

पंजाब नेशनल बैंक
सूचना प्रौद्योगिकी संस्थान
विभूति खण्ड, गोमती नगर, लखनऊ - 226 010 (यू.पी.)



punjab national bank
institute of information technology
Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 (U.P.)

..... बैंकिंग, वित्त एवं बीमा क्षेत्र में सूचना प्रौद्योगिकी का अग्रणी संस्थान

..... a premier institute of information technology in the area of banking, finance & insurance

Information Booklet

Advanced Diploma in Banking Technology (ADBT)



Message

Through this admission brochure, I am pleased to offer an opportunity to young, talented and aspiring students having an urge to acquire professional education in Banking and Banking Technology. Advanced Diploma in Banking Technology programme is unique across the country as no other institute blends core technology and advanced banking concepts to the desired level for modern banking in their course curriculum. The programme primarily aims at preparing young and energetic students in understanding the concepts of modern banking by exposing them to latest technologies used in current scenario. Through this professional course, students will learn not only the business processes of banking relating to various functionalities, but will also be exposed to advanced concepts of Operating System -Unix/Linux, Database Management System - Oracle 10g, Commercial Networking and Information Security Threats and Countermeasures, those are extensively used in the IT industries for availing the premier job opportunities.

PNBIIT has been promoted with the prime objective of dissemination of knowledge through various training and educational programs, seminars, workshops, research and consultancy for banking, finance and insurance sector, with focus on Information Technology and has impressive infrastructure for running such a highly professional and useful course. I therefore, invite the eligible candidates, aspiring for professional skill and talent to avail the opportunity provided by the institute through this programme.

DIRECTOR

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Background

Banking and Financial sectors have undergone a sea change in the last few years. These years have witnessed deregulation, liberalization and migration from legacy system to Core Banking. The Banking process is getting increasingly IT oriented, handling very large volume of sensitive financial transactions online and managing critical financial data. This has created a need for qualified personnel to manage critical installations like Data Centers, Network Centers in the Banks, as well as for developing and upgrading Banking software products and application packages.

The demand for quality professionals, who have domain knowledge of Banking as well as Information Technology, has grown manifold. At present, there is a dearth of such professionals, as the students, who are coming out from the formal education system do not have adequate exposure in these areas. They are required to be trained and groomed by the prospective employers in Banking and Software Industry before they can be productively deployed.

Genesis

The main objective of setting up PNBIIIT, Lucknow is to provide contemporary training and education in respect of usage of IT in managing operations and business of banking, finance and insurance on the one hand and undertake R & D endeavor for developing suitable IT products and solutions in such areas, on the other. It serves to be a model institution for demonstrating the use of information technology in the management of entire gamut of banking.

About The Institute

Punjab National Bank Institute of Information Technology (PNBIIIT) has been set up by Punjab National Bank, a leading nationalized bank in the country, to serve as an infrastructure model with high-tech environment and state-of-the-art systems. The Institute is an autonomous body registered under the Societies Registration Act, 1860, as a non-profit educational institution.

Vision



To develop an Institute of reckoning to serve as an infrastructure model with high-tech environment and state-of-the-art systems, demonstrating use of IT in the management of administrative and training activities and development of IT maturity in banking, insurance and other financial sectors through research and development, consultancy and educational endeavors.

Mission

“To make PNBIIT a self-sustaining Institute of international standard having the status of a deemed university and having organic linkages with other national and transnational academic institutions in the area of IT, in various fields of universal banking, in a span of 10 years.”

Infrastructure:

- Well Furnished Hostels for Boys & Girls.
- 24 Hours Internet Connection.
- PC. for each of the student
- All computer points backed by 100% Uninterrupted Power Supply.
- State-of-the-art lab with latest software.
- All academic and administrative block are fully air conditioned.
- Round the clock security in the campus.
- Captive water supply and full power backup.

ADBT Programme and Objectives

The Advanced Diploma in Banking Technology (ADBT) has been conceived with the objective of developing professional expertise and skilled manpower thereby creating a pool of trained techno-bankers for Banking and IT Sectors. Indian Banks' Association (IBA) has approved 'Advanced Diploma in Banking Technology' as desirable entry level qualification for recruitment of technical officers (IT) in banks. The eligibility and course curriculum of the above programme has been approved by IBA.

The pivotal objective of the programme is to bridge the gap between industry and academia. It is designed to impart in-depth knowledge and expertise to the students through innovative learning, supported by relevant high-end technology. The major focus of course is to guide the students in:-

1. Attaining proficiency in banking operations in a Core Banking Environment.
2. Understanding underlying concepts of theory and practice of commercial banking.
3. Understanding the Technical architecture of Core Banking in a commercial Bank.
4. Understanding advanced level concepts of Database Management.
5. Achieving advanced level proficiency in UNIX and Linux operating system.
6. Understanding advanced concepts of network management in a CBS Environment.
7. Business Communication, soft skills and aptitude building for all round development.
8. Identifying, analyzing Cyber Frauds and measures against them
9. Information Security

Admission Procedure

Eligibility

Qualifications: Minimum 60% Marks in Class X and in the Qualifying Examination i.e. MCA, B.E. / B. Tech (Computer Science, Information Technology, Electronics and Telecommunications)

Age: Not more than 24 years of age as on 23.10.2013

Duration

- Total Duration of the Course is 10 months. The course will be divided in three trimesters of 3 months each.

Selection Procedure

The selection procedure will consist of the following stages:

1. In the first stage, candidates will take the objective type Aptitude Test. The test will consist of comprehension of English language, Quantitative aptitude, Reasoning and IT skills. The online test will be an elimination round and candidates securing above the cutoff marks will be considered for further evaluation. The online test will be held at Lucknow, New Delhi, Faridabad, Punchkula, Kolkata and Mumbai centers subject to availability of sufficient number of candidates.
2. In the second stage the candidates who are successful in the Aptitude Test will be called for personal Interview at PNBIIT, Lucknow.
3. The final merit list will be drawn giving cumulative due weightage to the academic record, performance in aptitude test and interview (As decided by the institute). Offer for admission will be given to the candidates securing marks above a cutoff point.

Fees of the course - Fees of the course will be as under –

Registration Fee	- ₹ 5000/- *
Programme Fee	- ₹ 1,50,000/- *
Security (Refundable without interest)	- ₹ 5000/-
Hostel Facility (Optional) (Air conditioned room on twin Sharing basis with all meals)	- ₹ 9000/- per month*

***Plus Service Tax at prevalent rate**

Education Loan: Punjab National Bank has approved the course for Education Loan. Desirous candidates may contact nearest branch of the bank for further details.

Mode of Payment

The registration fee, security money and programme fee (Total ₹ 1,79,158.00) will be payable in one installment at the time of admission by way of a single demand draft drawn in favour of “PNBIIT-A/C ADBT”, payable at Lucknow. Hostel fee will be payable in three equal installments of ₹ 33,708/- each in the beginning of each trimester by way of a demand draft drawn in favour of “PNBIIT-A/C ADBT”, payable at Lucknow.

Seats

Sixty (60) - Institute reserve the right to increase or decrease number of seats depending on availability of suitable applicants.

Important Dates

- | | | |
|-------|---|-------------------|
| i. | Application forms may be downloaded from website www.pnbiit.ac.in : | 16.09.2013 |
| ii. | Last date for submission of duly completed application forms: | 27.09.2013 |
| iii. | Date of Online Entrance Test: | 06.10.2013 |
| iv. | Declaration of result of Aptitude Test | 08.10.2013 |
| v. | Date of Interview at PNBIIT, Lucknow | 15 and 16/10/2013 |
| vi. | Declaration of final Result(on www.pnbiit.ac.in): | 16/10/2013 |
| vii. | Last date of deposit of Fees: | 23/10/2013 |
| viii. | Programme Start Date: | 23/10/2013 |

Curriculum

A. Banking: 20% weight

- **Banking Overview**

The concept of banking, Indian Banking and Financial System, Role and Functions of RBI, Monetary and Credit policy, Role of technology in banking, Customer Service, Banking Ombudsman Scheme, Banking Codes and Standards Board of India, Role Priority Sector Credit, Financial Inclusion, Capital Adequacy, Basel Capital Accord & Risk Management in Banking , Management of Non Performing assets.

- **Accountancy**

Book Keeping, Principles of Accounting, Financial Statements and Analysis, Basic Management Accounting, Project Evaluation.

- **Legal Aspect of Banking**

Types of Customers, Banker Customer Relationship, Key provisions of NI Act and Various other Laws effecting Banking, KYC and AML.

- **Banking Products**

Various types of Liability and Asset products, Payments and Settlement Systems, Modes of Remittances, Collection and Clearing Services, Alternate Delivery Channels, Govt. Business, Third Party Products, Trade Finance, CRM and Cross Selling Seats.

- **Corporate and International Operations**

Credit appraisal (Term loan, working capital, Letters of Credit and Bank Guarantees), disbursement and follow up monitoring, Risk Rating, Foreign Trade & International Business, Exchange Rates mechanism, Letters of Credit, Guarantees, Export import processes and documentation.

B. IT and IT Management: 35% Weight

Technology in Banking -

- **Application Software in Banking Operations**

The concept of CBS, Networking, Navigation amongst menus and Operations, Security, Checks & Controls, Extracting MIS, Monitoring and control.

- **Technical setup for payment and settlement Systems**

RTGS/NEFT/NDS, IBM Websphere MQ Series Messaging System.

IT

- **Advanced Database Management System**

Database Components & Architecture, Core Banking Application Software Architecture Concepts, Structure, Installation, Online Services Architecture and Customization, SQL/PLSQL, Backup and Recovery, Oracle Forms 10g, Oracle Reports 10g, Oracle Networking, Sybase, DB2.

- **Web technology and Commercial Networking**
Web concepts/ technologies, Web Interface with Core Banking Application Software, Network Configuration, Implementation & Troubleshooting, Wi-Fi Networks, Switches and Routers, Router algorithms like md#5, Introduction to TCP/IP, Various Network Server Configurations, Network level securities. Open source web application development – MySql, PHP. (WAMP).
- **Operating System**
Basic and advanced Unix/Linux Commands, Linux / Unix File System, Solaris, Client/Server/User Management, Shell Scripting, Workflow Scripting, Groups and Permission. Network Management, Package Management, Kernel Services, System Services, Advanced Topics in Users, Groups and Permissions, Essential System Administration Tools, Installation and Troubleshooting, System Performance and Security.
- **IT Management**
IT Assets Management, Vendors Management, Information Security and Systems Audit, ITIL (Information Technology Infrastructure Library) Standards. Unified Threat Management appliances, Data Leak Prevention, Antivirus, Public network threat management for payment gateways.

IT Security: 20% Weight

- **Security Controls:**
IT Act, RBI Guidelines on I T Security, Asset Classification & Control, Physical and Environmental Security Controls, HW/SW Controls, Computer Networks and Devices, Software Development and Maintenance
- **IS Audit And Regulatory Compliance**
Incident Management, Fault Tolerant Systems, BCP and Disaster Recovery, IS Audit and Regulatory Compliance
- **Cyber Crime Overview & Fraud Management**
Cyber crime-concepts and techniques, Channels and Methods of Cyber crime, Computer Insecurity and Hackers, Fraud Protection and Incidents of Cyber Crimes, cyber forensics

C. Soft Skills: (Not to be tested)

Communication Skills, Attitude Building, Time Management and Stress Management. IT Team Management.

D. Internship/On site training: 25% weight

Internship / Onsite training at bank's branch / Data Centre / other offices / security management.

Award of Diploma

Successful students will be awarded PNBIIT's "Advanced Diploma in Banking Technology".

Career opportunities

As per latest trends in market, there is a wide gap for IT professionals in banking sector and it is expected that there will be a large number of recruitment of officers in the next few years in the Banks. The BFI sector is one of the biggest users of IT services, and almost all big IT Companies in the hardware, software and support services domain cater to this sector.

This course provides a unique combination of providing Banking knowledge along with advanced concepts in Information Technology to the students. This rare combination of IT with banking domain knowledge will provide an edge to the students completing this programme.

The Institute does not guarantee placements, however it has a excellent placement record of all the six batches in last six years.

Some of the Campus Recruiters of previous ADBT Programmes:-

- ❖ Punjab National Bank
- ❖ National Payments Corporations of India (NPCI)
- ❖ Union Bank of India
- ❖ ICICI Bank
- ❖ Vijaya Bank
- ❖ HDFC Bank
- ❖ HCBL Co-operative Bank Ltd.
- ❖ Nelito
- ❖ Nurture Software Ltd
- ❖ Finacus Solutions Pvt Ltd.
- ❖ Dena Bank
- ❖ Tech Process

Administration and Faculty

The Institute has a General Body, a Governing Body and an Academic Council to oversee and guide the Institute in its activities. These bodies consist of prominent persons from the field of Banking, Information Technology, Management Education, Insurance, Law and Finance/Accountancy.

Institute's Functionaries

The Institute has Industry experienced well educated Faculty Members who have substantial experience in imparting training and education to such professional courses. The Institute also has visiting and adjunct faculty members who play an important role in the developmental process of the students. Eminent academicians and practicing professionals will be invited for delivering guest lectures whereby students may get an opportunity to interact closely with them and understand practical applications of Banking and Information Technology concepts and ideas.

Faculty Members

Mr. Pramod Dikshit, Deputy Director-IT

A techno-academician, having Post Graduation in Computer Application from Institute of Engineering and Technology, Lucknow. He has vast experience in IT Industry as well as substantial academic experience. The core area of his expertise includes Oracle, Sun Solaris/Unix/Red Hat Linux, Oracle IDs. He is also an honorary Resource Person for Indira Gandhi National Open University (IGNOU).

Mr. B K Singh, Chief Faculty

A Post Graduate from Magadh University (Bihar) in A.I. & A.S. & Certified Associate of Indian Institute of Bankers, Mumbai. He joined PNB in 1984 as Management Trainee. He has exposure in IT & Human Resources.

Mr. Manish Jain, Sr. Faculty

A graduate in Biology from PPN College, Kanpur and a Post Graduate in Ancient Indian History from Christ Church College, Kanpur. He joined PNB in 1994 as Management Trainee. He is a Certified Associate of Indian Institute of Bankers, Mumbai. He has an exposure in all facet of branch banking and has specialized in application of IT Tools in Banking.

Mr. Atin Jain, Sr.Faculty

A graduate in Computer Engineering from Maharshi Dayanand University, Rohtak. He joined Punjab National Bank in 2002 as an IT Officer. His IT exposure of ten years covers Academics, software programming and Alternate Delivery channels implementation in PNB. His areas of interest are E-banking, E-commerce and Information Security.

Mr. Dharmendra Kumar Tewari, Sr.Faculty

A Post Graduate in Computer Applications from Kamla Nehru Institute of Technology, Sultanpur. He joined PNB in 2003 as an IT officer. He is a Certified Associate of IIBF Mumbai. His IT exposure of nine years covers Academics, Policy Planning and System Administration.

Ms. Rashi Katiyar, Sr.Faculty

She is an Engineering graduate in Information Technology from UPTU with excellent academic background. She joined PNB in 2008 as Dy. Manager (IT). Her key areas of interest are Database Systems , Core Banking Solution and Banking Technology.

Key Note - Admissions

1. Information Booklet/Application Form can be downloaded from the website www.pnbiit.ac.in
2. Completed application form should be submitted to the Institute on or before the last date along with ₹ 1000/- A/C payee Bank Draft, drawn in favour of PNBIIT A/C ADBT, payable at Lucknow. Any other mode of payment is not acceptable.
3. The Institute will not be responsible for any postal delay.
4. The candidates finally selected for admission, will be required to pay entire fee in one installment, and part payment will not be accepted. Hostel fees to be paid in three installments. Fees once paid will not be refundable/ adjustable against any other programme of the Institute.
5. Admission Committee reserves the right to accept or reject an application without assigning any reason whatsoever and its decision shall be final in respect of all the matters relating to admission.
6. Announcements pertaining to admission will be displayed on the Institute's Notice Board and Website (www.pnbiit.ac.in).
7. A candidate, who furnishes particulars which are found to be false or which suppress material information, will not be considered for admission or may be expelled from the Institute summarily. This will be without prejudice to the Institute's right to initiate legal action under the prevalent law. In such an eventually the fees deposited and certificate awarded will stand forfeited
8. All desired Certificates (Educational, Experience, Caste etc.) must be presented in original for verification at the time of admissions, failing which offer of admission may be withdrawn.
9. Application Form complete in all respects, along with the required fee should be sent by Registered Post/Speed Post /Courier, superimposing on the envelope as:-

“Application for ADBT”

To:

**The Programme Coordinator (ADBT),
Punjab National Bank Institute of Information Technology (PNBIIT),
Vibhuti Khand, Gomti Nagar
Lucknow - 226010 (India)**



APPLICATION FORM
For admission in
Advanced Diploma in Banking Technology - Batch VII

Registration No.:
(To be allocated by the Institute)

Affix Photo
Sign across the
photo in a way that
part Signature
come on photo and
part on the paper

Personal Details

1.i. Name: Mr / Ms _____
(In capital letters)

(As it appears in your Degree / High School Certificate)

1.ii. Choice of Centre For Aptitude Test
(In order of preference from Lucknow, Delhi ,Faridabad,Punchkula,
Kolkata and Mumbai)

1 st Choice	<input type="text"/>	2 nd Choice	<input type="text"/>	3 rd Choice	<input type="text"/>
4 th Choice	<input type="text"/>	5 th Choice	<input type="text"/>	6 th Choice	<input type="text"/>

1.iii. Date of Birth (dd / mm / yyyy) _____

1.iv. Nationality _____

1.v. Father's Name _____

1.vi. Address for Communication _____

City _____ Pin Code _____

1.vii. Phone (with STD Code) _____

1.viii. Mobile No. _____

1.ix. Alternate Mobile No. _____

1.x. E-mail _____

1.xi. Alternate-E-mail _____

Parents/Guardians' information

1.xii. Name _____

1.xiii. Phone (with STD Code) _____

1.xiv. Mobile No. _____

1.xv. E-mail _____

2. Educational Qualifications:

Name of the Course	Year of Passing	Name of School/College/ University and Place	Major Subject	Certificate/ Degree Obtained	Overall %age and Division
X Std					
XII Std					
Graduation*					
Post Graduation					
Others (IF Any)					

*In case of GPA/CGPA score, please also give conversion formula of the body awarding GPA/CGPA.

3. Particulars of Draft:

Draft No. _____ Date: _____ Amount: ₹ 1000/-

favouring “ PNBIIT A/C ADBT ”.

Issuing Bank: _____

Payable at: LUCKNOW

I have read the complete details of the programme alongwith terms and conditions and disclaimer statement as given in the information booklet and have fully understood them. I also declare that the information given by me in the application form is true and correct and understand that any falsification and/or suppression of material information will render my candidature invalid and I may be denied admission / expelled from the programme.

Date:

Signature: _____

Place:

ADMIT CARD

Correspondence address with Pin Code
(To be filled by Candidate in Capital Letters)

To,

Mr / Ms _____

E-mail: _____

Affix Photo
Sign across the
photo in a way that
part Signature
come on photo and
part on the paper

(TO BE FILLED BY OFFICE)

REGISTRATION NUMBER: _____ ADBT (VII)

PLACE OF ONLINE ENTRANCE TEST:

DATE & TIME OF ONLINE ENTRANCE TEST: _____

REPORTING TIME : _____

NOTE :

1. No expenses will be reimbursed for the journey undertaken for attending the Online Entrance Test/ Interview.
2. The candidate should bring this ADMIT CARD with him/her while appearing for entrance test and interview.

Programme Coordinator

CHECK-LIST FOR APPLICATION FORM

Check	Required Documents
<input type="checkbox"/>	Three pages of main Application Form and one page of Admit Card filled with all your details.
<input type="checkbox"/>	Choice of Examination Centre in order of preference has been made.
<input type="checkbox"/>	Self attested Photocopies of Mark sheets/Certificates for each year/semester of school/college attached.
<input type="checkbox"/>	One passport size photograph properly pasted on the application form, and one on the admit card. Do not staple the photograph. Paste it with strong glue. The photo is self attested by signing across photo and continuing on the side of the photograph.
<input type="checkbox"/>	Attached Bank Draft of ₹ 1000/- in favour of PNBIIT A/C-ADBT, payable at Lucknow.

Key Instructions - Application Forms

1. Please enclose self attested photo copies of following documents along with the application:
 - i. Degree Certificate(s) and certificates of std. X, XII and each year/semester of college, alongwith supporting mark sheets.
 - ii. Required certificate of category (if applicable) issued by competent authority.
2. Incomplete applications or applications without supporting documents will not be considered.
3. Application Fee: ₹ 1000/- payable by Demand Draft favouring “PNBIIT A/C-ADBT”, payable at Lucknow.
4. Completed application forms along with the DD should be sent to

**The Programme Coordinator,
Advanced Diploma in Banking Technolgy
Punjab National Bank Institute of Information Technology,
Vibhuti Khand, Gomti Nagar,
Lucknow-226010.**

Important Terms and Conditions

- i. PNBIIT reserves the right to add, modify or delete any part of the course curriculum, course structure and the rules relating to administration, admission, examination, fee structure, seats and all other matters relating to the programme.
- ii. The information given in this document is an indication of plans of PNBIIT on the date of publication of this document. Details may be modified from time to time for academic, regulatory and operational reasons. The students will be governed by the latest regulations applicable to them during the currency of the course. Claims for refund of Application Fee will not be entertained by PNBIIT.
- iii. Canvassing by or on behalf of the candidates or any attempt to bring influence with regard to their selection / admission shall entail summary disqualification of such candidates apart from attracting appropriate legal action. Candidates who fail to comply with the instructions or violate any of them at any stage will attract summary disqualification and their names will be removed from the admission process.

Disclaimer

- i. Jurisdiction for all disputes (if any) relating to the Advanced Diploma in Banking Technology Programme is Lucknow, India.
- ii. This programme may or may not be offered depending upon the number of students enrolled.
- iii. The statement made in the information booklet and all other information contained therein is believed to be correct at the time of publication.
- iv. No responsibility will be accepted by the Institute / Director / Programme Coordinator for hardship or expenses incurred by students / any other person for such charges, additions, omissions or errors, no matter how they are caused.
- v. In no event shall the Institute (PNBIIT) or its employees be liable for any damages whatsoever (including, without limitation, Direct, indirect, special, compensatory, punitive or consequential damages, loss of income or claims of third parties) and shall not be responsible for any such claims.
- vi. The Institute (PNBIIT) is an autonomous body registered under the Society Registration Act, 1860 and it is not a subsidiary, of Punjab National Bank. ADBT is a programme which provides professional-knowledge and skills to the students in Banking and IT domain.