

पंजाब एण्ड सिंध बैंक  
(भारत सरकार का उपक्रम)

प्र.का.मानव संसाधन विकास विभाग  
द्वितीय तल, ऑफिस ब्लॉक 3, प्लेट बी,  
ईस्ट किडवाई नगर, नई दिल्ली- 110023  
ई-मेल: [ho.hrd@psb.co.in](mailto:ho.hrd@psb.co.in)

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**Punjab & Sind Bank**  
(A Government of India Undertaking)  
**H.O. Human Resources Development  
Deptt.**  
2<sup>nd</sup> Floor, Office Block 3, Plate B  
East Kidwai Nagar, New Delhi- 110023  
E-mail: [ho.hrd@psb.co.in](mailto:ho.hrd@psb.co.in)

## ENGAGEMENT OF DATA PROTECTION OFFICER ON CONTRACTUAL BASIS

Punjab and Sind Bank invites applications for the aforesaid post.  
**Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria.**

### IMPORTANT DATES:

Commencement of date of application	<b>04.04.2025</b>
Last Date of receipt of hard copy and scanned copy of applications with enclosures	<b>25.04.2025</b>
All revisions/ Corrigendum (if any) will be hosted on Bank's website only.	

### 1. **ELIGIBILITY CRITERIA:**

#### a. **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 1st 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.

#### b. **Age, Educational Qualification & Post Qualification Experience**

No. of Posts	Age as on 01.04.2025	Qualification as on 25.04.2025	Post Mandatory Qualification Experience as on 25.04.2025
01	35-50 years (the maximum age shall be 50 years including all admissible age relaxations as per government guidelines).	<b>Mandatory:</b> Regular B.E. / B.Tech. / M.E./ M.Tech in Software Engineering / Computer Science & Engineering/ Information Technology / Computer Technology / Electronics / Electronics & Communications <b>OR</b> MCA / Equivalent qualification from a University recognized by the Govt. Of India / Govt. bodies / AICTE etc. <b>Compulsory Professional Qualification:</b> Certification in any one or more	<b>Minimum</b> 10 years, of which atleast 5 years' preferably in the BFSI Sector/Scheduled Commercial Bank and mandatory minimum 01 years' experience (within overall 10 years' experience) in Data Privacy Laws & Regulation and Data Security areas.  Experience certificate must contain specifically that the candidate had experience in specific field.

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		<p>Professional certifications like CIPP-E (Certified Information Privacy Professional/Europe) / CIPP-A (Certified Information Privacy Professional/Asia) / CIPM (Certified Information Privacy Manager) / DCPM (DSCI Certified Privacy Professional) / DCPLA (DSCI Certified Privacy Lead Assessor).</p> <p><b>Preferred Qualifications:</b> Certifications in FIP / CIPT / CISM / CISA / ISO 27001. Expert Knowledge of data privacy laws and practices. Exposure to Data Privacy Laws &amp; Regulations such as General Data Protection Regulation ("GDPR"), UK Data Protection Act 2018 etc.</p>	
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## 2. SKILLS REQUIRED

- Possess specialized knowledge and skill in the General Data Privacy Regulation and similar Data Privacy regulations worldwide, underpinned by theory and experience.
- Expertise in Data Privacy laws & regulations such as General Data Protection Regulation (GDPR), UK Data Protection Act 1998, Digital Personal Data Protection (DPDP) Act, 2023.
- Implementation knowledge of Data Privacy processes and practices.
- Skill in interpretation of relevant Indian laws and legislations and subsequent local implementation.
- Ability to work with cross-functional teams, attention to detail organizational skills, and multitasking.
- Ability to manage staff, implement budgets, and impart relevant delivery.
- Ability to maintain confidentiality, deal with situations in a sensitive manner, and work under pressure.
- Ability to communicate across all organizational boundaries in an appropriate manner.
- Self- starter with continual professional and/or personal self- development.

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## ENGAGEMENT OF DATA PROTECTION OFFICER ON CONTRACTUAL BASIS

### 3. JOB DESCRIPTION

**DATA PROTECTION OFFICER:** - DPO will be reporting into the Head of the MIS and Data Governance Cell of the Bank, having following roles and responsibilities: -

- Responsible for ensuring that the bank complies with the requirements of data protection and privacy legislation of India (DPDP 2023) and other applicable laws
- Perform periodic personal data protection audits of the bank's customers or reviews, including all relevant manual filing systems, archived systems, and backup data, in order to ascertain the Bank's compliance limited to the Digital Personal Data Protection (DPDP) Act of India 2023.
- Analyze and take appropriate measures to rectify any deficiencies identified by the personal data protection audit stated in point 2 above.
- Conduct Data Protection Impact Assessment (DPIA) and periodically review the same.
- Create and submit relevant reports to reporting authority and to the Senior Management/ Board as and when required.
- Collaborate with supporting functions (Legal, IT, InfoSec & Compliance, etc.) to stay up to date with new processes and policies.
- Maintain records of processing operations [ Personally Identified Information (PII), Data flow Diagram (DFC)) & Records of Processing Activities (RoPA)]
- Provide education by way of imparting training and alternate awareness programs to customers on data privacy
- Provide customer data protection-related advice while developing new IT systems and procedures, drafting of data protection notices, obtaining consent from data subjects, and operation of the HR function related to data privacy.
- Put in place processes and procedures to deal with data subject (customer) access requests and aid & advice in respect of such requests.
- Provide advice and assistance for managing PII (Personally Identifiable Information) related data breaches (if any), including liaising with the Supervisory Authority on behalf of the Bank and coordinating with the CISO, ITD, and legal for any additional data protection requirements and legal management of Data protection.
- Discuss with Operations Risk to ensure risks documented, controls are in place and monitoring/testing is carried out.
- Any other duty as may be allotted by the Bank from time to time

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### 4. TENURE

The period of engagement shall initially be for a period of three years subject to yearly performance review.

Depending upon the need, the period of engagement may be extended for further period of two years as decided by the Bank subject to satisfactory performance and meeting with performance parameters set out for them in the contract.

The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving one months' 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 three years, 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

### 5. REMUNERATION

The compensation and related terms & conditions will be negotiated/ finalized depending upon the suitability of the candidate.

The Compensation shall be subject to GST and shall be borne by the Bank as per norms, if applicable.

### 6. WORKING HOURS

The working hours and weekly off/ holidays for the incumbent shall be as applicable to the serving employees of the bank.

### 7. LEAVE

30 days' paid leaves per calendar year, out of which not more than 05 days' leave can be taken at a time. There will be no encashment of un-availed leave, if any. However, if his/her absence exceeds 30 days in a contract year, proportionate amount will be deducted for each day of his/her absence over and above the permissible leave from the consolidated payment. Un-availed leaves for each contract year shall lapse at the end of the contract year.

### 8. 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. No other allowance / payment / benefit / facility from the Bank other than fixed remuneration shall be payable.
- iii. No Vigilance case or adverse observation from RBI shall be pending against the candidate applying for the above post.

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- iv. The appointment of above posts will be subject to satisfactory completion of Medical Examination as prescribed by the Bank and verification of testimonials.
- v. He will not take up any assignment with any other organization during the period of contract with the Bank.
- vi. He will not exercise any administrative/ financial powers during the period of engagement.

### 9. APPLICATION FEES (NON REFUNDABLE)

Category of Applicant	Application Fee
SC/ST/ PWD	100 + Applicable Taxes + Payment Gateway Charges
General, EWS & OBC	850 + Applicable Taxes + Payment Gateway Charges

- The Application fee is payable **ONLINE ONLY**
- Bank Transaction charges for Online Payment of application fee/intimation charges will have to be borne by the candidate.
- **PAYMENT DETAILS: -**

**Applicants to apply with requisite fee paid as per the following details: -**

Entity Name	PUNJAB AND SIND BANK
Payment Mode	NEFT
Beneficiary Name	NEFT INWARD STP PARKING ACCOUNT
Beneficiary Bank Name	PUNJAB AND SIND BANK
Bank where A/c is held	PUNJAB AND SIND BANK
Bank A/c Number	90125040070003
NEFT IFSC Code	PSIB0009012

- Candidate must mention the UTR number/ reference number of NEFT/UPI transaction and date of the transaction in the application form.
- **A candidate can send one application only. Submission of more than one application by any candidate will render him/her ineligible and in such case all the applications submitted by the said candidate will be rejected and application fees forfeited.**
- 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. Candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement before applying.



## ENGAGEMENT OF DATA PROTECTION OFFICER ON CONTRACTUAL BASIS

### 10. SELECTION PROCEDURE

- The procedure for engagement of Data Protection Officer on contract basis will be by way of short listing and personal interview (online/physical).
- The short-listing and call for interview will be on the basis of the details provided by the candidates in the application & documents forwarded along with the application.
- The Interview process will carry an aggregate of **100 Marks**. Minimum qualifying marks in the interview will be **50 marks**. 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.
- Bank reserves the right to shortlist requisite number of candidates based on the academic track record, experience and suitability of the candidates. Only those shortlisted candidates will be called for Interview as decided by the Bank.
- 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 and the fees paid by the ineligible candidates shall be forfeited.

#### Note:

- i. When called for Interview, candidates have to submit original of documents for verification. Candidates will not be allowed to participate in the Interview without production of the original documents.

#### **Documents to be produced at time of Personal Interview:**

- Printout of valid interview call letter
- Copy of Application Form submitted to Bank
- Proof of Date of Birth (Birth Certificate issued by the Competent Municipal authority or SSLC/ Xth Certificate with DoB)
- Photo Identity Proof and Address Proof (Officially Valid Documents)
- Relevant documents in support of Educational Qualification(s) – Final Degree Certificate(s) alongwith semester-wise marksheet.
- Candidates serving in Government/ Quasi Govt. Offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a 'No Objection Certificate' from their employer at the time of interview.
- Relevant documents in support of the work experience declared (posting letters. Promotion letters, salary slip, experience certificate, relieving letter etc) as submitted at time of application.
- Any other relevant documents in support of eligibility.

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- 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**. The candidate called for Interview will be informed through e-mail as per information provided by them in the application.

### 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 [www.punjabandsindbank.co.in](http://www.punjabandsindbank.co.in).
- b) **The application, alongwith requisite documents as mentioned below, be addressed to General Manager (HRD), superscribing "Application for the post of Data Protection Officer in the Bank on Contract Basis", and sent at the following address: -**

**Deputy General Manager – HRD  
Punjab & Sind Bank  
2<sup>nd</sup> Floor, NBCC Complex, Tower-3,  
East Kidwai Nagar  
New Delhi -110023**

**The scanned application form alongwith requisite documents as mentioned below should also be sent to email ID – [gmhrd@psb.co.in](mailto:gmhrd@psb.co.in).**

- c) 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.
- d) The application hard copy and scan must be accompanied with self-attested copies of the following documents:-
  - i. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal authority or SSLC/ Xth Certificate with DoB)
  - ii. Photo Identity Proof and Address Proof (Officially Valid Documents)
  - iii. Relevant documents in support of Educational Qualification(s) – Final Degree Certificate(s) alongwith semester-wise marksheets.
  - iv. Compulsory Professional Qualification Certificates
  - v. Relevant documents in support of the work experience declared (posting letters. Promotion letters, salary slip, experience certificate, relieving letter, HRMS Profile etc)
  - vi. Brief Resume
  - vii. Experience certificate must contain specifically that the candidate had experience in specific field.

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- viii. Appropriate Certificate(s) in support of Caste/Category/ Disability (if applicable).
- ix. Any other relevant documents in support of eligibility.
- x. Printout of application fee remittance with UTR/ UPI reference number.

- **Last date of application is 25.04.2025.**
- No application will be entertained beyond the stipulated date.
- The Bank will not be responsible for any delay in receipt of application or loss thereof in postal transit.
- An application not accompanied by scanned copies of relevant certificates and/or the requisite fee 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.
- Incomplete Application Forms shall be rejected outrightly.
- No request for change of address will be entertained.
- **The application in the prescribed format must be filled up completely and should contain no manual corrections/ alterations/ overwriting.**
- The Bank takes no responsibility for any certificate/remittance sent separately.

**The complete Application Form with requisite documents in email and hard copy must reach the Bank ON OR BEFORE 25.04.2025.**

### 12. **GENERAL INSTRUCTIONS AND CONDITIONS:**

- (i) Bank reserves its right to change / add / cancel the selection process & schedule at its discretion, under unforeseen circumstances, if any. Change, if any, will be announced in our Bank's website / by email.
- (ii) 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. 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 delay due to technical reasons.
- (iii) Candidates are requested to check their email and Bank's website regularly, to keep track of the process.
- (iv) Before applying for the post, 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.





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- (v) 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.
- (vi) 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.
- (vii) Candidates to appear for the interview at their own cost. No TA/DA will be reimbursed to candidates for appearing in the Interview.**
- (viii) The Bank shall send a confirmation mail to the applicant/s within 7 (seven) working days of receipt of the application. In case any applicant does not get the confirmation mail within 10 (ten) working days after sending the application, they may consider that their application has not reached successfully. They may enquire the status of their application by contacting on [ho.hrd@psb.co.in](mailto:ho.hrd@psb.co.in).
- (ix) 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 them in the Application Form and the said information will be hosted on the Bank's Website, [www.punjabandsindbank.co.in](http://www.punjabandsindbank.co.in).
- (x) Appointment of shortlisted candidate will be subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service Regulations & Conduct Rules of the Bank.
- (xi) Selected candidates will be required to produce a valid discharge certificate/ relieving letter from their last employer before joining the service.
- (xii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (xiii) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- (xiv) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
- (xv) **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 surpass any material information while submitting application. If a candidate is (or has been) found guilty of –
- using unfair means during the Interview or subsequent 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:

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- 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.

### 13. 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: 04.04.2025**

**DEPUTY GENERAL MANAGER**

**Human Resource Development**