

ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ

(ਭਾਰਤ ਸਰਕਾਰ ਕਾ ਉਪਕ੍ਰਮ)

ਪ੍ਰ.ਕਾ. ਮਾਨਵ ਸੰਸਾਧਨ ਵਿਕਾਸ ਵਿਭਾਗ

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Punjab &amp; Sind Bank

(A Government Of India Undertaking)

H.O. Human Resources Development  
Deptt.E-mail: [ho.hrd@psb.co.in](mailto:ho.hrd@psb.co.in)

## Engagement of Apprentices in the Bank

Punjab and Sind Bank invites applications from Indian Citizens for engagement of Apprentices.

**Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria.**

### IMPORTANT DATES

Candidates are required to register on the apprenticeship portal <a href="https://www.apprenticeshipindia.gov.in/">https://www.apprenticeshipindia.gov.in/</a> and <a href="https://nats.education.gov.in/">https://nats.education.gov.in/</a> before applying for apprenticeship in the Bank.	16.10.2024 onwards if not registered earlier.
Candidate with 100% completed profile on the above portals only, will be eligible to apply to the Bank for Apprenticeship.	
Commencement of date of on-line application	<b>16.10.2024</b>
Last Date of online application (including Edit/Modification of Application by candidates & Payment of Application Fees/ Intimation Charges (online))	<b>31.10.2024</b>
All revisions/ Corrigendum (if any) will be hosted on Bank's website only.	

### 1. DETAILS OF TRAINING VACANCIES

S. No.	State/UT	Vacancy	SC	ST	OBC	EWS	UR	Total	VI	HI	OC	MD/ID
1	DELHI	30	4	2	8	3	13	30	0	0	0	0
2	PUNJAB	70	20	0	14	7	29	70	2	2	2	2
	<b>Total</b>	<b>100</b>	24	2	22	10	42	<b>100</b>	2	2	2	2

The details of the districts where vacancies may be filled is as under:-

#### **District wise Vacancies**

District	No of vacancies
<b>Punjab State</b>	<b>70</b>
GURDASPUR	12
FARIDKOT	7
AMRITSAR	5
BATHINDA	6
HOSHIARPUR	7
JALANDHAR	7
LUDHIANA	8
PATIALA	5
TARN TARAN	3
MOHALI	2

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ROPAR	2
FATEHGARH SAHIB	2
KAPURTHALA	2
SANGRUR	2
<b>Delhi</b>	<b>30</b>
Delhi I (South and East Delhi)	15
Delhi II (North and West Delhi)	15
<b>TOTAL</b>	<b>100</b>

A candidate can apply for only one state and one district and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

**Note:** The reservation for PWBD is on horizontal basis and the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/Unreserved) to which they belong to.

**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.

## 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 1<sup>st</sup> 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 and Educational Qualification:

Cut-off date for Age	01.10.2024
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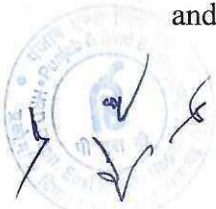
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Age	Minimum 20 years - Maximum 28 years as on date of cut-off Relaxation in upper age limit will be applicable as per Government of India guidelines for SC/ST/OBC/PwBD candidates.
Cut-off date for Educational Qualification	31.10.2024
Educational Qualification	Regular Graduation in any discipline from a recognized University/ Institute or any equivalent qualifications recognized as such by the Central Government. The apprentice should be proficient in local language (Reading, Writing, Speaking & Understating) of State / UT. The apprentice should produce 8th/10th/12th or Graduate Level standard mark sheet / certificate evidencing having studied one of the languages as local language.  Students who have completed Post Graduate qualification are not eligible for Apprenticeship training.  Students with work experience of one year or more are not eligible to apply. Candidates should not have completed five years after passing qualifying examination.

- 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 / 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 HSC/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 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.
- 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.
- 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%





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### RELAXATION IN UPPER AGE LIMIT (in case of candidates belonging to following categories)

Sl.No.	Category	No. of years of relaxation
i)	Scheduled Caste/ Scheduled Tribe	5 years
ii)	Other Backward Classes(Non-creamy layer)	3 years
iii)	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act,2016"	10 years
iv)	Widows, divorced women and women legally separated from their husbands who have not remarried	Age concession up to the age of 35 years for General/EWS, 38 years for OBC and 40 years for SC/ST candidates
v)	Persons affected by 1984 riots	5 years

#### Note:

- The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 2(iii) to 2(v).
- Candidates claiming relaxation under 2 (I to iii) should enclose necessary certificate as documentary proof.

### 3. RESERVATIONS:

Reservation for SC/ST/OBS/EWS candidates will be provided as per government guidelines. Candidates belonging to and applying under "reserved SC/ST/OBC category" or claiming reservation under EWS are required to submit a certificate regarding his/her 'Community' OR EWS status in the prescribed format "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES AND ECONOMICALLY WEAKER SECTION APPLICANTS APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA", SC/ST and the OBC certificate should contain the "Non-creamy Layer Clause" which is not more than one year old and EWS certificate issued for the financial year prior to the year of application. Candidates who fail to produce the above certificate will not be considered under the OBC category or EWS whichever is applicable.

**The competent authority for the issue of the certificate to SC/ST/OBC/EWS/ Persons with Benchmark Disabilities (PwBD) is as under:**

**For SC/ST/OBC/EWS:** (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate/ Taluk Magistrate/ Executive magistrate/ Extra Assistant Commissioner (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/



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Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the area where the candidate and or his family normally resides.

### Reservation for Persons with Benchmark Disabilities

Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

- Visually Impairment (VI) category includes Blindness and low vision;
- Hearing Impaired (HI) category includes Deaf and Hard of hearing;
- Orthopedically Challenged (OC) includes Locomotor Disability (One arm-OA, One Leg-OL, Both Leg-BL, One Arm and One Leg – OAL), cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- Intellectual Disability (ID) category includes intellectual disability (Autism Spectrum Disorder, specific learning disability and mental illness);
- Multiple Disabilities (MD) means disability amongst clauses (a) to (d) including deaf-blindness in the posts identified for each disability:

Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016” and authorized certifying authority will be the Medical Board of the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic/ Ophthalmic/ ENT Surgeon or any person designated as certifying authority by appropriate government.

Only those persons with ‘Permanent Benchmark Disability’ would be eligible for reservation. ‘Benchmark Disability’ means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measureable term, as certified by the certifying authority.

Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates in support of it at the time of document verification.

## 1. TERMS AND CONDITIONS OF ENGAGEMENT

<b>Profile/Role</b>	Apprentice Note: The candidates engaged as Apprentice will NOT be treated as “employees” of the Bank and will not be entitled to receive any benefits which are available for the employees of the Bank.
<b>Period of Training</b>	12 Months
<b>Stipend</b>	Rs. 9000 per month







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	No daily allowance/conveyance allowance/conveyance or travelling allowance, etc. will be paid to the Apprentices.
<b>Hours of Training and Overtime</b>	The daily hours of training will be 10.00 am to 05.00 pm. No apprentices shall be required or allowed to work overtime.
<b>Leave</b>	Apprentice shall be credited one casual Leave in every month of Apprenticeship. No other type of leave is applicable for the Apprentices. Apprentice can avail only 4 casual leaves at a time. Leave accumulated, if any will automatically get exhausted on termination/completion of contract.
<b>Holidays</b>	Apprentice shall be entitled to such holidays as are observed in the Bank
<b>Selection Procedure</b>	Final Selection will be subject to verification of eligibility for the post and information furnished in the online application and Merit as per HSC/10+2 marks. Candidates have to furnish their selected state and district in application itself. Merit List will be drawn State-wise, District wise and Category wise. Candidates that qualify the minimum eligibility criteria will be placed according to their 10+2 marks in descending order in respective Category, State and District. In case more than one candidate scores same marks as cut-off marks in the merit list such candidates will be ranked in the Merit List according to their Age in descending order in respective category, state and district.
<b>Conduct and Discipline</b>	As per Section 17 of Apprentices Act, 1961 amended from time to time, in all matter of Conduct and Discipline, the apprentice shall be governed by the 'Rules and procedure for disciplinary action against Workmen' of Punjab & Sind Bank.  If the Apprentice is found to have committed an offence involving moral turpitude or any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any act prejudicial to, or in conflict with the interests of the Bank, the Apprentice will be liable to be dismissed without notice. Strict action will also be taken against apprentices involved in following activities:- <ul style="list-style-type: none"> <li>• Implicated in criminal cases,</li> <li>• Indulging in substance abuse,</li> <li>• indulging in Sexual harassment.</li> </ul>



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<p><b>Obligation and Code of Conduct for Apprentices</b></p>	<p>An apprentice shall only be a trainee and not a worker. Hence, they shall not have the right of claiming employment from the Bank and Bank shall not have any obligation to provide employment to them. Therefore, provision of any law with respect to labour shall not apply to the apprentice and they will be paid only monthly stipend by the employer. The Apprentice shall have the following obligations:</p> <ol style="list-style-type: none"> <li>To learn in their field conscientiously and diligently at their place of training.</li> <li>To attend the practical and instructional classes regularly.</li> <li>The apprentices shall abide by the rules and regulations of the Bank in all matters of conduct and discipline and safety and carry out all lawful orders of his employers and superiors in the Bank.</li> <li>To carry out their obligations under the contract of apprenticeship which shall include maintenance of such records of their work as may be prescribed.</li> <li>They should maintain discipline in the Bank and not indulge in any act which may bring disrepute or otherwise tarnish the image of the Bank.</li> <li>They must associate themselves with the Bank marketing and promotional activities.</li> <li>They shall not disclose to any unauthorized person, or misuse, any information including financial information, data, concepts and internal communications relating to the past, present or anticipated business of the Bank, disclosed to them by the Bank in the course of their training.</li> <li>Non-adherence or non- acceptance of offer will be treated as candidate is not willing to join and accordingly waitlisted candidates shall be invited to join the Bank.</li> </ol>
<p><b>Termination of Contract</b></p>	<ol style="list-style-type: none"> <li>The contract of apprenticeship shall terminate on the expiry of the period of apprenticeship training (12 months).</li> <li>Non-performing apprentice will be given 7 days' notice to justify his/her response. Satisfaction of response will be under consideration by concerned Zonal Manager.</li> <li>In case the apprentice desires to terminate the contract before the expiry of the training period of one year, he/she will have to give to the Bank clear 15 days' prior notice.</li> <li>In all matters of conduct and discipline, the apprentice shall be governed by the rules and regulations of the Bank as per Apprenticeship Act.</li> </ol>
<p><b>Physical/ Medical Fitness</b></p>	<p>Engagement of selected apprentices is subject to his/her being declared medically fit as per the requirement of the Bank.</p>





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<p><b>Other Business Activity</b></p>	<p>The Apprentice shall, while engaged as apprentices with the Bank, devote their entire time and attention exclusively to the business and interests of the Bank and shall not engage in any other commercial business or services or otherwise, and shall not undertake full time assignment or work in advisory capacity, for any other person or concern.</p>
<p><b>Other Conditions</b></p>	<p>a) Every apprentice undergoing apprenticeship training in the Bank shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice.</p> <p>b) All other terms and conditions of Apprenticeship not expressly mentioned in the policy document shall be as prescribed under the Apprentices Act 1961 and Apprenticeship Rules 1992 as amended from time to time.</p> <p>c) Candidates who had training or job experience of one or more years after completion of educational qualifications shall not be eligible for being engaged as apprentice.</p> <p>d) It shall neither be obligatory on the part of the Bank to offer any employment to any apprentice who has completed the period of her/his apprenticeship training nor shall it be obligatory on the part of the apprentice to accept an employment.</p> <p>e) The apprentice shall have no right to claim employment in Bank after completion of the training.</p> <p>f) The Contract of Apprenticeship shall be terminated, if the apprentice does not report at the Bank's Training venue / Bank Branch on the date of commencement of On-Job-Training. The Contract of Apprenticeship shall automatically get terminated on expiry of the period of Apprenticeship Training.</p> <p>g) Bank or the Apprentice can make an application to the Apprenticeship Advisor for the termination of contract before the completion of Apprenticeship period stating clearly the reason for termination. When such application is made, the copy of the same shall be sent by post to the other party.</p> <p>h) Apprenticeship Advisor may, by order in writing, terminate the contract, if he is satisfied that the apprentice or the Bank has failed to carry out the terms and</p>





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	<p>conditions of the contract.</p> <p>i) Provided that where a contract is terminated- For failure on the part of Bank to carry out the terms and conditions of the contract, the Bank shall pay to the apprentice such compensation as determined by the Apprenticeship Advisor; For such failure on the part of apprentice, the apprentice shall refund the Bank as cost of training such amount as may be determined by the Apprenticeship Advisor.</p> <p>j) Bank can terminate the contract of an apprentice due to misconduct by apprentice with a notice mentioning the reason.</p>
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#### 5. APPLICATION FEE (NON-REFUNDABLE)

Category of Applicant	Application Fee
SC/ST/ PWD	Rs. 100/- + Applicable Taxes + Payment Gateway charges
General, EWS & OBC	Rs. 200/- + Applicable Taxes + Payment Gateway charges

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

#### 6. HOW TO APPLY

Eligible candidate has to apply online through the Bank's website (<https://punjabandsindbank.co.in/>) only. No other means/ mode of application are acceptable.

#### IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

6.1 Before applying online, candidates should:

- a. Candidate needs to register themselves on the apprenticeship portal <https://www.apprenticeshipindia.gov.in/> and <https://nats.education.gov.in/> before applying for apprenticeship in the Bank. Candidate with 100% completed profile on the above portals only, will be eligible to apply to the Bank for Apprenticeship.
  - i) Every apprentice must have a valid Aadhar number.
  - ii) Any one of the Government ID ( Driving License, Voter, Passport, PAN card)
  - iii) Valid Personal Email ID
  - iv) Mobile number
  - v) Passport size photograph



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- vi) Bank account details (optional during enrolment, however it is mandatory at the time of contract creation)
- b. Candidates have to furnish their selected district in the State while applying. However, allotment will be subject to availability of district wise vacancies and administrative requirements of the Bank.
- c. Candidates will have to mention their enrollment ID generated after applying on NATS portal while applying for training seats.
- d. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guidelines for photograph & signature scan and upload.
- e. Scan their Thumb impression, Hand written declaration, education, reservation certificates, DOB proof etc. as per the eligibility criteria.
- f. Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Process. Bank may send any information regarding the process through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online and must maintain that e-mail account and mobile number.
- g. Signature in CAPITAL LETTERS will NOT be accepted
- h. The text for the hand written declaration is as follows – “I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- i. Image File format should be .png, .jpg, .jpeg
- j. Documents scanned must be in **PDF format** only.
- k. 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.
- l. No application shall be entertained beyond the stipulated date & incomplete applications will be rejected.
- m. In case of multiple applications, only the last valid (complete) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.

**6.2 Last date of online application is 31.10.2024.** 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.

**6.3 Application Procedure:** For registration log on to the Bank's website <https://punjabandsindbank.co.in/> and on the Home Page under the link "Recruitment" click the relevant Notification.

**6.4 Payment of Fees**



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- Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only.
- Cash, Cheques, Money Orders, Postal Stamps etc. will NOT BE ACCEPTED.
- 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.
- Payment of fees/ intimation charges through ONLINE MODE and no other mode of payment is acceptable.

### 7. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF DOCUMENT VERIFICATION

While appearing for Personal Interview, candidates are advised to bring original documents along with self-attested copies thereof as detailed below, failing which they shall not be allowed to appear for the Personal Interview:-

- Xth/ Date of Birth certificate in support of Date of Birth.
- Printout of contract.
- Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.
- Age relaxation with valid proofs.
- All Certificates and testimonials of Educational Qualification and other Certifications from Standard X<sup>th</sup> and XII.
- Appropriate Certificate(s) in support of Caste/Category/ Disability (if applicable). In case of OBC Candidates, OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of joining (issued within one year prior to the date of joining). OBC Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Valid EWS certificate.
- Disability certificate in the prescribed format issued by the District Medical Board in case of Persons With Benchmark Disability category
- Persons eligible for age relaxation under 2 (v) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- Photo Identify Proof of name and permanent address.
- Two passport size photographs similar to as per registration on portal.
- Any other relevant documents in support of eligibility.

**NO DOCUMENT SHOULD BE DIRECTLY SENT TO THE BANK BEFORE OR AFTER THE PROCESS.**





ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ

(ਭਾਰਤ ਸਰਕਾਰ ਕਾ ਉਪਕਰਮ)

ਪ੍ਰ.ਕਾ. ਮਾਨਵ ਸੰਸਾਧਨ ਵਿਕਾਸ ਵਿਭਾਗ

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



Punjab & Sind Bank

(A Government Of India Undertaking)

H.O. Human Resources Development

Deptt.

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## Engagement of Apprentices in the Bank

### IDENTITY VERIFICATION:

#### Documents to be produced:

At the time of document verification, the call letter along with a photocopy of the 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. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Test/ Interview.

- Ration Card and Learners Driving License will not be accepted as valid id proof for this project.
- 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.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with call letter at time of document verification.

### 8. GENERAL INSTRUCTIONS AND CONDITIONS:

- The Bank would be free to reject the candidature of any candidate at any stage of the 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.
- 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.
- 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.
- 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.



ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ

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### Engagement of Apprentices in the Bank

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 technical reasons.

- (v) 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.
- (vi) Decision of Bank in all matters regarding eligibility of the candidate, the documents to be produced for verification 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.
- (vii) 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 training has commenced, his/her apprenticeship is liable to be terminated.
- (viii) Candidates will have to produce original of all Educational Qualification Certificates and Mark Sheets, Experience Certificate(s) etc, at the time of document verification, failing which his/her candidature may be cancelled. Candidates will not be allowed to participate in further process without production of the original documents.
- (ix) Date of birth as per Secondary School Certificate (SSC)/School leaving certificate must confirm age eligibility.
- (x) An application form which is not accompanied by self-attested photocopies of relevant certificates or the requisite fee not being paid or uploaded documents not self-attested by the candidate or not bearing the candidate's photograph displayed at the specified place or incomplete in any respect, will not be entertained.
- (xi) One recent, recognizable colored Passport size photograph should be firmly pasted/ uploaded on the application at the appropriate place and should be signed across by the candidate after pasting/ on printing. Requisite copies of the same photograph *should be brought by the candidate* for use at the time of interview.
- (xii) No request for change of address/ email id/ phone number will be entertained.
- (xiii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (xiv) The Bank takes no responsibility for any certificate/remittance sent separately.
- (xv) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.





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### Engagement of Apprentices in the Bank

- (xvi) 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/>.
- (xvii) Training of shortlisted candidates will be subject to his/her being declared medically fit as per the requirement of the Bank.
- (xviii) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
- (xix) **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 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 process 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 apprenticeship, if he/ she has already joined the Bank.

#### 9. 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: 16.10.2024

  
GENERAL MANAGER  
Human Resource Development