पंजाब एण्ड सिंध बैंक
(भारत सरकार का उपक्रम)
प्र.का .मानव संसाधन विकास विभाग
ई-मेल: ho.hrd@psb.co.in

ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ

Punjab & Sind Bank
(A Government Of India Undertaking)
H.O. Human Resources Development Deptt.
E-mail: ho.hrd@psb.co.in

ENGAGEMENT OF CHIEF DIGITAL OFFICER (CDO) IN THE BANK ON CONTRACT BASIS

Bank invites applications from Indian Citizens for the aforesaid posts.

IMPORTANT DATES:

Commencement of date of application	23-4-2022
Last Date of receipt of Hard Copy of applications with enclosures	09-5-2022
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 01.04.2022)

CHIEF DIGITAL OFFICER				
S No.	**Number of Posts**	**Age**	**Qualifications**	**Experience**
1	01	35-55 years including all relaxations	**Mandatory educational qualifications:** Engineering Graduate in Computer Science/ Information Technology/ Electronics and Communication/ MCA from a reputed Govt. recognized University/ Institute in India.	**Mandatory experience:** Minimum 15 years of experience in Digital leadership/ transformational roles in BFSI sector out of which minimum 2 years must be at least of **Asstt. Gen. Manager/ Dy. General Manager/ General Manager/ or equivalent rank.**

2. JOB DESCRIPTION

CHIEF DIGITAL OFFICER:- CDO will be the Head of the Digital Banking Department, having following roles and responsibilities:-

1) In-charge for development/ procurement of innovative digital products/ services based on customer needs and market trends.
2) Implementation and promotion of the digital products/ services and monitoring its performance on continuous basis.
3) Overseeing the preparation, review and implementation of policies/ guidelines for all kind of digital products/ services of the organization.
4) Develop and implement comprehensive digital framework and infrastructure for bank and development/ procurement of innovative digital products/ services to meet the growing needs of customer.
5) Responsible for dispute resolution and grievance redressal of all type of digital products and services
6) Develop relationships with various stakeholders including IRDA, RBI, NPCI, payment aggregators, fintechs/insuretechs/vendor etc for improving digital footprint of the organization.
7) Monitoring of marketing, promotion and publicity of digital products/ service
8) Responsible for undertaking constant improvements to the policies and processes of the division basis the current best practices in the market and among industry peers.
9) Compliance of all regulatory/ statutory guidelines related to digital products/ service and sending statements to all regulatory/ statutory bodies.
10) Take the lead on Analytics (incl. new technologies like AI/ML) and other digital monitoring/measurement tools, ensuring that digital metrics are implemented, consistently reported and widely used across the Bank.
11) Define and implement digital strategy by working with cross-functional partners to map and transition traditional processes to digital ones. Developing and execute plans to sustain and support the digital business, anticipating future trends.
12) Maintain an overview of all digital products across the Bank, developing and promoting standards and processes to ensure quality, usability and consistency for Bank's customers.

3. TENURE

The period of engagement shall be initially for a period of three years. Depending upon the need, the period of engagement may be extended for further period of two years as decided by the Bank.

The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' 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 and terms & conditions will be negotiated/ finalized depending upon the suitability of the candidate.

5. WORKING HOURS

The working hours and weekly off/holidays for the incumbent shall be as applicable to the serving officers of the bank.

6. LEAVE

12 days' leave per year, out of which not more than 04 days' leave can be taken at a time. There will be no encashment of un-availed leave, if any. 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. No other allowance / payment / benefit / facility from the Bank other than fixed remuneration shall be payable.

iii. No Vigilance case or adverse observation from RBI shall be pending against the candidate applying for the above posts.

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, 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 _____.**

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 Chief Digital Officer (CDO)- 2022"** to General Manager (HRD) at the following address : -

General Manager –HRD
Punjab & Sind Bank
Bank House,
6th Floor
21- Rajendra Place
New Delhi -110008

The complete Application Form SHOULD REACH the above mentioned address ON OR BEFORE _____.

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 011-25716407 or ho.hrd@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 belongs 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) 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.

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

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

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

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

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

(xviii) 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.

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

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

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

(xxii) **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: 21/4/2022

GENERAL MANAGER
Human Resource Development Deptt.

ANNEXURE –A

APPLICATION FOR THE POST OF CHIEF DIGITAL OFFICER-CDO ON CONTRACT BASIS

To

General Manager (HRD)
Punjab & Sind Bank
Bank House, 6th 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 01.04.2022** :
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 01.04.2022)

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

16. EXPERIENCE (covering past 15 years)

SNo.	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.