

ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ

(ਭਾਰਤ ਸਰਕਾਰ ਕਾ ਉਪਕ੍ਰਮ)

ਪ੍ਰ.ਕਾ. ਮਾਨਵ ਸੰਸਾਧਨ ਵਿਕਾਸ ਵਿਭਾਗ

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Punjab & Sind Bank

(A Government of India Undertaking)

H.O. Human Resources Development

Deptt.

E-mail: ho.hrd@psb.co.in

Lateral Recruitment of Specialist Officers (Company Secretary) on Regular Basis

Punjab and Sind Bank invites applications 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	28.03.2025
Last Date of online application (including Edit/Modification of Application by candidates & Payment of Application Fees/ Intimation Charges (online))	18.04.2025
All revisions/ Corrigendum (if any) will be hosted on Bank's website only.	

1. DETAILS OF VACANCIES AND RESERVATION

S. No.	Post	Scale	SC	ST	OBC	EWS	UR	Total	VI	HI	OC	MD/ID
1	Company Secretary	MMGS II	0	0	0	0	2	2	0	0	0	0
2	Company Secretary	SMGS IV	0	0	0	0	2	2	0	0	0	0
	Total		0	0	0	0	4	4	0	0	0	0

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.

- The number of vacancies is provisional and may vary according to actual requirements of the Bank.
- Candidates belonging to the reserved category for whom no reservation has been mentioned are free to apply for vacancies announced for General category provided they fulfil all the eligibility criteria applicable to General category.
- Age relaxation is available as per Govt. of India guidelines.



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2. ELIGIBILITY CRITERIA

2.1 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.

2.2 Age (As on cut-off date 01.03.2025):

Scale	Age
MMGS – II	Minimum: 25 Maximum: 35 (subject to relaxation in upper age limit as per government guidelines) A Candidate must have been born not earlier than 02.03.1990 and not later than 01.03.2000 (both dates inclusive)
SMGS - IV	Minimum: 30 Maximum: 45 (subject to relaxation in upper age limit as per government guidelines) A Candidate must have been born not earlier than 02.03.1980 and not later than 01.03.1995 (both dates inclusive)



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2.4 Educational and Professional Qualification (cut-off date for educational qualification post qualification work experience is 31.03.2025)

Sr. No.	Post and Grade	Educational Qualification	Post qualification work experience
1	Company Secretary-MMGS II	<p>Mandatory: Member of the Institute of Company Secretaries of India (ICSI)</p> <p>Desirable: Preference will be given to candidates having additional qualifications such as LLB/ CA/ ICWA/ FRM</p>	<p>Minimum 2 years' Post Qualification experience in a listed entity, preferably Bank/NBFC/Financial services company</p> <p>Proficiency in MS Office suite will be an added advantage</p>
2	Company Secretary-SMGS IV	<p>Mandatory: Member of the Institute of Company Secretaries of India (ICSI)</p> <p>Desirable: Preference will be given to candidates having additional qualifications such as LLB/ CA/ ICWA/ FRM</p>	<p>Minimum 7 years' Post Qualification experience in a listed entity, preferably Bank/NBFC/Financial services company</p> <p>Proficiency in MS Office suite will be an added advantage</p>

Educational Qualification:

- All the educational qualifications mentioned should be from a recognized University/ Institute/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies. Proper document from Board/ University / Regulatory Body has to be submitted at the time of application / interview / as and when called for by the Bank. The date of passing the examination which is reckoned for eligibility will be the date of passing, appearing on the mark-sheet/ provisional certificate, issued by the University/Institute.
- In case the result of a particular examination is posted on the website of the University/ Institute and web based certificate is issued then a certificate in original issued by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and for further process.
- Candidates should indicate the percentage obtained in Graduation/Post Graduation calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicate the same in online application. If called for interview, the candidate will



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have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

- d) Calculation of Percentage: The percentage of marks, unless mentioned by the University/ Board, shall be arrived at, by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/ optional/ additional optional subject, if any, multiplied by 100. This will be applicable for those Universities also where class/ grade is decided on the basis of Honours marks only.
- e) The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%

3. SCALE OF PAY & OTHER FACILITIES

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

- **Manager – MMGS II:** - Scale of Pay is Rs. **64820-2340/1-67160-2680/10-93960**
- **Chief Manager- SMGS IV:** - Scale of Pay is Rs. **102300-2980/4-114220-3360/2-120940**
- 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.

4. PROBATION PERIOD, BOND AMOUNT AND MINIMUM SERVICE PERIOD

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

Scale	Bond Amount	Bond Period	Probation Period
MMGS -II	Bond amount shall be equivalent to 3 months' gross salary (initial basic+ DA as on date of resignation+ Special allowance+ DA on Special allowance) in respective Officer Scale.	2 years	1 Year
SMGS -IV			



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- 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 above table.
- 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 to the Bank

5. CREDIT HISTORY: The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining. CIBIL Report drawn from Bank (where candidate is holding their account) to be submitted at time of Document Verification.

6. SELECTION PROCEDURE

S. No.	Scale	Selection Procedure
1	SMGS IV, MMGS II	Short-listing
		Personal Interaction/Interview

- The Bank reserves its right to call for the Personal Interview, candidates in a ratio, at its sole discretion.
- In case more than one candidate scores the same interview marks, such candidates will be ranked according to their age in descending order.
- Candidates not clearing the Personal Interview will not be considered for final selection.
- 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 Personal Interview time & date will be informed to the shortlisted candidates in the respective call letter and Interviews may be held virtually. The call letters will be sent **by email only**.



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- **Final Selection** for appointment shall be made from the top ranked candidates in final merit list prepared.
- **Result Publication-** Results of candidates called for Interview, Final Result etc. will be made available on the Bank's website.
- **Final Joining** in the Bank is based on successful document verification of the candidate.
- 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, <https://punjabandsindbank.co.in/>.
- Appointment of shortlisted/ selected candidate is subject to further completion of the prescribed pre-recruitment formalities, submission of notified documents, Execution of service indemnity bond, medical examination and being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to receiving police verification of antecedents, caste/class verification (all or any of which may be done even after the candidate provisionally joins the Bank and the Service Regulations & Conduct Rules of the Bank.

7. LIST OF DOCUMENTS TO BE PRODUCED FOR DOCUMENT VERIFICATION

a) IDENTITY VERIFICATION:

- 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 at time of Examination.
- The candidate's identity will be verified with respect to his/her details on the application form and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the recruitment process.
- Ration Card and Learners Driving License will not be accepted as valid id proof for this process.
- 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.



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- Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the application form and submit photocopy of the photo identity proof along with call letter while attending any stage of the recruitment process, without which they will not be allowed to appear for the same
- 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.

b) Candidates must produce original documents along with self-attested copies thereof as detailed below, when called for Document Verification failing which they shall not be allowed to appear for further process: -

- Appropriate certificate in support of Date of Birth.
- Printout of interview call letter.
- Copy of the application form.
- Age relaxation and category valid proofs.
- All Certificates and testimonials of Educational Qualification and other Certifications from Standard Xth onwards. (Semester-wise marksheets and Provisional / Final Degree Certificate for Graduation & PG)
- All Appropriate document(s) in support of work experience. NOC from the existing employer.
- Appropriate Certificate(s) in support of Caste/Category/ Disability (if applicable).
- Photo Identify Proof of name and permanent address.
- Two passport size photographs similar to that pasted on the application form.
- Any other relevant documents in support of eligibility.

No request for extension of time for production of certificate(s) as mentioned above, beyond the said date shall be entertained.

Candidates will not be allowed to participate in further process without production of original documents.

9. APPLICATION FEE (NON-REFUNDABLE)

Category of Applicant	Application Fee
SC/ST/ PwBD	150 + GST i.e. Rs. 177/- (intimation charges only)
General, EWS & OBC	850 + GST i.e. Rs. 1003/-



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

PAYMENT DETAILS: -

Applicants to apply with requisite fee paid as per the following details: -

Entity Name	PUNJAB AND SIND BANK
Payment Mode	NEFT
Beneficiary Name	NEFT INWARD STP PARKING ACCOUNT
Beneficiary Bank Name	PUNJAB AND SIND BANK
Bank where A/c is held	PUNJAB AND SIND BANK
Bank A/c Number	90125040070003
NEFT IFSC Code	PSIB0009012

10. HOW TO APPLY

- i) Interested candidates have to submit their applications in the format Annexure A attached alongwith the advertisement **through speed post/courier only**.
- ii) The Application Form should be neatly typed in English on an A4 size paper.
- iii) **Application must be accompanied with self-attested copy of application fee NEFT confirmation clearly mentioning the transaction reference number.**
- iv) In case candidate applies for more than one post, application form and application fee shall have to be submitted separately for each post.
- v) 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. Requisite copies of the same photograph should be brought by the candidate for use at the time of interview/ document verification.
- vi) The candidate should send the self-attested copies of following Certificates and documents: -
 - 10th Certificate
 - Educational qualifications (Graduation, other qualifications)
 - ICSI Membership letter indicating membership number
 - Documents in support of post qualification experience such as experience letter, joining letter etc.
 - Promotion letters, if any
 - Valid age relaxation and reservation proofs



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- Discharge certificate, if any or any other document in support of information indicated in the Application Form to confirm the candidate's eligibility with the application itself.
- vii) Address the application, superscribing "Application for the post of Company Secretary on regular basis in the Bank – 2024-25" to Deputy General Manager (HRD) at the following address: -
Deputy General Manager – HRD
Punjab & Sind Bank
2nd Floor, NBCC Complex, Tower-3,
East Kidwai Nagar
New Delhi -110023
- viii) **The complete Application Form SHOULD REACH the above mentioned address ON OR BEFORE 18.04.2025.**
- ix) Bank will send a confirmation mail to the applicant/s within 7 (seven) working days of receipt of the application. In case any applicant does not get the confirmation mail within 10 (ten) working days after sending the application, they may consider that their application has not reached successfully. They may enquire the status of their application by contacting on ho.hrd@psb.co.in.
- x) 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.
- xi) The Bank takes no responsibility for any certificate/document sent separately.
- xii) No application shall be entertained beyond the stipulated date & incomplete applications or applications submitted by hand will not be accepted.
- xiii) Candidates are advised in their own interest to apply well in time before the closing date and not to wait till the last date to avoid the possibility of postal delay.
- xiv) An application form which is not accompanied by documents not self-attested by the candidate or the requisite fee not being paid or not bearing the candidate's photograph not pasted at the specified place or incomplete in any respect, will not be entertained.

11. GENERAL INSTRUCTIONS AND CONDITIONS:

- (i) The Bank reserves the right 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.



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- (ii) The number of vacancies advertised are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
- (iii) Bank will consider the eligibility of candidates based on their suitability and experience as per Bank's requirement.
- (iv) Merely fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The shortlisting committee constituted by the bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the bank will be shortlisted and called for interview. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.
- (v) Any request for change of date and time for interview will not be entertained.
- (vi) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the bank in future should be identical and there should be no variation of any kind.
- (vii) 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.
- (viii) Any notice/communication meant for the candidates displayed on the Bank's Website or sent by Registered/Speed Posts or conveyed to the email id mentioned in the application at the time of registration with the Bank, shall be deemed to be sufficient service of communication upon the candidate, for all purposes. 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 delay due to technical reasons.
- (ix) 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.



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- (x) 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.
- (xi) 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.
- (xii) Only candidates willing to serve anywhere in India should apply unless location for Post advertised is specified.
- (xiii) No request for change of address/ email id/ phone number/caste/category will be entertained.
- (xiv) Candidates will have to appear for Personal Interview at their own expense, if called in person.
- (xv) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (xvi) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- (xvii) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
- (xviii) **Action against Candidates Found Guilty of Misconduct:** Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not 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.

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12. DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection will lead to disqualification of the candidate from the selection and he/she will not be allowed to appear in any of the PUNJAB AND SIND BANK recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

NEW DELHI

Date: 28.03.2025

DEPUTY GENERAL MANAGER

Human Resource Development