Territory _____ belongs to the _____ community
which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's
Resolution No. _____ dated _____. * Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the _____ State/Union
Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3
of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-
9-1993 **.

Dated :

District Magistrate
Deputy Commissioner etc.

Seal

* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.

Date :

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari son/daughter/wife of permanent resident of
Village/Street Post Office District in the State/Union Territory Pin Code
whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8
lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets*** :

- 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
2. Shri/Smt./Kumari belongs to the caste which is not recognized as a
Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office

Name

Designation

Recent
Passport size
attested
photograph
of the
applicant

*Note 1 : Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2 : The term "Family" for this purpose 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.

***Note 3 : The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE :-

The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above 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 and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

**FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

1. This is to certify that Sri / Smt / Kum* _____ son / daughter*
of _____ of village / town* _____ in
District / Division* _____ of the State / Union Territory* _____ belongs to the
Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under :

- * The Constitution (Scheduled Castes) Order, 1950 ;
- * The Constitution (Scheduled Tribes) Order, 1950 ;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.];

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 ;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- * The Constitution (ST) Orders (Second Amendment) Act, 1991 ;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- * The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

.....2

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____
 _____ Father /Mother* of Sri / Smt / Kumari* _____
 _____ of village / town _____ in
 District/Division* _____ of the State/Union Territory* _____ who belong to
 the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union
 Territory* issued by the _____ [Name of the authority] vide their order No.
 _____ dated _____.

3.Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in
 village/town* _____ of _____ District / Division* of the State / Union Territory* of

Signature _____

Designation _____

Place:

Date :

[With seal of Office]
 State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female Registration No. _____ permanent resident of House

No. _____ Ward/Village/Street _____ Post Office

_____ District _____ State _____, whose photograph is affixed

above, and am satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/She has _____ % (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____
Date of Birth (DD / MM / YY) _____
Age _____ years, male/female _____ Registration No. _____ permanent resident of
House No. _____ Ward/Village/Street _____ Post
Office _____ District _____ State _____, whose photograph is
affixed above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- _____ percent

In words :- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

Disability Certificate
(In cases other than those mentioned in Form I and II)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____

Date of Birth (DD / MM / YY) _____

Age _____ years, male/female _____ Registration No. _____ permanent resident of

House No. _____ Ward/Village/Street _____ Post

Office _____ District _____ State _____, whose photograph is

affixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent of

percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown

against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the
CMO/Medical Superintendent/Head of
Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal)}

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.