

Recruitment Cell, Human Resources Wing

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## **RECRUITMENT OF MANAGERS (MMGS-II) IN SPECIALIST CADRE**

**Canara Bank**, a leading Public Sector Bank with Head Office in Bangalore and pan India presence with over 4500 branches, invites **ON-LINE APPLICATIONS**, from the eligible candidates for **Recruitment of Managers in Middle Management Grade Scale-II – Specialist cadre [No. of Posts-116]**.

**Eligible candidates are requested to apply ON-LINE through Bank's website [www.canarabank.com](http://www.canarabank.com). No other means / mode of Application will be accepted. Please read this advertisement carefully and ensure your eligibility before paying fees / submitting on-line application.**

Important Dates	
Event	Date
Payment of Application Fee / Intimation Charges	From 08.02.2014 to 22.02.2014 [both days inclusive]
Opening Date for on-line registration in Website	08.02.2014
Closing Date for on-line registration in Website	22.02.2014
Tentative Date of On-line Test	23.03.2014

## 1. DETAILS OF POSTS & RESERVATIONS:

Post Code	Post	Scale	Age as on 01.01.14 (incl) [Years]	No. of Posts
1	Manager Technical (Electrical / Mechanical)	MMGS-II	Max - 35*	75
2	Manager Technical – Chemical	MMGS-II	Max - 35*	4
3	Manager Technical – Logistics	MMGS-II	Max - 35*	3
4	Manager Technical – Metallurgy	MMGS-II	Max - 35*	3
5	Manager Technical – Structural	MMGS-II	Max - 35*	3
6	Manager Technical – Textile	MMGS-II	Max - 35*	3
7	Manager Technical – Thermal	MMGS-II	Max - 35*	4
8	Manager – Security	MMGS-II	Min 25 – Max 40 <sup>@</sup>	21 <sup>#</sup>
<b>Total</b>				<b>116</b>

\* for relaxation in upper age limit, refer Point No. 6    <sup>@</sup> inclusive of all relaxations    <sup>#</sup> revised

### RESERVATIONS:

The Scale-wise reservations are as under;

Scale	No. of Posts for							
	SC	ST	OBC	UR	Total	Of which PWD		
						HI	OC	VC
MMGS-II	16	9	31	60	<b>116</b>	1	1	1

### Abbreviations:

MMGS-II – Middle Management Grade Scale-II; SC-Scheduled Caste; ST-Scheduled Tribe; OBC-Other Backward Class; UR-Un Reserved; PWD–Persons With Disabilities; HI-Hearing Impaired; OC-Orthopaedically Challenged; VC-Visually Challenged; GD–Group Discussion; PI–Personal Interview; PSBs–Public Sector Banks; FIs–Financial Institutions.

### Note:

- Candidate can apply for only one post.
- The number of posts and the reservations provided are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.

- (c) 3% of the total posts (excluding Post Code-8) @ 1% each for VC, HI & OC candidates are reserved for the Persons with Disabilities. It is clarified that it may not be possible to employ Persons with Disabilities in all Offices / Branches of the Bank and they will have to work in the posts identified by the Bank as suitable for them.
- (d) As the reservations for PWD candidates are on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.
- (e) The above reservation is inclusive of shortfall / backlog reservation.
- (f) The selected candidates will be posted any where in India, depending on the requirement of the Bank.

## **2. ELIGIBILITY CRITERIA & OTHER DETAILS:**

**All the eligibility criteria (Qualification, Age, Experience etc.) for these posts shall be computed as on 01.01.2014 (inclusive).**

### **Post Code-1: Manager Technical (Electrical / Mechanical [MMGS-II]):**

**(a) Qualification:**

BE / B Tech / AMIE in Electrical / Mechanical or Production or Industrial Engineering.

**(b) Experience:**

Three (3) years post qualification industrial experience in relevant field of specialization. Preference will be given to candidates who have additional experience of working in Project Appraisal Groups of PSBs / FIs.

### **Post Code-2: Manager Technical - Chemical [MMGS-II]:**

**(a) Qualification:**

ME / M Tech in Chemical Engineering.

**(b) Experience:**

One (1) year post qualification industrial experience in relevant field of specialization. Preference will be given to candidates who have additional experience of working in Project Appraisal Groups of PSBs / FIs.

**Post Code-3: Manager Technical - Logistics [MMGS-II]:**

**(a) Qualification:**

ME / M Tech in Transportation Engineering.

**(b) Experience:**

One (1) year post qualification industrial experience in relevant field of specialization. Preference will be given to candidates who have additional experience of working in Project Appraisal Groups of PSBs / FIs.

**Post Code-4: Manager Technical - Metallurgy [MMGS-II]:**

**(a) Qualification:**

ME / M Tech in Metallurgical Engineering.

**(b) Experience:**

One (1) year post qualification industrial experience in relevant field of specialization. Preference will be given to candidates who have additional experience of working in Project Appraisal Groups of PSBs / FIs.

**Post Code-5: Manager Technical – Structural [MMGS-II]:**

**(a) Qualification:**

ME / M Tech in Structural Engineering.

**(b) Experience:**

One (1) year post qualification industrial experience in relevant field of specialization. Preference will be given to candidates who have additional experience of working in Project Appraisal Groups of PSBs / FIs.

**Post Code-6: Manager Technical - Textile [MMGS-II]:**

**(a) Qualification:**

ME / M Tech in Textile Engineering.

**(b) Experience:**

One (1) year post qualification industrial experience in relevant field of specialization. Preference will be given to candidates who have additional experience of working in Project Appraisal Groups of PSBs / FIs.

**Post Code-7: Manager Technical - Thermal [MMGS-II]:**

**(a) Qualification:**

ME / M Tech in Thermal Engineering.

**(b) Experience:**

One (1) year post qualification industrial experience in relevant field of specialization. Preference will be given to candidates who have additional experience of working in Project Appraisal Groups of PSBs / FIs.

**Post Code-8: Manager - Security [MMGS-II]:**

**(a) Qualification:**

Graduation or any equivalent qualification.

**(b) Experience:**

An Officer with 5 years of commissioned service in Army / Navy / Airforce and not below the rank of Captain or equivalent

or

An Officer not below the rank of Asst. Commandant in Para Military Forces including Assam Rifles, with 5 years of experience.

Candidates already retired or retiring on or before 30.04.2014 only are eligible to apply.

**NOTE (Applicable for all the posts):**

All the educational qualifications mentioned should be from a recognized University / Institution and the result should have been declared on or before the date reckoned for computing eligibility, stipulated for each post and the experience should be post qualification.

COMPUTER LITERACY: Operating & working knowledge in computer systems shall be an essential qualification for the post.

HINDI KNOWLEDGE: The candidates shall acquire working knowledge of Hindi, if not possessed already, before completion of probationary period.

**3. SALARY & EMOLUMENTS:**

Scale	Salary & Emoluments
MMGS-II	₹ 19400 -700/1 – 20100 – 800/10 - 28100 (subject to revision)

Dearness Allowance, HRA, CCA, Medical Aid, Reimbursement of Hospitalization expenses, Leave Fare Concession etc. and Perquisites like Conveyance, Quarters, Furniture etc., depending on the place of posting shall be available as per rules.

**4. DEFINITIONS:**

**Reservations for Persons with Disabilities:**

Reservation is available for Persons with Disabilities under Section-33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act 1995:

➤ **Visually Challenged [VC]:**

- (i) Blindness refers to a condition where a person suffers from any of the following conditions namely (a) Total absence of sight or (b) Visual acuity not exceeding 6/60 or 20/200 {snellen} in the better eye with correcting lenses; or (c) limitation of the field of vision subtending an angle of 20 degree or worse.
- (ii) Low Vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

- **Hearing Impairment [HI]** means loss of 60 decibels or more in the better ear in the conversational range of frequencies.
- **Orthopaedically Challenged [OC]** – All the cases of OC persons are covered under the category of Locomotor Disability or Cerebral Palsy.

Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any forms of cerebral palsy.

Cerebral Palsy means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

Only such persons would be eligible for reservation in services / posts who suffer from not less than 40% of relevant disability.

#### **Ex-Servicemen [XSM]:**

Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt.(SCT) dated 27.10.1986 as amended from time to time.

Note: The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

## **5. 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 01.01.1962 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, United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia & Vietnam with the intention of permanently settling in India provided that a candidate belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A Candidate in whose case a certificate of eligibility is necessary may be admitted to the Group Discussion/interview conducted by the Bank, but on final selection the offer of appointment may be given only after the necessary eligibility certificate issued by the Government of India, is produced.

## 6. RELAXATION IN UPPER AGE LIMIT (Not applicable for Manager-Security):

- (i) Scheduled Caste / Scheduled Tribe candidates - by 5 years;
- (ii) Other Backward Classes candidates - by 3 years;
- (iii) Persons with Disabilities - by 10 years;
- (iv) All persons who are ordinarily domiciled in Kashmir Division of J&K State during 01.01.80 to 31.12.89 - by 5 years;
- (v) Persons (Children / Family members of those) affected by 1984 riots – by 5 years.
- (vi) Ex-servicemen, Commissioned Officers including those ECOs / SSCOs who have rendered at least 5 years Military service and have been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to Military service or on invalidment – by 5 years (in case selection is through written test and interview).

### NOTE:

- a] The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 6 (iii) to 6 (vi)
- b] SC/ST/OBC category candidates should submit proper caste certificate in Central Government Format.
- c] Persons eligible for age relaxation under 6 (iii) above must produce the disability certificate in prescribed format issued by the District Medical Board.
- d] Persons eligible for age relaxation under 6 (iv) above must produce the domicile certificate at the time of interview from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the Kashmir Division of the State of J&K during the period from 01.01.80 to 31.12.89.



- e] Persons eligible for age relaxation under 6 (v) above must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- f] An Ex-servicemen who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.
- g] **There is no reservation for Ex-servicemen in Officer Cadre Posts.**

## 7. APPLICATION FEE & INTIMATION CHARGES (NON REFUNDABLE):

Category	Amount of Fees / Intimation Charges [Non-Refundable]
SC/ST/PWD	₹ 100/- [Intimation Charges only]
All Others	₹ 500/-

### PROCEDURE FOR MAKING PAYMENT OF APPLICATION FEE / INTIMATION CHARGES:

**Kindly ensure the eligibility for the post, before paying the application fees / intimation charges as the same is not refundable.**

The application fee / intimation charges can be paid by;

- 1] **Directly remitting the amount in any of the Canara Bank Branches OR**
- 2] **Paying the amount by NEFT from any Bank / On-line Banking.**

The procedure for payment of fee is mentioned below;

#### 1] **Directly remitting the amount in any of the Canara Bank Branches:**

- (i) Take print-out of the Payment Challan from website [Format can be downloaded from our website]
- (ii) Fill the particulars viz, Name, Date of Birth, Contact Phone No., Category, Post Applied for, Amount deposited, Depositing Branch Name & City.
- (iii) Submit the Fee Payment Challan & amount in any Canara Bank Branch.

- (iv) Collect the candidate's copy of Fee Payment Challan from the Branch. Please verify that challan is properly signed & the details of **Transaction Sequence No., Branch Name & DP Code Number, Deposit Date** are noted in the challan by the Branch Authorities.
- (v) Log on to bank website [www.canarabank.com](http://www.canarabank.com) for applying on-line.

## 2] Paying the amount by NEFT from any Bank / On-line Banking:

- (i) Fill the **NEFT** challan as required by the bank with Beneficiary details as under;
- Name of the Account: **Canara Bank Recruitment Project – 1/2014**
  - Account Number : **8693201000008**
  - Payee Bank : **Canara Bank, Town Hall WC Branch, Bangalore**
  - IFSC Code : **CNRB0008693**
  - Narration : **Candidates should mention their Name & Post Applied**
- (ii) Make **payment**
- (iii) Collect **NEFT** Payment Receipt. Please check that receipt is properly signed & the details of **NEFT UTR No., IFSC Code of the Sending Branch, Name of the Sending Bank, City, Deposit Date, Amount etc** are noted in the challan by the Branch Authorities. Candidates have to write Name, Date of Birth, Category, Post Applied for, Registration No. on the back of the NEFT Receipt.
- (iv) In case of on-line **transfer** by NEFT – Online receipt containing UTR number should be preserved and print of the same should be submitted.
- (v) Log on to bank **website** [www.canarabank.com](http://www.canarabank.com) for applying on-line.

**After on-line registration, candidates are requested to write their Registration Number & Post Name on the back of the Payment Challan / NEFT Receipt.**

The application fee / intimation charges should be paid between 08.02.2014 and 22.02.2014 (both dates inclusive).

Even if the last date of registration changes due to technical reasons, the valid dates for payment of application fee / intimation charges will not be changed.

**Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc will not be accepted and such applications will be summarily rejected.**

## 8. SELECTION PROCEDURE:

### a] Post Codes-1 to 7:

The selection for Post Codes-1, 2, 3, 4, 5, 6 & 7 is on the basis of Test followed by Group Discussion and/or Interview.

The Test will be conducted on-line at the identified centres. The list of identified centres will be made available in on-line application and candidates have to choose the centre for test at the time of on-line registration. However, Bank reserves the right to change the test centres in case of exigencies and allot the candidates to any other centres. The details of test pattern are as under;

Subject	No. of Questions	Marks	Time
Professional Knowledge in area of specialization	50	100	2 hours
Test of English	50	50	
Latest Developments in Banking Industry	50	50	
<b>Total</b>	<b>150</b>	<b>200</b>	

There will be negative marks for wrong answers in Objective Test. Bank will decide the minimum cut-off marks for each subject as well as Total Weighted Score [TWS]. Other details regarding the test will be given to the candidates in the “Acquaint Yourself Booklet”, which will be made available along with the call letter for examination.

Depending on the number of vacancies, such of those candidates who rank sufficiently high in the order of merit in the test as per the cut off marks decided by the Bank will only be called for GD & interview. The centre & address of the venue, time & date for Group Discussion and/or Interview will be informed to the candidates in the call letter and candidates have to attend for the same at their own cost.

**Note:** Though the selection procedure stipulated is by way of test, GD & interview, Bank reserves the right to alter the same if required for one or any post depending on the number of candidates and shortlist requisite number of candidates based on details furnished in on-line application & suitability of the candidates etc., as decided by the Bank & only those shortlisted candidates will be called for Group Discussion and/or Interview.

## **b] Post Codes-8 – Manager-Security:**

The selection for Post Code-8 i.e. Manager-Security is on the basis of Shortlisting and Group Discussion and/or Interview.

Depending upon the number of vacancies, Bank reserves the right to shortlist requisite number of candidates based on the details furnished in on-line application & suitability of the candidates etc., as decided by the Bank and only those shortlisted candidates will be called for Group Discussion and/or Interview at centres identified by the Bank.

The centre & address of the venue, time & date for Group Discussion and/or Interview will be informed to the shortlisted candidates in the call letter and candidates have to attend for the same at their own cost.

**Note:** Though the selection procedure stipulated is by way of shortlisting, GD & interview, Bank reserves the right to alter the same and conduct test if required, followed by GD & interview as decided by the Bank.

## **c] Weightage:**

The total marks allotted for Group Discussion and for Interview are 100 each. Candidates have to secure minimum marks as decided by the Bank at each level of selection process and only those candidates will be considered for preparation of final rank lists. The final rank lists shall be prepared on the basis of marks obtained by the candidates with the following **weightage**:

Process	Test Posts	Without Test Posts
Test	50%	--
Group Discussion	20%	40%
Interview	30%	60%
<b>Total</b>	<b>100%</b>	<b>100%</b>

The final selection is on the basis of rank lists drawn based on the total marks calculated as above.

### General (applicable for all the posts):

If at any stage of the selection process, the details provided in the on-line application are found to be false or, if the candidate fails to submit the required documents to prove his/her eligibility at the time of Test / GD / interview, his/her candidature will be summarily rejected and the candidate will not be allowed for Test / GD / interview.

The details of candidates called for Group Discussion and/or Interview will be hosted in our website. Request for change of Centre will not be entertained. However, the Bank reserves its right to change/add/cancel the date, time, centre, venue of the Test / Group Discussion and / or Interview and to call the candidates for the Test / Group Discussion and / or Interview at any other Centre or hold supplementary selection process for particular post / date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any. Change of selection procedure / test or GD & interview schedule, if any, will be announced in our website / by email.

Mere eligibility / admission to the Test / GD / Interview or, pass in Test / GD / Interview does not imply that the Bank is satisfied beyond doubt about the candidates' eligibility and shall not vest any right on a candidate for selection. 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. If appointed, such a candidate may be summarily removed from the services of the Bank.

**The candidates who have secured marks as mentioned below in GD, interview & also final marks, will be considered for preparation of final rank lists. However, the selection for the post will be based on their position in respective category rank list for that post;**

Category	Marks out of 100
Unreserved	55 or more
SC/ST/OBC/PWD	50 or more

**The Bank reserves the right to change the selection procedure / hold supplementary selection process, including conduct of On-line/Written Test, if necessary. The change, if any, shall be intimated to the candidates through our website / email in advance.**

## 9. IDENTITY VERIFICATION:

While appearing for the Test, GD and Interview, the candidate should produce original and a copy of the photo identity such as PAN Card / Passport / Driving Licence / Voters Card / Aadhaar Card for verification. If the identity of the candidate is in doubt, the candidate will not be allowed for Test, GD and Interview.

## 10. PROBATION & BOND:

Scale	Probation Period	Bond	
		Amount	Minimum Service Period
MMGS-II	1 Year	₹ 1 Lakh	3 Years

The selected candidates will be on probation for a period of **one year (12 months of active service) from the date of joining**, as per the rules of the Bank.

## 11. HOW TO APPLY:

Candidates are requested to read the contents of the advertisement and ensure their eligibility before applying.

The eligible candidates are required to apply ON-LINE through bank's website [www.canarabank.com](http://www.canarabank.com). **The link for registration of application will be open on our website on the dates indicated at the top of this advertisement.** The guidelines for filling on-line application are as follows;

- **All applicants should have a valid personal e-mail ID. This e-mail ID should be kept functional till completion of this recruitment project. All the communication will be sent to the candidates on this e-mail ID only.**
- Candidate should keep ready scanned copies of Passport size Photo & Signature for uploading. (Please see and follow the instructions for scanning and uploading in our website).

- Candidates should have remitted the requisite fee in any branch of Canara Bank **OR** Candidates should have remitted the requisite fee through NEFT and should have details of payment made.
- Please note that without valid payment details, on-line registration of application will be summarily rejected. For details of payment, check Point No.7.
- Candidates are required to visit the Bank's website [www.canarabank.com](http://www.canarabank.com) → Careers → "Recruitment Know More" and click on the link "Recruitment Project – 1/2014" and apply for the concerned post. Alternatively, candidates can click the link "Recruitment" scrolling in the "Announcement" column & click on appropriate project link.
- **Candidates should fill all the details in the on-line application.**
- The name of the candidate and his / her father / husband & other details etc. should be spelt correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found may disqualify the candidature.
- After filling the details as above, upload the Photo and Signature in on-line application.
- After ensuring correctness of the details fed in the application, submit the application.
- **Candidates can modify their on-line application and are requested to make use of this facility to correct the details in online application, if any. This modification facility shall be available immediately after on-line registrations and up to 22.02.2014. Modification will be allowed only for 3 times. After the above date, no modification will be permitted. Candidates should take utmost care to furnish the correct details while filling in on-line application.**
- **Submission of incorrect / false information in the online application will render the candidature invalid.**
- **Once the on-line application is submitted, if it is successful, system will generate a Registration Number and Password. Kindly note the Registration Number & Password and retain it safely for future use.**
- **After completion of on-line registration (after modifications if any), take system generated print-out of final On-line Registered Application and retain the same along with Registration Number & Password safely for further use. Candidates are also advised to save the registered on-line application PDF file for future use.**
- **The details submitted in the on-line application viz., name, date of birth, category etc. will be final and cannot be changed at a later date.**

Candidates need not send registered Application Print-out / Documents at this stage. However, if called for Group Discussion and Interview, at the time of Group Discussion /

**Interview, candidates have to submit the print out of registered application along with other documents / certificates as mentioned below;**

- (i) Print-out of On-line application submitted to the Bank (Photo & Signature should be clearly visible)
- (ii) Payment Challan / NEFT Receipt / On-line Transfer Receipt
- (iii) Proof of Date of Birth along with proof of certificate for applicable age relaxation, if any
- (iv) Certificates and Mark sheets of SSC / SSLC / X std, 10+2 / PUC / Intermediate, Graduation, Post Graduation & other qualifications etc
- (v) Caste Certificate in case of SC/ST/OBC category candidates strictly in Central Government Format & Disability Certificate in case of PWD candidates
- (vi) Experience or Service Certificates clearly containing the name, organization, date of joining, designation at the time of joining, present designation, date of relieving (if already relieved), departments / nature of work handled along with the designation.
- (vii) Any other relevant documents in support of candidature.

When called for GD and/or Interview, candidates have to bring the originals of the above documents for verification along with self attested copies of the documents. Candidates will not be allowed to take up GD and/or Interview without production of original & copies of the documents as above.

## **12. CALL LETTERS:**

All the communications viz, call letters for Test, Group Discussion / interview etc., will be made available in our website for downloading by the candidates and information will be sent **only to the registered e-mail** given by the candidate. Request for sending to different e-mail ID subsequently will not be entertained.

The candidates who have been called for the Group Discussion and/or Interview and their details and schedule for Group Discussion and/or Interview will be made available in Bank's website [www.canarabank.com](http://www.canarabank.com).

Bank will not take responsibility for late receipt / non-receipt of call letter for test, GD & interview / any communication e-mailed due to technical reasons or whatsoever to the candidate. Hence **candidates are requested to keep track of their application status by visiting Bank's website as well as checking of their registered e-mail account from time to time during the recruitment process.**



### 13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the certified copies / testimonials. At the time of Test/Group Discussion/interview/during selection process, if a candidate is or has been found guilty of using unfair means or impersonating or procuring impersonation by any person at any stage of selection process; or misbehaving in the Test / GD / interview hall or taking away any documents from the venue; or resorting to any other irregular or improper means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, shall be liable

- (a) to be disqualified from the Test / GD / interview / selection process for which he / she is a candidate
- (b) to be debarred, either permanently or for a specified period from any examination or selection held by the Bank.

### 14. GENERAL INSTRUCTIONS:

- a) Candidates have to register on-line through Bank's website only. No other means of applications shall be entertained.
- b) **Calling / admission to the Test / Group Discussion / interview is purely provisional without verification of age / qualification / category / experience etc. of the candidates. Mere receipt of call letter for Test / Group Discussion / interview does not imply that the Bank is satisfied about the candidate's eligibility. Hence, candidates should ensure their eligibility before applying / attending the Test Group Discussion / interview. Bank reserves right to reject ineligible candidate's applications at any stage and the fee paid by ineligible candidates shall be forfeited.**
- c) The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future examination / selection.
- d) Applications which are incomplete in any respect will be rejected and the fee will be forfeited.

- e) Candidates will have to appear for the Test / Group Discussion and/or interview at their own expenses.

However, Outstation SC/ST/Persons With Disabilities category candidates **called for Group Discussion and/or interview** for MMGS-II posts will be paid First class to & fro train fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel.

The above concession will not be admissible to SC/ST/Persons with Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.

- f) **Candidates should submit “Experience or Service Certificate & No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered.**
- g) **Candidates willing to serve anywhere in India only should apply for the posts advertised.**
- h) Decision of the 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 GD and/or interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Bank reserves right to stall / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.
- i) No correspondence or personal enquires shall be entertained by the Bank.
- j) Bank may, at its discretion, hold re-examination / re-group discussion / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s.
- k) The candidates called for GD & interview are required to submit self attested copies of all the documents pertaining to Age, Qualification, Experience, Caste etc at the time of GD / interview. The originals of all the documents are to be made available for cross verification along with the copies. If any candidate is found ineligible while verifying the documents or at any stage, he / she shall not be allowed to take up GD / interview.
- l) Candidates belonging to SC / ST / OBC / Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste

certificate should not be more than one year old as on the stipulated eligibility date. SC/ST/OBC/PWD certificates should be in prescribed format only. Originals are to be produced for verification.

THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC / ST / OBC / PERSONS WITH DISABILITIES IS AS UNDER:

I) For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class stipendary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class stipendary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

II) For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic / Ophthalmic / ENT Surgeon.

III) **Prescribed Formats of SC, ST, OBC, PWD certificates can be downloaded from Bank's website [www.canarabank.com](http://www.canarabank.com). Candidates belonging to these categories are required to produce the certificates strictly in these formats only.**

- m) An Ex-serviceman candidate has to produce a copy of the discharge Certificate and documentary proof of rank last held (substantive as well as acting) at the time of interview. Candidates who are already retired or retiring on or before 30.04.2014 only are eligible to apply subject to satisfying the stipulated eligibility criteria. Those who are still in service and are going to retire on or before 30.04.2014 should produce No Objection Certificate from defence authority.
- n) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank & receiving satisfactory report from referees / police authorities.
- o) Appointment of selected candidates for the posts are subject to the Service and Conduct Rules of the Bank
- p) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Bangalore.
- q) Canvassing in any form will be treated as disqualification.

- r) The Bank / IBPS shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person / institution.
- s) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- t) No candidate is permitted to use Calculator, Cell Phone, Pager or any other instruments in the GD / Interview hall / during selection process.

**Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date for submission, to avoid the possibility of dis-connection / inability / failure to log on the Bank's website on account of heavy load on internet / website jam. The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the Bank.**

**Date : 06.02.2014**

**Place: Bangalore**

**GENERAL MANAGER**

**[Click here to Apply On-line](#)**