



**ENGAGEMENT OF PSYCHOLOGIST AT**

**HEAD OFFICE/ CORPORATE OFFICE, NEW DELHI ON CONTRACTUAL BASIS**

Sr.No.	Particulars	Terms & Conditions
1	<b>Basic Qualification</b>	Post-graduation (M.A) in Counselling Psychology. Preference will be given to candidates having PhD/ M.Phil in Psychology. Preferably the Psychologist should have certification in counselling therapy such as TEAM CBT Therapy Certification.
2	<b>Experience</b>	The applicant should have a minimum of 05 years of experience as Psychologist in any insitution/ hospital etc.  Preference will be given to those who have served on the panel or served as counsellor in Govt/ Public Sector Undertaking.
3	<b>Working Hours &amp; Days</b>	03 hours per day & 04 days per week. (Visiting Days & Timings shall be fixed by Bank as per convenience of staff.)
4	<b>Period of Contract</b>	Initially the period of contract shall be for 01 (one) year. The performance of the Psychologist will be reviewed by Bank before expiry of the contract period and same can be extended after each such term if found satisfactory.
5	<b>Termination of Contract</b>	The contract is terminable with two months' notice from either side.
6	<b>Remuneration</b>	Rs.800/- per hour (all inclusive)
7	<b>Procedure for Selection</b>	<ul style="list-style-type: none"> <li>• Applications received will be scrutinized by Bank.</li> <li>• Shortlisted candidates will be called for an interview by email. Based on the interview, final selection will be done for engagement to the post of Psychologist on contractual basis.</li> <li>• Engagement letter will be sent to the selected candidate by email.</li> </ul> <p>If selected candidate refuses or does not accept the offer of engagement within stipulated timeline, next candidate from waiting list as per interview marks (in highest to lowest order) would be offered the engagement and like-wise.</p>
8	<b>Job Role</b>	<ol style="list-style-type: none"> <li>a. Identifying &amp; assessing mental health issues in staff &amp; diagnosing the same.</li> <li>b. Developing strategies and imparting ways to staff to learn on how to prevent mental health issues.</li> </ol>



		<ul style="list-style-type: none"> <li>c. To help staff focus on personal growth and enhancing work performance &amp; overall well-being.</li> <li>d. Examining psychological factors in physical health of staff.</li> <li>e. Providing counselling, therapy (talk therapy) and interventions to address day to day common and recurring mental health issues like stress, anxiety, depression among staff.</li> <li>f. Studying mental states, cognitive processes and behaviour in staff.</li> <li>g. Designs and implement mental health programs for staff as per need.</li> <li>h. Supervising staff on improvements.</li> <li>i. Maintaining accurate &amp; confidential report for each staff who consults &amp; seeks support.</li> <li>j. Staying updated on best practices &amp; research.</li> <li>k. Information/ assistance to be provided as and when required by Bank in connection with medical cases.</li> <li>l. Any other task assigned by the Bank or assistance required by the Bank and its employees, etc.</li> </ul>
<p><b>9</b></p>	<p><b>Other Conditions</b></p>	<ul style="list-style-type: none"> <li>a. Psychologist will be allowed a maximum of 12 leaves in a calendar year. In case of absence other than on permissible leave, i.e. 12 in calendar year, the period of such absence shall be treated as on Loss of Pay. Leave will be available on pro-rata basis i.e, 1 for each month. However, a maximum of 04 unused accumulated leave can be used at a time.</li> <li>b. Psychologist shall not be eligible for any benefit as available to Part-Time/ Full-Time employees of the Bank i.e. they will not be eligible for leave, leave fare concession, Provident Fund, Gratuity or any other terminal benefit, Bonus, Reimbursement of Medical expenses, Brief case, Newspaper etc.</li> <li>c. The engagement under the contract is temporary. No claim shall be made for regular employment on that basis at any stage or for pay and perks payable to regular employees.</li> </ul>



		<p>d. The Bank reserves the right to alter the duty hours and location at its discretion in case it becomes expedient to suit administrative and operative requirements.</p> <p>e. Any dispute arising on account of the contract shall be subject to the jurisdiction of the Courts of the Delhi.</p> <p>f. Psychologist shall maintain the strictest secrecy regarding the Bank's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the Bank's Staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his duties.</p> <p>g. Psychologist shall serve the Bank honestly and faithfully and shall use his/ her utmost endeavour to promote the interests of the Bank and shall show courtesy and attention in all transactions.</p> <p>h. Psychologist shall not indulge in any act of sexual harassment of any individual at workplace.</p> <p>i. The contract is liable to be terminated if the Psychologist is arrested for debt or on a criminal charge or is detained in pursuance of any process of law.</p> <p>j. The Bank reserves the right to raise the minimum eligibility standards etc. in order to limit the number of candidates to be called for interview. The decision of the Bank in this regard shall be final. The Bank will not entertain any correspondence with the applicants who have not been called for the interview.</p>
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Candidates are advised to thoroughly read this advertisement and satisfy themselves about their eligibility before submitting the application.

Interested candidates may send the application in the attached format as at Annex-I along with self-attested copies of PAN/AADHAR, educational qualification & experience certificates etc by Ordinary/Speed post so as to reach us on or before **31.01.2025** super scribing the envelope "**Application for engagement of Psychologist on contractual basis at Punjab & Sind Bank, Head Office/Corporate Office, New Delhi**" addressed to :-

The Deputy General Manager,  
Punjab & Sind Bank,  
H.O. HRD Department,

# ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ

(ਭਾਰਤ ਸਰਕਾਰ ਦਾ ਇੱਕ ਉਪਕਰਮ)

ਪ੍ਰ ਵਿਕਾਸ ਸੰਸਾਧਨ ਮਾਨਵ ਕਾ. ਵਿਭਾਗ

ਦੂਸਰੀ ਮੰਜਿਲ, ਐਨਬੀਸੀਸੀ ਕੌਂਪਲੈਕਸ, ਬਲੌਕ III, ਪਲੇਟ

ਬੀ, ਈਸਟ ਕਿਦਵਾਈ ਨਗਰ, ਨਵੀਂ ਦਿੱਲੀ- 110023 ਈਮੇਲ:-

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

ਪੰਜਾਬ ਸੋ ਸਿੰਧ ਬੈਂਕ ਦਾ ਨਿਰਦੇਸ਼



# Punjab & Sind Bank

(A Government Of India Undertaking)

H.O. Human Resources Development Deptt

2<sup>nd</sup> Floor, NBCC Complex, Block III, Plate

B, East Kidwai Nagar, New Delhi- 110023

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

2<sup>nd</sup> Floor, Plate B, Block 3,  
NBCC Complex, East Kidwai Nagar,  
New Delhi, 110023.

Any application received beyond 31.01.2025 will not be entertained.

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**APPLICATION FORM**  
**(Annex-I)**

**Engagement of Psychologist on contractual basis at Punjab & Sind Bank, Head Office/ Corporate Office, New Delhi.**

Fix recent passport  
Size photograph  
Self-attested

1. Name in full: Shri/Smt./Kum. \_\_\_\_\_

(To be given in block letter, Surname to be stated first)

2. Father/Husband's Name: \_\_\_\_\_

3. (a) Address:

Residence	Institute / Firm where presently working

(b) Phone No.: \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail ID: \_\_\_\_\_

4. Date of Birth (DD/MM/YYYY): \_\_\_\_\_

5. Place of birth and domicile: \_\_\_\_\_

6. Nationality: \_\_\_\_\_



7. Educational Qualifications:

(Indicate Degree obtained, in the order of highest to least)

Degree	University / Board	Year of Passing	Class / Rank

8. Details of Experience

(Experience after graduation should only be stated)

Experience	From	To	Period	
			Year/s	Month/s

9. Any other factors which the Applicant would like to bring into account for considering his/her Application

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I hereby declare that all the information and particulars given by me in this application form are true, complete & and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in the application is incorrect or false or if any material information or particulars have been suppressed or omitted therefrom or that I donot satisfy the eligibility criteria according to the Bank, my candidature / engagement / appointment is liable to be cancelled / terminated without notice or compensation in lieu thereof. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the applicant)

### INSTRUCTIONS

1. All the details in this form must be filled by the applicant.
2. Applications which do not contain the full particulars called for are liable to be rejected.
3. Self-Attested copies of certificates regarding age, educational qualifications, experience, etc. should accompany the application.
4. If the candidate is working for any institution/hospital, the details thereof and working hours therein should also be indicated.

