

(A Government of India Undertaking)

Human Resources Division

Corporate Office, Sector 10, Dwarka , New Delhi -110075

Last date of receipt of applications	10.01.2022
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PUNJAB NATIONAL BANK INVITES APPLICATIONS FROM INDIAN CITIZENS FOR THE FOLLOWING POSTS:

Post code	Name of post	Total Vacancy	Category-wise Vacancy					
			UR	SC	ST	OBC	EWS	PWBD
01	CHIEF RISK OFFICER(CRO)	1	1	-	-	-	-	-
02	CHIEF COMPLIANCE OFFICER (CCO)	1	1	-	-	-	-	-
03	CHIEF FINANCIAL OFFICER (CFO)	1	1	-	-	-	-	-
04	CHIEF TECHNICAL OFFICER (CTO)	1	1	-	-	-	-	-
05	CHIEF INFORMATION SECURITY OFFICER (CISO)	1	1	-	-	-	-	-
06	CHIEF DIGITAL OFFICER (CDO)	1	1	-	-	-	-	-
	TOTAL	6	6					

- **Abbreviations used** : UR-Unreserved(General) , SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS-Economically Weaker Sections , PWBD-Person with Benchmark Disability.
- Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates.
- No vigilance case or adverse observation from RBI shall be pending against the candidates applying for the aforesaid posts.
- **TERM OF EMPLOYMENT :**
 - 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 the performance annually.

1. AGE, EDUCATIONAL QUALIFICATIONS AND POST QUALIFICATION WORK EXPERIENCE REQUIRED :

Post Code	Post	Age as on 01.07.2021	Educational Qualifications as on 17.12.2021	Work Experience & Other stipulations as on 17.12.2021
01	CHIEF RISK OFFICER (CRO)	Min – 45 years Max – 55 years	<p>(i) Mandatory: Graduate degree with-</p> <p>(1) Professional certification in Financial Risk Management from Global Association of Risk Professionals, or (2) Professional Risk Management Certification from PRMIA Institute;</p> <p>(ii) Desirable :</p> <p>(1) Holder of Chartered Financial Analyst charter awarded by CFA Institute, Or (2) Designated as Chartered Accountant by the Institute of Chartered Accountants of India, or equivalent abroad, Or (3) Designated as a Cost and Management Accountant by the Institute of Cost Accountants of India, or equivalent abroad.</p>	<p>Experience with a Bank (India/ Abroad) / Financial Institution with substantial exposure to Credit Risk, Market risk, Operational Risk, Liquidity Risk, Interest Rate Risk, other pillar II risks and risks emanating at and from overseas operations and group entities. Exposure to Analytics will be an added advantage.</p> <p><u>Mandatory experience:</u></p> <p>05 years experience in corporate credit and risk management at the level of Assistant General Manager or above in one or more PSBs 'or' having similar roles and responsibilities in one or more regulated lending entity, with minimum experience of 01 year in corporate credit and one year in risk management.</p> <p><u>Desirable experience:</u> Good understanding of market risk and/or liquidity management and/or operational risk, with exposure to analytics being an added desirable experience.</p>
02	CHIEF COMPLIANCE OFFICER (CCO)	Min – 45 years Max – 55 years	<p>Minimum Qualification: Graduate in any discipline.</p> <p>Note: 1. CA/CS/MBA Finance/Post Graduate degree or equivalent is preferred. 2. Certified Banking Compliance Professional by IIBF is preferred.</p>	<p>Overall experience of at least 15 years in the banking or financial services, out of which minimum 05 years shall be in the Audit/Finance/ Compliance/Legal/ Risk management Functions.</p> <p>Candidate should have good understanding of industry and risk management, knowledge of regulations, legal framework and sensitivity to supervisors' expectations.</p>

03	CHIEF FINANCIAL OFFICER (CFO)	Min – 45 years Max – 55 years	Mandatory: Qualified Chartered Accountant	<u>Mandatory experience</u> 15 years of experience in overseeing financial operations, preferably accounting and taxation matters, in banks/large corporate/PSUs/FIs /financial services organizations, of which 10 years should be in Banks/ FIs (of which 05 years should be at senior management level)
04	CHIEF TECHNICAL OFFICER (CTO)	Min – 45 years Max – 55 years	Minimum Qualification: Engineering Graduate or MCA or equivalent qualification from a recognized University /Institution.	<u>Mandatory experience</u> 15 years of experience in relevant areas is mandatory. The candidate should have worked in Banking-IT related areas /projects involving IT policy and Planning / Financial networks and Applications / Financial Information Systems / Cyber Security Technologies /Payment technologies etc. of which 05 years should be at senior management level.
05	CHIEF INFORMATION SECURITY OFFICER (CISO)	Min –45 years Max –55 years	Full-time Master's or Bachelor's degree in Engineering disciplines namely Electronics & Telecommunications/ Computer Science/ Electronics & Electrical/ Information Technology/ Electronics & Communication or master's in Computer Application from a University / Institute recognized by Government of India or its Regulatory bodies. International CISO Certification is desirable. Preferably with specialization in information security/ IT Risk Management/ Cyber Security etc.	Overall work experience of 20 years preferably in Banking of which at least 15 years should be in the domain area and the last 10 years in Information Security field in Supervisory Role.
06	CHIEF DIGITAL OFFICER (CDO)	Min –45 years Max –55 years	Mandatory: B.E./B.Tech in Computer Science and Engineering/ Information Science and Engineering/ Electronics and Communication Engineering from recognized university /college/institute. OR B.Sc. and MCA from a recognized University/ Institute. Post Graduation or higher qualifications in areas relevant to the role (like certifications in Digital Product Management / Digital Transformation) from reputed institute will be given preference.	Minimum of 15 years' experience in (1) IT company engaged in the area of Providing technology solutions to banking sector OR (2) (i) Experience in a similar role of planning and executing digital/ analytics activities /digital platforms in a large bank /organization /agency with a strong customer base and a well-defined and implemented digital & analytics functions.

				<p>(ii) Proven track record of leading successful Digital Transformation Projects</p> <p>(iii) Understand Core Business processes and associated technology-based digital solutions</p> <p>(iv) Have an innovative and disruptive mindset and constantly looking forward in deploying new technologies</p> <p>(v) Must have exceptional leadership capabilities, proven influencing and collaboration skills, strong communication skills and team building skills for digital success of the business.</p> <p>Experience of working in digital customer journeys and digital business Model. All rounded experience in driving large digital transformation programs preferably in the financial/banking sector.</p>
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2. ROLES AND RESPONSIBILITIES:

Post Code	Post	Skills & Job Description/ Key Responsibilities
01	CHIEF RISK OFFICER (CRO)	<ul style="list-style-type: none"> • Responsible for Enterprise wide Risk Management as per regulatory prescriptions. • Identification and Management of Credit Risk. • Identification, assessment and management of Operational Risk. • Management of Market, Liquidity and interest rate risk. • Management and Monitoring of fraud risk • Management and monitoring of AML Cell and Reporting of AML related Information.
02	CHIEF COMPLIANCE OFFICER (CCO)	<ul style="list-style-type: none"> • Incorporation of statutory provisions and direct /guidelines issued by RBI and other regulators in the Bank policies/Process/Product and Guidelines. • Observe violation of any guideline especially any enforcement action taken against the Bank/Group, compliance breaches, compliance failure and report the same to board.
03	CHIEF FINANCIAL OFFICER (CFO)	<ul style="list-style-type: none"> • Responsible for oversee the management of finance, Accounts and Taxation. • Responsible for timely completion and finalization of Quarterly and Annual Financial Statement. • Planning, implementation and assessment of Direct taxes (Income Tax/TDS/MAT) and Indirect taxes. • Responsible for strengthening the financial framework and controlling the expenditure of Bank.

04	CHIEF TECHNICAL OFFICER (CTO)	<ul style="list-style-type: none"> • Provide smooth platform to match IT objectives & programs with Bank's objectives & strategies and also engage & participate in IT strategizing for the Bank. • Responsible for overall IT architecture and design which meets Bank's current and future needs. • Compliance with Regulatory, all banks guidelines on DR Drill, BCP for all IT issues and solutions of the bank. • Implementation of IT Security Infrastructure as per the Information Security Policy of the Bank and industry best practices and handing over the same to CISO Team for monitoring the operational aspects, managing & maintaining ISO Certification of DC & DRS. • Development of In-house Software, as per the need based assessment, along with the respective Owner Division after getting due approval by the respective Owner Division. • ATM Switch maintenance, management and customization of IBS / MBS and various mobile App and its integration with third party and CBS etc.
05	CHIEF INFORMATION SECURITY OFFICER (CISO)	<ul style="list-style-type: none"> • Responsible for formulating, implementing and monitoring of Information Security system at Bank. • Preparation and implementation of information security policy, procedure, guidelines of the Bank in compliance with applicable guidelines and best practices amongst the existing ones. • Plan, establish & evaluate Bank-wide Information Security Management System (ISMS) in accordance with the relevant security standards. • Coordinate with HO Divisions to facilitate security risk assessment and risk management processes and assist stakeholders in identifying acceptable levels of residual risk. • Implementation, operation and monitoring of Security Operation Centre (SOC).
06	CHIEF DIGITAL OFFICER (CDO)	<ul style="list-style-type: none"> • In-charge for development/ procurement of innovative digital products/ services based on customer needs and market trends. • Implementation and promotion of the digital products/ services and monitoring its performance on continuous basis. • Overseeing the preparation, review and implementation of policies/ guidelines for all kind of digital products/ services of the Bank. • Develop and implement comprehensive digital framework and infrastructure for Bank and development/ procurement of innovative digital products/ services to meet the growing needs of customer. • Responsible for dispute resolution and grievance redressal of all type of digital products and services • Develop relationships with various stakeholders including RBI, NPCI, payment aggregators, vendor etc for improving digital footprint of Bank. • Monitoring of marketing, promotion and publicity of digital products/ service • Responsible for undertaking constant improvements to the policies and processes of the division basis the current best practices in the market and among industry peers. • Compliance of all regulatory/ statutory guidelines related to digital products/ service and sending statements to all regulatory/ statutory bodies.

3. TERMS AND CONDITIONS OF EMPLOYMENT FOR EACH POST:

(A)	Term	On a fixed contractual term of three years, extendable by one year at a time, subject to a maximum term of five years.
(B)	CTC offered	At market linked compensation. Compensation shall not be a limiting factor for the right candidate and will be on case to case basis.
(C)	Leave	12 days Casual Leave and 15 days Privilege Leave in a calendar year with prior approval/ intimation of Competent Authority. Out of which, not more than 4 days leave can be availed at a stretch.

(D)	Location of Posting	Selected executives are likely to be posted at New Delhi. However the Bank reserves the right to post the executive at any offices of the Bank or to any place as per requirement of the bank.
(E)	Undertaking	<ul style="list-style-type: none"> • The selected executives 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. • The engaged executive of the PSB/PSU/Central government/Regulatory Body/private or public organization will have to execute a non-disclosure/confidentiality agreement.
(F)	Other Benefits	No superannuation benefits shall be applicable. Engaged executive will not be eligible for any kind of staff loan, Medical aid/benefits, travel concessions, leave encashment, conveyance, entertainment, Newspaper, Attire, Brief Case, Cleaning expenses, insurance and other staff benefit scheme. Income Tax, professional tax, any other tax/statutory liability will be borne by the engaged executives.
(G)	Accommodation	The applicants shall make own arrangements for his/her stay and it shall not be incumbent on the Bank to provide any residential accommodation.
(H)	Residual Matters	As may be decided by Punjab National Bank from time to time.
(I)	General guidelines	<ul style="list-style-type: none"> • 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. • Engagement will be full time nature i.e. once engaged the executive cannot involve in some other kind of employment by any other employer. • Engaged executive once selected will have to produce a report of medical fitness to the Bank. • Bank holds the right to cancel the advertisement at any stage and call off the whole selection process at its discretion. • No travelling allowance will be paid to the applicant/candidate for appearing in the interview.

4. SELECTION PROCEDURE:

4.01 The selection process will comprise of:-

- (i) Preliminary screening and shortlisting will be done based upon the eligibility criteria, candidate's Qualifications , suitability/ experience, etc. submitted with the applications.
- (ii) The candidature, after preliminary screening and without verification of documents, will be provisional for all positions and will be subject to verification of all details/ documents with the originals when a candidate reports for Personal Interview (if called).
- (iii) Only such shortlisted candidates who qualify in Personal Interview and are sufficiently high in the merit list will be shortlisted for further selection.
- (iv) The centre & address of the venue, time and date of interview will be informed to the shortlisted candidates through e-mail / call letter and candidates have to attend the same at their own cost. Request for change of centre/date/time will not be entertained. However, the Bank reserves its right to change/ add/ cancel the date, time, centre, venue for the Personal Interview or hold supplementary selection process on particular date/ session/ venue/ centre for set of candidates at its discretion, under unforeseen circumstances, if any. The changes, if any, shall be intimated to the candidates through Bank's website and/or candidate's registered email id in advance.
- (v) Selection will be on the basis of marks secured by the candidate in Personal Interview. Bank may change the mode of selection depending upon the number of suitable candidates.

- (vi) The final selection of candidate is subject to qualification in Personal Interview, being sufficiently high in the merit list, being declared medically fit as per the Bank's standards of fitness and fulfilling the stipulated eligibility criteria as on the cut-off date.
- (vii) In case, more than one candidate scores the same marks; such candidates will be ranked according to their age in descending order.

5. HOW TO APPLY:

Eligible candidates may submit applications in the prescribed format which is available on the bank's website www.pnbindia.in – link (recruitment). Kindly enclose the self-attested photocopies of:

- Proof of date of Birth
- Educational Certificates/Mark Sheets
- Relevant Experience certificates (containing area and period of service)
- Curriculum Vitae (CV)

The duly completed application should reach us latest by **10.01.2022**. No application shall be entertained beyond the stipulated date. Incomplete applications will be rejected. Hard copy of the application along with all the relevant documents be sent by registered/speed post in a sealed envelope super scribing:

“APPLICATION FOR THE POST OF <<POST NAME (you are applying for) >>” and be submitted to:

“GENERAL MANAGER-HRMD
PUNJAB NATIONAL BANK
HUMAN RESOURCE DIVISION
1ST FLOOR, WEST WING, CORPORATE OFFICE
SECTOR 10, DWARKA
NEW DELHI -110075”

5. 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.
- Bank may cancel/change recruitment process for the post notified in this advertisement, at any stage, depending upon exigencies or otherwise. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates. 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.
- 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.
- 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.

In case any dispute arises on account of interpretation of version other than English, English version will prevail.

DATE: 17.12.2021

GENERAL MANAGER (HRMD)