



Recruitment of Management Trainees

PNB Housing Finance Ltd. (PNBHFL), is a subsidiary of Punjab National Bank in partnership with M/s Destimoney Enterprises Pvt. Ltd. The company has been in operation since 1988 and has its Corporate Office in Delhi with 30 branches all over India at Agra, Bangalore, Bhopal, Bikaner, Chandigarh, Chennai, Cochin, Dehradun, Delhi, Dwarka, Gurgaon, Ghaziabad, Hyderabad, Indore, Jaipur, Jodhpur, Jalandhar, Karnal, Kolkata, Lucknow, Ludhiana, Meerut, Mumbai, Navi Mumbai, Noida, Nagpur, Pune, Raipur, Trivandrum and Varanasi. The Company has schemes for housing and non-housing mortgage loans for Individuals, Builders as well as Development Authorities. Over the years the company has packaged these schemes to suit the requirements of each of these segments as well as prevailing market conditions.

To meet new challenges PNB Housing Finance Ltd. requires talented and committed young management trainees. Candidates are advised to apply ONLINE from 8.3.2010 to 23.3.2010 , through the organisation's web site at www.pnbhfl.com after carefully going through all the instructions contained in the application form and general instructions given in this advertisement. No other means / mode of Application will be accepted.

Important Dates	
Opening Of Online Registration Gateway	08.3.2010
Closing Of Online Registration Gateway	23.3.2010
Date of Written Examination	<u>25-04-2010</u>

Candidates may download their Call Letter from the web site from 12-04-2010 to 25-04-2010 by entering their registration number and password.

Post Code	Name of Post Pay Scale, Gross emoluments (p.a) at minimum of pay scale	No. of Vacancies #	Posting
01	Management Trainee 10000 - 470/6 – 12820 – 500/3 -14320 - 560/7 – 18240 (CTC Rs.412000/- p.a.) * \$	40	The selected candidates will be liable to be posted / transferred at discretion of the Company at various offices of the organization from time to time and on such terms and conditions as may be decided by the organization.

The total number of vacancies mentioned above are provisional and may vary depending upon actual requirement of the Organisation. PNB Housing Finance Ltd. reserves the right to draw wait list of candidates and consider such wait listed candidate(s) for meeting actual requirement.

* CTC includes facilities like DA, HRA, CCA, Sumptuary, Conveyance, Medical Reimbursement, LTC and other benefits payable as per Company's rules. Lease Facility and Telephone Reimbursement is provided after confirmation, on successfully completion of probation period.

\$ CTC under upward revision

Eligibility Criteria

- i) A candidate must be a citizen of India
- ii) Age Limit (as on 01-01-2010) **Minimum 21 Years, Maximum 28 Years**

Essential Educational Qualification and Post Qualification experience

Post Code	Educational Qualification	Post Qualification experience
01	MBA Degree / 2 years full time diploma OR MFC/ CA / ICWA OR Masters in Economics / Commerce from a Govt. approved Institute / University with at least 55% marks.	While no prior experience is required any relevant experience in similar organization (s) would be given weightage.

- i) Working knowledge of computers is essential for the above post.
- ii) The organization reserves the right to raise / modify the eligibility criteria in minimum educational qualification and desirable post qualification work experience depending upon the response.
- iii) The post qualification experience should be full time.

- iv) Candidates whose results are awaited are not eligible.

Desirable

Candidate should have an analytical mind, good communication skill, be pro-active, Creative, have a Flair for Marketing of products and services offered by the company and an aptitude for Recovery of Advances. He / she should also be able to communicate with the senior management of the company as well as with Government / Private sector officials. Candidates from Local areas and having knowledge of local language will be preferred where PNBHFL branches are operating.

- a) All Educational qualification should be from a recognized Board / University / Institute. The Educational Qualification prescribed for the post is the minimum requirement for eligibility.
- b) Candidate should ensure that he/she fulfills the eligibility criteria and other norms including being in possession of documents related to qualification, experience and age specified in this notification.

Selection Procedure

Selection will be made on the basis of performance in the Written Test, Group Discussion and Interview taken together. Candidates, successful in the written test, will be shortlisted and called for group discussions and / or interview. Merely satisfying the eligibility norm does not entitle a candidate to be called for written test or interview.

I) The Written test

The written test will include Objective Tests of Reasoning, English, Quantitative Aptitude. All tests will be Objective type with five alternative choices out of which one will be the correct answer. Candidates have to find out the correct / best answer and indicate it by darkening appropriate oval on a separate OMR answer sheet. Candidates have to pass in each of the tests separately. The qualifying criteria will be decided by the organization. Candidates are required to be present in the venue of the examination half an hour before the commencement of actual examination which would be utilized for collection of call letters, giving instructions etc.

II) Interview

Depending upon the number of vacancies, candidates who pass in objective test and rank sufficiently high on the basis of the aggregate marks in the written examination would only be called for Interview.

Final selection will be made on the basis of the aggregate marks obtained by the candidates in the written test and interview taken together and will be strictly according to merit depending upon the number of vacancies.

III) Deed of Indemnity

Deed of Indemnity to be signed by the selected candidates, undertaking that in case he/she commits breach of the condition & resigns from or leaves the service of the Employer before the expiry of three year period, Rs.1,00,000/- (Rupees One Lac Only) shall have to be paid to the Company by him / her.

IV) Probation

The candidate will remain initially on probation for a period of one year from the date of joining in the company which may be extended at the company's discretion.

V) Resignation

In case of resignation the candidate will be required to compulsorily give three months notice to the company to make necessary arrangements.

Centre for the Written Test

The organization shall conduct the written test at 4 Centres i.e. Delhi, Mumbai, Chennai and Kolkata and the address of the venue will be advised in the Call Letter.

The company, however, reserves the right to cancel any of the centres and / or add other centres, depending on the response, administrative feasibility etc. The company, however, also reserves the right to allot the candidate any centre other than the one he / she has opted for and the right to waive any of the criteria for selection looking at the requirement and exigencies.

Application fee / Postage Charges

Rs. 400/- per candidate shall be charged as application fee.

How to apply

Eligible candidates are required to apply only 'online' through our web site and no other means / mode of application will be acceptable.

Before registering their application on the web site, candidates should possess the following :-

- Candidates must possess a valid e-mail id for filling the application. In case, candidate does not have a valid e-mail id, he/she can create a new e-mail id. This e-mail id should be valid atleast for the duration of the recruitment process.
- Copies of a recent colour passport size photograph for pasting on print out of the application.
- Valid proof of identity such as PAN card / Passport / Voters ID card / College ID card / Driving license / Permanent Identity card issued by present employer and any other valid proof of identity with photograph.
- Demand Draft of Rs.400/- favouring "PNB Housing Finance Ltd" payable at New Delhi as non refundable application fee shall be accepted. The candidate must write his /her full name / post applied for, System generated Registration Number and date of birth on the reverse of the Demand Draft. The demand draft must be purchased on or after the date of opening of the Online registration Gateway i.e **08.03.2010** but before close of business on **23.03.2010** i.e. close of Online Registration Gateway. Even if the company extends the last date of Registration due to technical reasons, the valid dates during which the DD should be purchased as indicated above shall not change.

After applying online, the candidate is required to download the system generated printout of the application. This system generated printout of the application should be signed by the candidate and brought to the examination hall along with :

- a) The application fee in the form of Demand Draft of Rs.400/-.
- b) Printout of system generated application form duly signed by the candidate with cross signed passport size photograph pasted on it.
- c) Self attested Copies of certificates pertaining to age, educational qualifications and experience.
- d) Call letters downloaded from web site with photograph pasted on it.

GENERAL INSTRUCTIONS

[PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE ONLINE APPLICATION FORM]

1. Before filling in the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, work experience etc. in respect of the post for which he / she is making the application and that the particulars furnished in the application form are correct in all respects. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria, and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is/are detected even after the appointment, his/her services are liable to be terminated.
2. The decision of the organization 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 conduct of written test, interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal inquires shall be entertained by the organization in this regard. The organization does not furnish the mark-sheet of selection process to candidates.
3. The organization reserves the right to raise the minimum eligibility standard, etc., in order to restrict the number of candidates to be called for written test, group exercise and interview commensurate with the number of vacancies.
4. Application once made will not be allowed to be withdrawn and the application fee once paid will NOT BE refunded nor would be held in reserve for any future examination or selection. The application fee shall also NOT BE refunded in case the application is rejected / not considered by PNB Housing Finance Ltd.
5. Candidates are advised to keep their Demand Draft, particulars of educational qualifications and other personal details ready before applying as these details are required to be filled in the online application form.
6. Candidates are required to apply online through the link provided on the organization website which will lead them to the online application form.
7. After filling in the form, candidates are required to SUBMIT the application form. If the application is accepted, the system will generate a registration number. Candidates have to take a printout of the system generated online application form by clicking on the given link.
8. The print out of the System generated application form, duly signed by the applicant and with cross signed passport size photograph pasted on it along with all enclosures must be brought by candidates to the examination hall on the day of the exam.

9. The candidate must retain a photocopy of the system generated application print out for further reference.
10. Eligible Candidates have to appear for a written test and group discussion and interview at their own expenses at the venue and date notified by the organisation.
11. A recent passport size colour photograph (without dark glasses) should be firmly pasted on the system generated print out of the application at the prescribed place and should be signed across by the candidate. Sufficient copies of the same photograph should be retained for use at the time of written examination / group discussion and interview. Candidates are advised not to change their appearance till the entire recruitment is over. Failure to produce the same photograph at the time of written examination / group discussion and / or interview may lead to disqualification.
12. Only candidates willing to serve anywhere in India may apply.
13. Any request for change of address / change of centre for written test/ group discussion and / or interview shall not be entertained.
14. The organization reserves the right to cancel any of the centres and/or add some other centres depending upon the response, administrative feasibility etc. The organization also reserves the right to allot the candidates any of the centres other than the one he/she has opted for.
15. The organization has the right to reject any application/candidature at any stage without assigning any reason and the decision of the organization shall be final.
16. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Delhi.
17. Appointments of selected candidates will be subject to his/her being declared medically fit by Company's Medical Officer, satisfactory report about his / her character and antecedents by the Police Authorities, satisfactory report from his / her previous employer and referees, and completion of all other pre-recruitment formalities to the complete satisfaction of the organization. Further, such appointment shall also be subject to Service and conduct Rules of the organization.
18. Canvassing in any form will be a disqualification.

The format of application is available on the web site of the Company at
www.pnbhfl.com