



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

ਪੰਜਾਬ ਸਿੰਧ ਬੈਂਕ ਨੂੰ ਭਾਰਤ ਸਰਕਾਰ ਦੁਆਰਾ



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

ENGAGEMENT OF CHIEF DEFENCE BANKING ADVISOR (CDBA) ON CONTRACTUAL BASIS IN THE BANK

Punjab and Sind Bank Bank invites applications from Retired / Retiring Officers of Indian Army or equivalent in Indian Air Force or Indian Navy, who fulfill the eligibility criteria as mentioned hereunder and have recently retired / **are going to retire within three months** from the date of advertisement with satisfactory service record, for empanelment as Chief Defence Banking Advisor (CDBA) on contractual basis in the Bank.

IMPORTANT DATES:

Commencement of date of application	15.09.2023
Last Date of receipt of Hard Copy of applications with enclosures	30.09.2023
Date of Further Process	Will be informed separately.

1. ELIGIBILITY CRITERIA: Educational Qualification & Post Qualification Experience (as on the date of advertisement)

S No.	No. of Posts	Age	Qualifications	Rank in Indian Army or equivalent Rank in Indian Air Force/ Indian Navy
1	01	Maximum age is 62 years as on the date of advertisement including all relaxations.	Graduate in any discipline from any recognized University.	Officers of the Rank of Major General and above in Indian Army or Equivalent in Indian Air Force or Indian Navy.

2. JOB DESCRIPTION

- To liaise with Army Headquarters/other Defence forces HQ/paramilitary forces for expanding the relationship between Army/other forces and PSB at the institutional level and also increasing the spread of Bank's Defence business with their personnel including officers.





- Generating and following up of Business leads and furnishing the Bank with the contact particulars of various Zones as per the area of responsibility for communicating with them locally whenever required.
- Arranging meeting with Army HQ/ Command HQ/other defence Forces' HQ etc, when senior functionaries of PSB want to call on them.
- Arranging presentations at Army HQ /Command HQ/ Regimental centres/Naval HQ/Air HQ.
- Acting as One point contact for the Army HQ /Navy HQ/ Airforce HQ/paramilitary forces.
- Assisting PSB in identifying locations for branch expansion and also setting up of ATMs and e-lobby (Multi-functional Kiosks).
- The advisor shall not represent the bank directly in any negotiations nor exercise any administrative, financial or disciplinary powers.
- To promote all defence schemes of the bank/other institutional business and handle complaints Pan India.
- Organizing mass loan and account opening campaigns and participating in monthly Sainik Sammelans/ Darbar.
- Making sure that the accounts of the newly recruited PBOR (Personel below officer rank) in regimental centers are covered including pension accounts and terminal benefits of pensioners.
- Strategising in increasing Banks business/ profitability in Defence sector.
- The role will involve travelling across India as required for business development.
- One point contact for all Stakeholders pertaining to Ministries of Defence and Home Affairs.
- Any other roles and responsibility assigned from time to time.

3. TENURE

The term of office of the holder of above post shall be for one year and to be further reviewed on yearly basis subject to the condition of good health and performance of advisor and continuous monitoring process be followed to gauge business generation





for the bank. The stipulation of engagement will automatically expire permanently on attaining total 05 years of engagement or 65 years of age, whichever is earlier.

The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving one month's 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 one year, 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 will be offered based on candidate's experience/ potential, last drawn salary and their suitability for the above post.

5. OTHER FACILITIES

- He/ she will be eligible for a chauffeur driver car (equivalent to GM cadre).
- For outstation duties, if required, He/ she will be entitled to travel by entitled class at par with executives in the rank of General Managers and diem allowance will also be at par with that payable to General Managers in the Bank.
- Besides the above mentioned benefits, he/ she will not be entitled for any pecuniary or non-pecuniary benefits.

6. LEAVE

12 days' leave per year @ the rate of one day casual leave every month. The casual leave earned may be availed by the official as and when due, every month and un-availed leaves may be accumulated (maximum 12) and can be availed not more than 4(four) at a time. But such accumulated casual leaves will not be encashable. 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. The candidate applying for the above positions 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.
- iii. The Appointment will be in terms of CVC Guidelines.
- iv. The Advisor shall not represent the Bank directly in any negotiations nor exercise any administrative, financial, lending or disciplinary powers. Further, the Advisor shall not be assigned matters relating to day to day functioning of the Bank.
- v. It is only a contractual work for a specific period and the Retired Officer/s so assigned the work would not be entitled to claim any regular employment or any other benefit from the bank in future.
- vi. Any officer who is under investigation or has been imposed major penalty / proved guilty in any departmental or judicial enquiry in his/her entire service career is not eligible for consideration.
- vii. Performance of the advisor will be subject to review on quarterly basis.
- viii. The engaged executives who have been assigned the job of advisors will have to execute a non-disclosure/confidentiality agreement.
- ix. Empanelled executive will have to sign a legal undertaking stating that there will be no conflict of interest of any kind from their side with the bank.
- x. In case of in service executive, he/she will have to produce letter of No objection from his current organization at the time of interview and will have to resign/relieve from the services of current organization if he/she gets selected.
- xi. Engagement will be of full time nature i.e. once engaged the executive cannot involve in some other kind of employment by any other employer.
- xii. Executive once selected have to produce a report of medical fitness to the bank.





- xiii. This engagement will not be treated as re-employment as the engagement will be purely contractual and of temporary nature (non-official) with either party has right to terminate the contract with prior notice of one month.
- xiv. The executive shall be entitled for one-day leave in every month if his job profile requires him to visit office regularly, however in case the executive is engaged on work from home/offsite basis there will be no leave of any kind provided to him/her.

8. APPLICATION FEES- Nil

9. SELECTION PROCEDURE

- The procedure for engagement of above post on contract basis will be by way of short listing and interview.
- Short listing for interview will be strictly based on the profile giving due weightage to specialized qualification, experience in industry, awards, recognition during professional career and documents forwarded along with the application.
- 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 qualifying marks in Interview/other selection procedure will be decided by the Bank. 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.
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- 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.





Note:

- i. When called for Interview, candidates have to submit original of documents for verifications (in case of offline interview). 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. POSTING

Posting will be at New Delhi but can be transferred anywhere in India as per Bank's need.

11. 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 (10th Certificate), educational qualifications and post qualification experience indicated in the Application Form to confirm the candidate's eligibility.
- D. Eligible candidates have to submit their applications in the given format (**Annexure –A**) through speed post only.
- E. **Last date of receipt of application is 30.09.2023.**
- F. 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.





- G. Address the application, superscribing "**Application for the post of Chief Defence Banking Advisor (CDBA) on contractual basis in the Bank - 2023**" to General Manager (HRD) at the following address : -

General Manager –HRD

Punjab & Sind Bank

NBCC Complex, Tower-3,

2nd Floor

East Kidwai Nagar

New Delhi -110023

The complete Application Form SHOULD REACH the above mentioned address ON OR BEFORE 30.09.2023.

Applications to be sent BY SPEED POST/ COURIER 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 gmhrd@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.

12. 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 belonging 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 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.**

(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.**

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 –

- 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

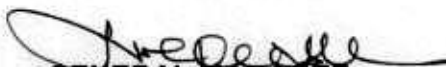




- c. obtaining support for his/ her candidature by unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
- To be disqualified from the Interview for which he/ she is a candidate.
 - To be debarred either permanently or for a specified 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: 14.09.2023


GENERAL MANAGER
Human Resource Development Deptt.





ANNEXURE -A

**APPLICATION FOR THE POST OF CHIEF DEFENCE BANKING ADVISOR (CDBA)
ON CONTRACTUAL BASIS IN THE BANK**

To

General Manager (HRD)
Punjab & Sind Bank
NBCC Complex, Tower-3,
2nd Floor
East Kidwai Nagar
New Delhi -110023

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 CUT OFF DATE) :**
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. **CONTACT DETAILS :** MOBILE NO.
LANDLINE NO.
E-MAIL ID
10. **GENDER :**



11. NATIONALITY :
12. RELIGION :
13. LANGUAGES KNOWN : Indicate by marking in appropriate box

LANGUAGE	SPEAK	READ	WRITE

14. EDUCATIONAL QUALIFICATION (AS ON CUT OFF DATE)

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

15. EXPERIENCE (covering past 15 years)

S.No.	Name of Employer	Designation	Department	From Date	To Date	Nature of Duties Performed

16. WHETHER IN SERVICE : YES/NO
17. TOTAL WORK EXPERIENCE (IN YEARS):
18. CIBIL SCORE :
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.