



punjab national bank

Head Office: HRD Division
(A Government of India Undertaking)
7 Bhikaiji Cama Place, New Delhi-110607

Opening Date for Online Registration	24.06.2011
Closing Date for Online Registration (Including for Candidates from Far-Flung Areas)	15.07.2011
Tentative Date of Written Examination	28.08.2011
DOWNLOADING OF CALL LETTERS FOR WRITTEN TEST	After 10.08.2011

**PUNJAB NATIONAL BANK INVITES ONLINE APPLICATIONS
FROM INDIAN CITIZENS FOR THE FOLLOWING POSTS:**

Post code	Name of post	Grade/ scale	No. of vacancies	Scale of pay
01	Chief Manager(IT)	SMG-IV	01	30600-900/4-34200-1000/2-36200
02	Senior Manager (Marketing)	MMG Scale III	10	25700-800/5-29700-900/2-31500
03	Manager (Credit)	MMG Scale II	115	19400-700/1-20100-800/10-28100
04	Manager (Security)	MMG Scale II	20	19400-700/1-20100-800/10-28100
05	Manager (Marketing)	MMG Scale II	47	19400-700/1-20100-800/10-28100
06	Manager (Economics)	MMG Scale II	04	19400-700/1-20100-800/10-28100
07	Dy. Manager (IT) (with two advance increments)	JMG Scale I	202	14500-600/7-18700-700/2-20100-800/7-25700
08	Officer (Marketing)	JMG Scale I	104	14500-600/7-18700-700/2-20100-800/7-25700
09	Fire Officers	JMG Scale I	02	14500-600/7-18700-700/2-20100-800/7-25700
10	Officer (HRD)	JMG Scale I	20	14500-600/7-18700-700/2-20100-800/7-25700
11	Officer (Data Analyst)	JMG Scale I	05	14500-600/7-18700-700/2-20100-800/7-25700
12	Hindi Officers	JMG Scale I	51	14500-600/7-18700-700/2-20100-800/7-25700
TOTAL			581	

DA, CCA, HRA/leased accommodation, Leave Fare Concession, hospitalisation benefits, retirement benefits and other perquisites shall be as per Bank rules.

2. RESERVATION OF POSTS

Cadre/Scale	No. of Posts	SC	ST	OBC	GEN	PC		
						OC	HI	VI
SMG-IV	1	-	-	1	-	12	17	17
MMG S-III	10	1	2	3	4			
MMG S-II	186	28	13	50	95			
JMG SCALE I	384	58	29	103	194			
TOTAL	581	87	44	157	293	12	17	17

The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, GEN-General Category, OC: Orthopaedically Challenged, HI - Hearing Impaired, VI – Visually Impaired. PC includes HI, VI and OC.

NOTE: (A) For all posts, candidates willing to serve anywhere in India need to apply. (B) As the reservation for VI/HI/OC candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs. The definitions of the categories of disability shall be as per Govt. of India guidelines. It is clarified that it may not be possible to employ physically challenged candidates at all offices/branches of the Bank and they will have to work in the posts identified by the Bank as suitable for them.

3. ELIGIBILITY CRITERIA:-

NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January, 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 Government of India. A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination/interview conducted by the Bank but on final selection, the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

AGE, EDUCATIONAL QUALIFICATIONS AND POST QUALIFICATION WORK EXPERIENCE REQUIRED

Post Code	Post	Age as on 01.01.2011	Educational Qualifications As on opening date of Online Registration (24.06.2011)	Post Qualification Work Experience Required as on opening date of Online Registration (24.06.2011) (Experience below 06 months in any organization will not be considered)
01	Chief Manager(IT)	Min-35 Years Max-45 Years	B.E. or B Tech. in Computer Science/ Information Technology/ Electronics from a University/Institute recognized by Govt. of India and CISA/ CISSP / CISM Qualification in security	Minimum 06 years experience in IT in Officer Cadre, out of which 04 years experience should be in Information Security Area in Managerial Capacity in Scheduled Commercial Bank.

02	Senior Manager (Marketing)	Max.30 Years	MBA with specialization in Marketing from the University / Institute recognized by Govt. of India and working knowledge of MS Office.	Minimum 5 years post qualification experience in Bank/FI/NBFC/HFC /Mutual Fund/Insurance/Broking Co.
03	Manager (Credit)	Max.30 Years	CA / ICWA / CFA / MBA with specialization in Finance from the University / Institute recognized by Govt. of India	NIL
04	Manager (Security)	Max. 32 Years	Graduate from the University recognized by Govt. of India	An Officer with 5 years Commissioned Service in Indian Army / Navy / Air Force OR 5 years of service as a Police Officer not below the rank of Asstt. Supdt. of Police / Dy. Supdt. of Police OR Officers of identical work in para military forces with 5 years experience.
05	Manager (Marketing)	Min-21 Years Max-30Years	MBA/PGDM (full-time-02 years) with specialization in Marketing from a University/reputed Institute recognized by Govt. of India and working knowledge of MS Office	Minimum 2 years in Financial Sector i.e. Bank, Financial Institution, NBFC, HFC, Mutual Fund, Insurance & Broking Co. in Marketing of Financial Products.
06	Manager (Economics)	Min-21 Years Max-30 Years	Post-Graduate degree in Economics with Specialization in Statistics/ Econometrics from a University recognized by Govt. of India with 60% marks OR equivalent CGPA and working knowledge of MS Office.	Minimum 2 Years experience in NBFC/Scheduled Commercial Bank/Public sector Undertaking as Research Officer/ Economic Officer /Data Analyst having work experience in any two of the following areas; 1. Analysis of Financial markets, monetary policy and macro economic trends. 2. Dealing/ Analysis of large database for business planning and budgeting. 3. Drafting Skills for reports.
07	Dy. Manager (IT) (with two advance increments)	Max.28 Years	Degree in Engineering in the field of Computer Science/IT/Electronics OR MCA	NIL
08	Officer (Marketing)	Max.28 Years	MBA with specialization in Marketing from a University/reputed Institute recognized by Govt. of India. Candidates should submit a Certificate stating specialization in Marketing in MBA from the University/Institute at the time of written examination.	NIL

09	Fire Officers	Min-25 Years Max-40 Years	Graduate from a University recognized by Govt. of India with Sub-Officer Course from National Fire Service College, Nagpur and possessing knowledge of Mandatory requirements of providing fire protection and prevention in high rise business buildings as per National Building Code and Bureau of Indian Standards.	Minimum 5 years experience as Officer in a Fire Station of State Services.
10	Officer HRD	Max.28 Years	Graduate with a post-Graduate degree OR diploma in Personnel Management/ Industrial Relations/ Labour Laws/ Labour Welfare/ Social Work from University/ Institute recognized by Govt of India.	NIL
11	Officer (Data Analyst)	Min-21 Years Max-28 Years	Graduation with Honours in Statistics/Mathematics & FRM/PRM Certification OR Graduation & PG Programme(02 years) in Banking & Finance from NIBM OR Post graduate in Statistics/ Mathematics	Preferably 02 years working knowledge of econometric techniques
12	Hindi Officers	Max.28 Years	Post Graduate degree in Hindi with English as a subject in degree level or post graduate degree in Sanskrit with English and Hindi as subjects in degree level.	Two years full time experience in translation in a period post in an organization.

NOTE:

1. The educational qualifications prescribed for the posts are minimum. Candidates must possess above qualifications/work experience **as on opening date of registration i.e. 24.06.2011** and must submit marks sheet & Degree issued from the University if called for **interview**.
2. Candidates must specifically indicate the class/division and percentage of marks obtained calculated to the **nearest two decimals** in the relevant column of the application. Where no percentage of marks is awarded by the University, but only CGPA/OGPA is awarded, the same should be converted into percentage in terms of conversion norms of university in this regard, besides indicating the CGPA/OGPA in the application. Candidates will have to produce document evidencing conversion formula of university if called for interview.

RELAXATION IN UPPER AGE LIMIT

Scheduled Caste/Scheduled Tribe	5 Years
Other Backward Classes	3 Years
Physically Challenged	10 Years
All persons who are ordinarily been domiciled in Kashmir Division of J & K State during 01.01.80 to 31.12.89	5 Years

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 on invalidment - 5 years
Children/family members of those who died in the 1984 riots	3 Years

NOTE: The relaxation in upper age limit is cumulative as per Govt. of India guidelines.

Definition of Ex-Serviceman (EXSM):

- (i) Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel & Administrative Reforms Notification No.36034/5/85/Estt.(SCT) dated 27.10.1986 as amended from time to time.
- (ii) An Ex-Serviceman who has once joined in a Govt. Job on the civil side after availing the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of re-employment ceases.

Definition: Physically Challenged Persons (PC)

Definition of Categories of Disabilities:

- (a) An Orthopaedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Center/ State Govt) would be eligible for reservation in services/ posts.

Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

- (b) Deaf & Hearing Impaired (HI): the deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

- (c) Visually Impaired (VI): The visually impaired persons are those suffering from blindness or low vision.

Blindness – refers to a condition where a person suffers from any of the following conditions:

- (i) total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

Person with low vision – means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

USE OF SCRIBE:

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

- i) The candidate will have to arrange his/her own scribe at his/her own cost.
- ii) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria
- iii) For post codes 01 to 12, the scribe should be from an academic discipline other than that of the candidate. The scribe should possess lesser marks than the candidate and not more than 60% marks in his own academic stream, which has to be different from the candidate.
- iv) Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he/she did not fulfill any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

4. SELECTION PROCEDURE

- Selection for post codes 01 to 12 will be through **written test and/or interview**. Merely satisfying the eligibility norms do not entitle a candidate to be called for Test or Interview. The written test for post codes 01 to 12 shall contain;

Sr.No.	Name of the Test	No. Of Ques.	Max. Marks	Time Allotted
1.	Professional Knowledge	40	90	Composite Time of 120 minutes
2.	English Language	35	*	
3.	Quantitative Aptitude	35	35	
4.	Reasoning Ability	50	75	
	Total	160	200	

*Only qualifying. The marks will not be reckoned for merit ranking.

The Written Test for post codes 01 to 12 will be held on Sunday, 28.08.2011 at Chennai, Delhi, Mumbai & Kolkata,

- Bank, however, reserves the right to cancel any of the above mentioned Centres and/or add some other Centres, depending upon the response of the candidates, administrative feasibility, etc.
- The Candidates will have to appear for the written examination at the allotted Centre at their own expenses and risks and the Bank will not be responsible for any injury or losses etc. of any nature. No request for change of centre will be entertained.
- The date of the test is tentative. The exact date will be communicated to the candidates through the call letters for the examination. The Bank reserves the right to cancel or make any change in the date of the test, if necessary.

5. Application Fee and Postage Charges (Non-refundable) :

APPLICATION FEE	
SC/ST/PC category candidates	` 50/- per candidate (only postage charges)
General/OBC/EXSM category candidates	` 400/- per candidate

6. GENERAL INSTRUCTIONS

- a) Candidates are advised to note that if selected, they will be required to execute a bond with surety for serving the Bank for a specified period, as below. In the case he/she resigns from or leaves/abandons the service and /or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations by the Employer-Bank before specified period for all losses, costs, charges and expenses he/she will indemnify the bank upto the extent of bond amount. Selected officers shall execute the indemnity bond before joining the Bank.

Scale	Amount of Bond	Period
Specialist Officer in SMG Scale-IV	` 5.00 lacs	03 Years
Specialist Officer in MMG Scale-III	` 3.00 lacs	03 Years
Specialist Officer in MMG Scale-II	` 2.00 lacs	03 years
Specialist officers in JMG Scale-I	` 1.00 lac	03 years

- b) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any communication.
- c) Candidates shall produce original caste/ relevant certificates at the time of interview, failing which his/her candidature will be cancelled. OBC Candidates, availing reservation will have to produce OBC certificate with Non-creamy layer clause at the time of interview & an undertaking in the prescribed format regarding non creamy layer status as on closing date of registration. The competent authority for issue of Caste/Disability certificate has been defined at point No. 7 below.
- d) Before applying for the above posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/ postage, once paid, shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of conduct of interview/selection etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
- e) Candidates who apply for more than one post are required to pay the separate application fee and apply separately for each post. Candidates who apply for more than one post (Post Codes 01 to 12) will also have to take the additional Professional Knowledge test relevant to each of the post applied for.
- f) A recent, recognizable colour passport size photograph, which should be the same as the one uploaded in the online application form should be firmly pasted on the call letter for written examination duly signed across by the candidate. Copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the written test/interview may lead to disqualification.
- g) Candidates serving in Govt/quasi-Govt/Public Sector Undertakings (including nationalized banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered.

- h) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at NCT of Delhi.
- i) **No Travelling Allowance is payable to candidates who are called for the written test. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual to and fro 2ND Class Rail/Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/Ticket(s) for attending the interview.**
- j) No candidate is permitted to use Calculators, Mobile Phones, Pagers or any other instruments in the Examination Hall.
- k) Canvassing in any form will be a disqualification. **The Bank will be comparing the responses of a candidate with those of other candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that responses have been shared and scores obtained are not genuine/valid, the Bank reserves right to cancel his/her candidature without any intimation.**
- l) **All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their educational and experience certificates as well as caste certificate, certificate of disability in the prescribed proforma or any other certificate in support of their eligibility, failing which their candidature will be cancelled.**
- m) Request for change of address will not be entertained.
- n) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- o) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.

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 or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is/has been found guilty of:

- using unfair means during the examination or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination hall or taking away the question booklet/answer sheet from the examination hall or
- resorting to any irregular or improper means in connection with his/her candidature by selection or
- obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - (a) to be **disqualified** from the examination for which he/she is a candidate
 - (b) to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by the Bank
 - (c) for **termination** of service, if he/she has already joined the Bank.

7. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PC IS AS UNDER:

- (a) For SC/ST/OBC : District Magistrate/Additional Dist. Magistrate/Collector/ Deputy Commissioner/Additional Dy. Commissioner/Dy. Collector/ First Class Stipendary Magistrate/Sub-Division Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner/Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/

Presidency Magistrate/Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

- (b) For Physically Challenged :** Authorized Certifying Authority will be a Medical Board duly constituted by the Central/State Govt. having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon as the case may be.

8. HOW TO APPLY:-

8.1 Procedure for Depositing Fee:

The application fee must be paid in cash, separately for each post at any branch of Punjab National Bank. Before depositing the fee, the candidate must ensure that he/she meets the eligibility criteria of the post(s) for which he is applying and then download a copy of the Cash voucher from our website www.pnbindia.in-Link->Recruitment. The voucher will be in duplicate. The voucher be filled up and thereafter be presented at any Branch of PNB, along with the application fee. The following details must be entered into both copies of the voucher: (i) Candidate's Name (ii) Candidate's Category (iii) Name & Code Number of the branch selected for payment (iv) Date of Payment and (v) Fee to be paid. After payment, the candidate must ensure that the transaction ID generated is entered into the voucher. The candidate's copy of the voucher will then be handed over to him/her

Payment of fee should be made from **24.06.2011 to 15.07.2011**. The date will be the same for candidates belonging to far-flung areas. **NO OTHER MODE OF DEPOSIT OF FEE IS PERMITTED.**

8.2 Procedure to Apply:

Before applying online a candidate will be required to have a scanned (digital) image of his photograph and signature as per the specifications given below at point no. 8.3.

i) Candidates should first scan their photograph and signature, ensuring that both the photograph and signature are within the required specifications. If the size of the file is more than the specified limit then adjust the settings of the scanner.

ii) **Candidates should log onto our website www.pnbindia.in-Link->Recruitment. The candidates must apply online only. NO OTHER MODE IS PERMITTED.**

iii) The transaction ID provided by the Branch after payment must be quoted in the application and the Original Cash voucher must be produced along with the call letter at the time of the written test.

iv) Application Registration on our website will remain open from 24.06.2011 to 15.07.2011. On-line applications are to be processed by a computerized system. It is essential that the application is properly and completely filled in. **Candidates should keep a printout of the duly submitted application for future reference.**

vi) The candidate should have a valid personal email id. This will enable him/her to receive call letter/ interview advice etc. by email.

NOTE: There is provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct the details in on-line application, if any. This Modification facility shall be available after 2 days of registration & up to 17.07.2011 to the candidates who have registered their application online upto 15.7.2011. Modification will be allowed only 3 times. After the last date i.e. 17.07.2011, no modification will be permitted.

8.3 GUIDELINES FOR SCANNING THE PHOTOGRAPH & 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;

(i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- _ 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.

- _ If you have to use flash, ensure there's no "red-eye"
- _ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- _ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- _ Dimensions 200 x 230 pixels (preferred)
- _ Size of file should be between 20kb–50kb
- _ 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.

(ii) SIGNATURE IMAGE:

- _ The applicant has to sign on white paper with Black Ink pen.
- _ The signature must be signed only by the applicant and not by any other person.
- _ The signature will be used to put on the Hall Ticket and wherever necessary.
- _ If the Applicant's signature on the answer script, at the time of the examination does not match the signature on the Hall Ticket, the applicant will be disqualified.
- _ Dimensions 140 x 60 pixels (preferred).
- _ Size of file should be between 10kb – 20kb.
- _ Ensure that the size of the scanned image is not more than 20KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- _ Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- _ Set Color to True Color
- _ File Size as specified above.
- _ 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).
- _ 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.
- 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 50KB(photograph) & 20KB(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. **If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate should fill in all his details on Page1. After verifying that the details he has filled in are correct and clicking on the 'Submit/Next' button a link will be provided on page 2 of the online application form to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button

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

Note :

- a. In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- b. Candidates are advised to take a printout of their system generated online application forms after registering.

- c. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

9. CALL LETTERS FOR THE WRITTEN TEST

The date of the Written Test for post codes 1-12 is TENTATIVELY FIXED AS 28.08.2011. However, it will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Written Examination.

PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING WRITTEN TEST:

All eligible candidates will be required to download their call letter and the Information Handout from the **Bank's website www.pnbindia.in- Link (Recruitment)** tentatively **after 10.08.2011. Candidates should note that the call letters will not be sent through POST / COURIER etc.**

In case of any difficulty in downloading the call letter the candidate should contact the Help Desk as mentioned in FAQ with regard to downloading the call letter. In case of any other difficulty the candidate should contact the concerned Circle Office of the Bank located at the Centre for written test he/she has opted for, at the addresses given below:-

Sr. No.	Name of Centre of Written Examination	Centre Code No	Address of the Circle Office of the Bank located at the Centre of Written Examination.
1	CHENNAI	11	Rayala Tower, 3 rd Floor, 158-Annasalai-CHENNAI-600002 Tel-044-667857233,66785730 Fax-044-6678754
2	DELHI	12	Circle Office, North Delhi, Rajendra Bhawan, Rajendra Place, New Delhi-110008 Tel. No. 011 - 25864288 Fax No. 011-25731026-25731250
3	KOLKATA	13	AG Tower, 3 rd Floor, 125/1, Park Street,, Kolkata - 700017 Tel. No. 033 - 22171825, 22171506; Fax No. 033 - 22291514
4	MUMBAI	14	Maker Towers,F-wing,7th Floor. Cuffe Parade, Mumbai-400005 Tel. 022-22186405,22161399 Fax-022-22152190, 22161399

Last Date for Registration of Online Applications : 15.07.2011

The above advertisement can also be viewed at the Bank's Website:-www.pnbindia.in

**ASSTT. GENERAL MANAGER (HRD)
PUNJAB NATIONAL BANK**