पंजाब नैशनल बैंक ...भरोसे का प्रतीक ! punjab national bank ...The name you can BANK upon!

HUMAN RESOURCE MANAGEMENT DIVISION
HO: 7 BHIKHAIJI CAMA PLACE, NEW DELHI-110066

APPLICATIONS ARE INVITED FOR RECRUITMENT FOR THE POST OF AGM (COMPANY SECRETARY)

CONTRACTUAL APPOINTMENT ON CTC BASIS

1 ELIGIBILITY CRITERIA

Name of the Post	**Age (As on 01.01.2016)**	**Educational Qualification (As on the date of publication of advertisement)**	**Post qualification & Work Experience & other stipulations (As on the date of publication of advertisement)**
AGM (Company Secretary)	Min 38 Years Max 55 Years	Minimum Graduation And Membership of Institute of Companies secretaries of India	**At least 08 years post qualification experience in handling Regulatory and Compliance requirements of SEBI, NSE and BSE of an entity listed in NSE or BSE of which at least 5 years should be as Company Secretary.** **Candidates to submit experience certificate from the previous employers showing the number of years he/she has worked with them and his/her designation.**

2 BRIEF JOB PROFILE

- Ensuring regulatory and statutory compliances as required under guidelines of GoI/ RBI/SEBI/Stock Exchanges viz. Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, Banking Regulation Act, SEBI (LODR) Regulations 2015 etc.
- Handling of issues relating to raising of capital, servicing thereof besides related compliances.
- Secretary to Board, Audit Committee of Board (ACB) and other committees of Board.
- Secretary to critical & internal committee(s) of the Bank.

3 CONTRACT PERIOD

- The term of office of the holder of post shall be for 3 years.
- The contract can be extended for a further period of 02 years, after reviewing performance annually.
- The contract can be terminated at one months' notice (or surrender of one months' compensation in lieu thereof) on either side.

Contd…….2/-

4 REMUNERATION

- Total Compensation Package (CTC) shall be Rs. 30.00 lacs p.a.(all inclusive).

5 LEAVE DETAILS

The Official will be eligible for leave as under:

- 12 days Casual Leave (CL) in a year at the rate of 1 day for every month of service.
- Privilege Leave (PL) computed at one day for every 11 days of service on duty, provided that at the commencement of service no PL can be availed of before completion of 11 months of service on duty.
- If the Officer leaves the job during the contract period, Bank shall have the discretion to adjust the unavailed PL not exceeding 15 days per year against the notice period.
- There will be no provision for leave encashment.

6 SELECTION PROCEDURE

- The selection will be made on the basis of personal interview.
- Only shortlisted candidates will be called for personal interview.

7 HOW TO APPLY

Eligible candidates to submit applications in the prescribed format which is available on the Bank's website **www.pnbindia.in- Link Recruitment**. **Candidates can apply ONLINE only from 24.08.2016 to 09.09.2016 and no other mode of application will be accepted.**

(1) Payment of requisite fee as per item no. 9
(2) Candidates are then required to go to the Bank's website www.pnbindia.in Link Recruitment and click the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.
(3) To register their application candidates will be entering the required information in the online application form. After that a provisional registration number will be generated by the system and displayed on the screen.
(4) Upload scanned photograph.

Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be permitted.

8 ENCLOSURES TO BE ATTACHED/UPLOADED ALONGWITH APPLICATION:

Photocopies of the following documents:

(i) Proof of Date of Birth
(ii) Educational Certificates/Mark Sheets
(iii) Experience certificates(containing area and period of service)
(iv) Copies of relevant published work/research papers, if any.

9 APPLICATION FEE (NON-REFUNDABLE) : For SC/ST Rs. 50/- (Only Postage)
For Others Rs.1000/-

Candidates have to make the payment of requisite fees through NEFT/RTGS/TRANSFER in the following account:

Account Name	PUNJAB NATIONAL BANK-RECRUITMENT ON CONTRACT BASIS
Bank Name	PUNJAB NATIONAL BANK
Bank where A/C is held	PUNJAB NATIONAL BANK, 7, BHIKAIJI CAMA PLACE, NEW DELHI-110066
Bank Account No.	**1988002200000372**
IFSC Code	PUNB0198800

Contd……3/-

10 GENERAL INSTRUCTIONS:

- While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. 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)/information, his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her appointment is liable to be terminated without any notice. In such an eventuality, the candidate may also render himself/herself liable to criminal prosecution.
- Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not confer on him/her any right to be called for interview. Only shortlisted candidates will be called for interview.
- The bank reserves the right to accept or reject any application without assigning any reason whatsoever.
- The Bank reserves the right to cancel/discontinue the recruitment process at any stage and decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- Any dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at NCT of Delhi.
- The Banks takes no responsibility for any non-receipt or loss of any communication.
- Appointment of selected candidate is subject to their being declared medically fit as per the requirement of the banks.
- Candidate should have a valid email ID, which shall be indicated in the application and kept active during the currency of the recruitment exercise to receive call letter and other communication, if any.
- Candidates called for interview will be paid Airfare (Economy)/ 1AC railway fare by shortest route in India.

DATED 24.08.2016 General Manager (HRMD)

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