



CB / RP / 1 /2017

**RECRUITMENT OF SPECIALIST OFFICERS IN VARIOUS DISCIPLINES AND SPECIAL RECRUITMENT DRIVE UNDER SCHEDULED TRIBE CATEGORY**

Canara Bank, a leading Public Sector Bank with Head Office in Bangalore and pan India presence with over 5900 branches, invites applications, from the eligible candidates for:

**“Recruitment of Specialist Officers in various disciplines (in JMGS-I and MMGS-II) and Special recruitment drive under Scheduled Tribe Category (in MMGS-II and MMGS-III)”**

Eligible candidates are requested to apply ON-LINE (except for the post of Manager Security) through link given in our Bank’s website [www.canarabank.com](http://www.canarabank.com). No other means / mode of Application will be accepted. For the post of Manager Security, candidate has to submit physical application available in our website. Please read this advertisement carefully and ensure your eligibility before paying fees / submitting application.

Important Dates	
Event	Date
Payment of Application Fee / Intimation Charges	From 15.03.2017 to 05.04.2017 [both days inclusive]
Opening Date and closing date for on-line registration in Website	
Last Date for Receipt of physical application for the post of Manager Security	12.04.2017

Please note that:

- a) A candidate can apply for only one post under this project.
- b) The process of Registration of application is complete only when fee is deposited with the Bank through On-line mode on or before the last date of fee payment (otherthan for the post of Manager Security - Post Code - 16).
- c) For the post of Manager Security (Post Code - 16) the payment of application fee shall be off-line and candidates have to submit the physical application along with the requisite documents on or before 12.04.2017.
- d) Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on date of eligibility.
- e) Candidates are advised to check Bank’s website [www.canarabank.com](http://www.canarabank.com) for details and updates.

## 1) DETAILS OF POSTS & RESERVATIONS:

Post Code	Post	Scale	Age as on 01.03.2017 (incl.) (Years) min - max	Total no. of posts
1	Certified Ethical Hackers & Penetration Testers	JMGS-I	20 - 30*	2
2	Cyber Forensic Analysts	JMGS-I	20 - 30*	2
3	Application Security Testers	JMGS-I	20 - 30*	4
4	Manager (Chartered Accountant)	MMGS-II	22 - 35*	27
5	Manager (Finance)	MMGS-II	22 - 35*	5
6	Manager (Data Analytics)	MMGS-II	22 - 35*	4
7	Manager (Finance Analysts)	MMGS-II	22 - 35*	3
8	Manager (Economist)	MMGS-II	22 - 35*	2
9	Application / Web Security Personnel	MMGS-II	22 - 35*	1
10	Information Security Administrators	MMGS-II	22 - 35*	1
11	Business Analysts	MMGS-II	22 - 35*	3
12	Data Warehouse Specialists	MMGS-II	22 - 35*	3
13	Extract, Transform & Load (ETL) Specialists	MMGS-II	22 - 35*	5
14	BI Specialist	MMGS-II	22 - 35*	5
15	Data Mining Experts	MMGS-II	22 - 35*	2
16	Manager (Security)	MMGS-II	25 - 40 (inclusive of all relaxations)	19

\* For relaxation in upper age limit, refer Point No. 5

The Scale-wise reservations for posts notified under post code 1 to 16 are as under:

Scale	Post Codes	No. of Posts							
		Total	SC	ST	OBC	GENERAL	Of which PWD		
							VC	HI	OC
JMGS-I	1, 2 & 3	8	1	1	2	4	-	-	-
MMGS-II	4 to 16	80	12	6	21	41	-	1	1

### SPECIAL RECRUITMENT DRIVE UNDER SCHEDULED TRIBE CATEGORY (POST CODE 17 & 18) – BACKLOG VACANCIES:

Post Code	Post	Scale	Age as on 01.03.2017 (incl.) (Years) min - max	Total no. of posts	Of which PWD		
					VC	HI	OC
17	Manager (Finance)	MMGS-II	22 - 35*	11	-	1	2
18	Senior Manager (Finance)	MMGS-III	25 - 38*	2	-	-	-

#### NOTE:

- i) The reservations will be Scale-wise. 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.
- ii) For relaxation in upper age limit, refer Point No. 5 (Except for Post Code-16)
- iii) Reservation is available for Persons with Disabilities under Section-33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act 1995. As the reservation for PWD candidates are on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.
- iv) Only such persons would be eligible for reservation in services / posts who suffer from not less than 40% of relevant disability.
- v) 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.
- vi) The above reservation is inclusive of shortfall / backlog reservation.
- vii) The selected candidates will be posted anywhere in India, depending on the requirement of the Bank.

#### Abbreviations:

TWS Score – Total Weighted Standard Score; GD – Group Discussion; JMGS – Junior Management Grade Scale; MMGS – Middle Management Grade Scale; SC-Scheduled Caste; ST-Scheduled Tribe; OBC - Other Backward Class; UR – Un-Reserved; PWD – Persons With Disabilities; HI-Hearing Impaired; OC-Orthopedically Challenged; VC-Visually Challenged; BFSI- Banking, Financial Services and Insurance

All the eligibility [age, educational qualification, post qualification work experience etc.] shall be computed as on 01.03.2017.

POST CODE	POST	SCALE	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE	JOB PROFILE
1	Certified Ethical Hackers & Penetration Testers	I	<ul style="list-style-type: none"> <li>➤ B.E. / B.Tech Degree or Post Graduate Degree in Computer Science / Computer Technology / Computer Science &amp; Engineering / Computer Engineering / Computer Science &amp; Technology / Information Technology / Electronics &amp; Communications with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC/ST)</li> <li>➤ Should possess Certified Ethical Hacker (CEH) certification</li> <li>➤ Desirable to have possessed CISA / CISSP certification</li> </ul>	<p>Candidate with work experience in BFSI Sector or in any other industry in handling various Ethical Hacking and penetration testing related work including identifying security risk and development plan, application security testing related roles, conducting VAPT for web app under OWASP Top 10, worked on tools like Metasploit, Nessus, Burpsuite, Acunetix, Checkmarx, AppScan, Nexpose and experience of developing exploits, using KALI LINUX will be given preference.</p>	<ul style="list-style-type: none"> <li>➤ Candidate should scanning ports tools like Nmap, Nessus to scan one's own systems and find open ports.</li> <li>➤ Candidate should examine patch installations and make sure that they cannot be exploited.</li> <li>➤ Candidate should engage in social engineering concept like Dumpster diving</li> <li>➤ Candidate can evade IDS (Intrusion Detection systems), IPS (Intrusion Prevention systems), honey pots and firewalls.</li> <li>➤ In addition other strategies like sniffing networks, bypassing and cracking wireless encryption, and hijacking web servers and web applications.</li> <li>➤ Candidate also has to deal with issues related to System/laptop theft and employee fraud.</li> <li>➤ Candidate should conduct advanced penetration tests to identify vulnerabilities in computer systems, which could be penetrated by malicious intruders.</li> <li>➤ Daily tasks to check security include monitoring incoming and outgoing data and reverse engineering malware to determine its threat level.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>

POST CODE	POST	SCALE	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE	JOB PROFILE
2	Cyber Forensic Analysts	I	<ul style="list-style-type: none"> <li>➤ B.E. / B.Tech Degree or Post Graduate Degree in Computer Science / Computer Technology / Computer Science &amp; Engineering / Computer Engineering / Computer Science &amp; Technology / Information Technology / Electronics &amp; Communications with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC/ST)</li> <li>➤ Certified Cyber Forensic Professional (CCFP)/ Computer Hacking Forensic Investigator (CHFI) will be given preference.</li> </ul>	<p>Candidate with work experience in handling Cyber / Digital Forensic related roles including imaging, analysis and forensic investigations will be given preference.</p>	<ul style="list-style-type: none"> <li>➤ Conducting forensic processes on a variety of digital media including hard drives, thumb drives, media cards, cell phones and other devices.</li> <li>➤ Creating detailed notes on processes undertaken and developing forensic reports in support of counter intelligence or criminal investigations and other types of inquiries.</li> <li>➤ Expertise in developing new and innovative forensic processes and procedures. Conducting peer reviews of other examiner's reporting.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>
3	Application Security Testers	I	<ul style="list-style-type: none"> <li>➤ B.E. / B.Tech Degree or Post Graduate Degree in Computer Science/ Computer Technology / Computer Science &amp; Engineering / Computer Engineering / Computer Science &amp; Technology / Information Technology / Electronics &amp; Communications with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC/ST)</li> <li>➤ Desirable to have possessed CISA / CISSP certification</li> </ul>	<ul style="list-style-type: none"> <li>➤ Candidates with work experience in BFSI Sector or in any other industry in handling various Application Security Testing related roles including testing in ASP.Net/VB.Net 2010, SQL Server, Crystal Report, OOPS concepts, web services, stored procedure, DB Optimization techniques, experience (HTTP, CSS), AJAX, JQuery, JAVA script will be given preference.</li> <li>➤ Candidates with knowledge of SDLC Cycle, Infragestic Controls (C#), Web Development Experience in application of standard software development principles will be given preference.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Security testing for Web, Mobile, client Server application. Conduct Manual &amp; Automated testing of Application, database-Perform white, black , grey box testing. Verify security controls as per OWASP, SANS</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>

POST CODE	POST	SCALE	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE	JOB PROFILE
4	Manager (Chartered Accountant)	II	<ul style="list-style-type: none"> <li>➤ Chartered Accountant</li> <li>➤ Candidates with Additional qualification like MBA, ICWA, ACS, LLB will be given preference</li> </ul>	<ul style="list-style-type: none"> <li>➤ 2 years post qualification work experience as Chartered Accountant.</li> <li>➤ Work experience in Project Appraisal, Syndication, Credit Proposals and Merchant Banking in BFSI Sector will be given preference.</li> <li>➤ Work experience relating to corporate governance, SEBI guidelines, Tax Laws, Company Law, Disclosures, Balance Sheet Management, Risk Management in large Banks will be given preference</li> </ul>	<ul style="list-style-type: none"> <li>➤ Project appraisal, Financial Modelling, Financial &amp; Balance Sheet analysis, Sourcing of Syndication assignments, Liasoning with Clients &amp; Bankers, Marketing of Debt as a part of Syndication etc</li> <li>➤ Research / identify companies with specific parameters &amp; sound financials for credit requirements,</li> <li>➤ Functions related to Capital computation etc.,</li> <li>➤ Processing of Credit Proposals, Credit Appraisal etc.,</li> <li>➤ Implementation of IND AS 9 at Bank</li> <li>➤ Implementation of FATCA at Bank</li> <li>➤ Should handle Bank's Corporate Tax, Service Tax, GST etc.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>
5	Manager (Finance)	II	MBA (Finance) / MMS (Finance) / Post Graduate Diploma with specialisation in Finance with a minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC / ST / PWD)	2 years post qualification work experience in the area of Credit appraisal of medium & Large Borrowal Accounts / Project Finance in Public / Private Sector Banks	<ul style="list-style-type: none"> <li>➤ Techno - Economic feasibility studies of Industrial Projects including infrastructural projects, Financial modeling, Financial Balance Sheet analysis.</li> <li>➤ Drawing up of revival / rehabilitation projects of industrial units under purview of CDR, Flexible Restructuring, SDR etc.,;</li> <li>➤ Post sanction monitoring of Industrial projects during implementation &amp; regular operations; Loan Syndication and asset securitization;</li> <li>➤ Data Mining and warehousing with reference to industrial projects;</li> <li>➤ Handling of credit matters viz. processing of Credit Proposals, Credit Appraisal etc.,</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>

POST CODE	POST	SCALE	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE	JOB PROFILE
6	Manager (Data Analytics)	II	<ul style="list-style-type: none"> <li>➤ MBA (Finance) / MMS (Finance) / Post Graduate Diploma with specialisation in Finance or Post Graduation in Statistics / Financial Risk Management/ Data science/ Risk Management / Mathematics / Economics / Financial Engineering with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC / ST / PWD)</li> <li>➤ Candidates having knowledge of statistical packages such as SAS/ R / PYTHON etc. will be given preference.</li> </ul>	2 years post qualification experience in BFSI Sector in Credit Rating Model / Score Card Development / Credit Risk Management / Credit Management / Market Risk / Treasury Operations / Model Validation	<ul style="list-style-type: none"> <li>➤ Implementation of Advance Approaches as per RBI / BIS Guidelines Development / Validation / Redevelopment of Models of different risk verticals viz Credit Risk, Market Risk, Operational Risk.</li> <li>➤ Interpretation of Basel/RBI Guidelines and its impact on Capital.</li> <li>➤ Development of Risk Adjusted Return on Capital (RAROC) framework.</li> <li>➤ Evolving Credit Risk Assessment (CRA) / scoring models for various groups of borrowers.</li> <li>➤ Scenario analysis and implementation of SAS solution for various risks.</li> <li>➤ Market data validation for Fixed income, Equity, Mutual Fund, Forex and Derivatives, Validate the market price of risk factors.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>
7	Manager (Finance Analysts)	II	MBA (Finance) / MMS (Finance) / Post Graduate Diploma with specialisation in Finance with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC / ST / PWD)	2 years post qualification experience in BFSI Sector in Corporate Finance / Credit Risk Rating / Detailed project Analysis / Project Evaluation & Advisory.	<ul style="list-style-type: none"> <li>➤ Detailed evaluation and risk assessment of Corporates.</li> <li>➤ Technical appraisal / Project Valuation / Risk assessment and measurement of Projects, Advisory role in the light of Risks perceived, Credit Risk Management</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>

POST CODE	POST	SCALE	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE	JOB PROFILE
8	Manager Economist	II	<ul style="list-style-type: none"> <li>➤ Economics Graduate and M.A (Economics) with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC / ST / PWD)</li> <li>➤ Candidates with additional qualifications like MBA (Finance) will be given preference</li> </ul>	<ul style="list-style-type: none"> <li>➤ 2 years post qualification work experience in BFSI Sector / Govt./ Reputed Private Organisation in the relevant field</li> <li>➤ Candidates with exposure to banking related performance indicators, trends and issues in Banking, ability to independently synthesize data on bank's performance for presentation to different stakeholders like investors, analysts and media, Customer analytics, usage of structured and unstructured data will be given preference.</li> <li>➤ Candidates with demonstrated experience on understanding of factors affecting global growth and trade, understanding of global economics and understanding forces governing global trade and capital flows and their impact on exchange rates will be given preference</li> </ul>	<ul style="list-style-type: none"> <li>➤ Conducting macro research, covering various asset classes including currency, interest rates and credit markets.</li> <li>➤ Empirical research on arriving at asset correlation / default correlation / industry wide correlation, time series analysis and industrial research etc.</li> <li>➤ Carry out industry specific studies and determine quantitative and qualitative industry exposure parameters and benchmark indices.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>



POST CODE	POST	SCALE	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE	JOB PROFILE
9	Application / Web Security Personnel	II	<ul style="list-style-type: none"> <li>➤ B.E. / B.Tech Degree or Post Graduate Degree in Computer Science/ Computer Technology / Computer Science &amp; Engineering / Computer Engineering / Computer Science &amp; Technology / Information Technology / Electronics &amp; Communications with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC / ST / PWD)</li> <li>➤ Desirable to have possessed CISA / CISSP certification</li> </ul>	<ul style="list-style-type: none"> <li>➤ 2 years post qualification experience in BFSI Sector or in any other industry in handling various Application Security Testing related roles like conducting VAPT for web app under OWASP Top 10, worked on tools like Metasploit, Nessus, Burpsuite, Acunetix, Checkmarx, AppScan, Nexpose</li> <li>➤ Experience of developing exploits, using KALI LINUX etc will be given preference</li> <li>➤ Skill set in secure development, secure development life cycle, secure programming life cycle, secure SDLC, secure code review, secure source code review, secure source web application security, secure source, owasp, Static code Review is preferable</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensuring secure coding practices are implemented and working effectively within the development teams. Validating secure coding practices are in place and functioning as intended.</li> <li>➤ Quality review that secure coding practices in place within the development teams. Validate practices are implemented as designed and working effectively.</li> <li>➤ Review and consult with development teams on any deficiencies identified with the secure coding practices. Be able to explain expectations for each security practice and recommend how to remediate any deficiencies noted.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>

POST CODE	POST	SCALE	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE	JOB PROFILE
10	Information Security Administrators	II	<p>B.E. / B.Tech Degree or Post Graduate Degree in Computer Science / Computer Technology / Computer Science &amp; Engineering / Computer Engineering/ Computer Science &amp; Technology / Information Technology / Electronics &amp; Communications with minimum 60% marks or Equivalent Grade or First Class (minimum 55% or equivalent Grade for SC/ST/PWD)</p> <p>Desirable to have possessed CISA / CISSP certification</p>	<p>2 years post qualification experience in BFSI Sector or in any other Sector in handling various Information Security related roles like Cyber Security, identifying security risk and development plan, Firewall and IPS management</p>	<ul style="list-style-type: none"> <li>➤ The IT Security Administrator will be responsible for maintaining security over a number of applications across the company. He/she will manage and support user needs, as well as develop and maintain a security policy that suits a growing business.</li> <li>➤ The person in this role is expected to provide solutions to business problems through the successful implementation of secure technology in support of business objectives. In providing these solutions, this position ensures that all internal applications comply with applicable information security and privacy regulations and best practices.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>
11	Business Analysts	II	<p>MBA / MMS / Post Graduation Diploma in Management with specialisation in Finance / Banking &amp; Finance from reputed institutes with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC/ST/PWD)</p>	<ul style="list-style-type: none"> <li>➤ 2 years work experience in relevant field</li> <li>➤ Candidates with work experience covering various business areas of Banking etc will be given preference</li> <li>➤ Excellent communication &amp; documentation skills are preferable</li> </ul>	<ul style="list-style-type: none"> <li>➤ Consult with functional users to identify, define and document business needs and objectives, current procedures, problems, input and output requirements.</li> <li>➤ Perform requirements gathering, requirement analysis, solution envisioning and translating them to specific functional requirements.</li> <li>➤ Effectively communicating with the internal teams to deliver business requirements.</li> <li>➤ Acts as a liaison between Functional users, Technical / IT team and other relevant users.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>

POST CODE	POST	SCALE	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE	JOB PROFILE
12	Data Warehouse Specialists	II	B.E. / B.Tech / M.E. / M.Tech in Computer Science / Computer Technology / Information Technology or MCA with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC/ST/PWD)	<ul style="list-style-type: none"> <li>➤ Candidate should have 2 years work experience in relevant field</li> <li>➤ Work experience in ETL, ODS, DBMS, BI/OLAP, Data Modeling skills, Data Migration and implementation of Data Warehousing etc. will be given preference</li> </ul>	<ul style="list-style-type: none"> <li>➤ Design / Develop / Customize the Data Models as per the requirement</li> <li>➤ Design work flow for data warehouse solution that includes all Software Development Life cycle activities (SDLC) for data integration, data warehouse, business intelligence, data quality etc.</li> <li>➤ Responsible for overall architecture strategy for Extraction Layer, Storage Layer, Access Layer and Security Layer with Internal &amp; External team</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>
13	Extract, Transform & Load (ETL) Specialists	II	B.E./ B.Tech / M.E. / M.Tech in Computer Science / Computer Technology / Information Technology or MCA with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC/ST/PWD)	<ul style="list-style-type: none"> <li>➤ Candidate should have 2 years work experience in relevant field</li> <li>➤ Working experience in ETL tools will be given preference</li> </ul>	<ul style="list-style-type: none"> <li>➤ Design ETL architecture and data flow, mapping template for common business rules.</li> <li>➤ Design strategies for data collection, data staging, data movement, analytics delivery, data quality and data archiving.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>
14	BI Specialist	II	B.E. / B.Tech / M.E. / M.Tech in Computer Science / Computer Technology / Information Technology or MCA with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC/ST/PWD)	<ul style="list-style-type: none"> <li>➤ Candidate should have 2 years work experience in relevant field</li> <li>➤ Working experience in BI tools will be given preference</li> </ul>	<ul style="list-style-type: none"> <li>➤ Design &amp; Development of reports in various formats including Dashboards, Scorecards and Charts etc.</li> <li>➤ Develop Scripts / queries to meet the various reporting requirements including adhoc reports &amp; Analytical reports.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>

POST CODE	POST	SCALE	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE	JOB PROFILE
15	Data Mining Experts	II	M.Sc (Statistics / Operations Research / Computer Science) or B.E. / B.Tech. / M.E. / M.Tech. in Computer Science / Computer Technology / Information Technology or MCA with minimum 60% marks or Equivalent Grade or First Class (minimum 55% marks or equivalent Grade for SC/ST/PWD)	<ul style="list-style-type: none"> <li>➤ Candidate should have 2 years work experience in relevant field</li> <li>➤ Working experience in Data Mining Tools like SAS Enterprise Miner / WEKA / Rapid Miner etc. and Data Mining algorithms and Methodologies like Clustering, Classification, Forecasting etc. will be given preference</li> </ul>	<ul style="list-style-type: none"> <li>➤ Study Business Requirement to conceptualize the Data Mining model</li> <li>➤ Design model framework and select modeling technique</li> <li>➤ Design and review the solution envisioning of the Data Mining architecture including design and review of data mining models, security mechanism and channel integration framework etc.</li> <li>➤ Implement model, perform validation and feasibility check</li> <li>➤ Perform model deployment, summarization and visualization</li> <li>➤ Organise and present knowledge gained in a way that the business user can utilize.</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>
16	Manager (Security)	II	Graduation or any equivalent qualification	<ul style="list-style-type: none"> <li>➤ An Officer with 5 years of commissioned service in Army / Navy / Air Force and not below the rank of Captain or equivalent or an Officer not below the rank of Asst. Commandant in Para Military Forces with 5 years experience</li> <li>➤ Ex-servicemen candidates who have already been discharged or getting discharged from Defense services on or before 01.03.2017 are only eligible to apply for the post of Manager Security</li> </ul>	<ul style="list-style-type: none"> <li>➤ Monitoring security and Fire Safety of the Bank, Liaisoning with Police &amp; other Security Officials, Training Armed Guards etc.,</li> <li>➤ Works related to development and Security arrangements in case of need and allied activities</li> <li>➤ Notwithstanding above, any development work assigned to him / her based on administrative requirement of the Bank</li> </ul>

**SPECIAL RECRUITMENT DRIVE UNDER SCHEDULED TRIBE CATEGORY (BACKLOG VACANCIES):**

POST CODE	POST	SCALE	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE	JOB PROFILE
17	Manager (Finance)	II	MBA (Finance) / MMS (Finance) / Post Graduate Diploma with specialisation in Finance with minimum 55% marks or Equivalent Grade	2 years post qualification work experience in the area of Credit appraisal of medium & Large Borrowal Accounts / Project Finance in Public / Private Sector Banks	<ul style="list-style-type: none"> <li>➤ Techno - Economic feasibility studies of Industrial Projects including infrastructural projects, Financial modeling, Financial Balance Sheet analysis.</li> <li>➤ Drawing up of revival / rehabilitation projects of industrial units under purview of CDR, Flexible Restructuring, SDR etc.,;</li> <li>➤ Post sanction monitoring of Industrial projects during implementation &amp; regular operations; Loan Syndication and asset securitization;</li> <li>➤ Data Mining and warehousing with reference to industrial projects;</li> <li>➤ Handling of credit matters viz. processing of Credit Proposals, Credit Appraisal etc.,</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>
18	Senior Manager (Finance)	III	MBA (Finance) / MMS (Finance) / Post Graduate Diploma with specialisation in Finance with minimum 55% marks or Equivalent Grade	5 years experience in Project appraisal, Syndication or Credit Department in Public / Private Sector Banks and presently working in MMGS-II	<ul style="list-style-type: none"> <li>➤ Techno - Economic feasibility studies of Industrial Projects including infrastructural projects, Financial modeling, Financial Balance Sheet analysis.</li> <li>➤ Drawing up of revival / rehabilitation projects of industrial units under purview of CDR, Flexible Restructuring, SDR etc.,;</li> <li>➤ Post sanction monitoring of Industrial projects during implementation &amp; regular operations; Loan Syndication and asset securitization;</li> <li>➤ Data Mining and warehousing with reference to industrial projects;</li> <li>➤ Handling of credit matters viz. processing of Credit Proposals, Credit Appraisal etc.,</li> <li>➤ Any other work entrusted by the Bank from time to time</li> </ul>

All the educational qualifications mentioned above should be from a recognized University / Institution.

Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted in to percentage and indicate the same in online application. A copy of the “Conversion Formula” notified by the University / Institute for converting Grades to Percentage, along with equivalent class, has to be submitted at the time of interview.

### **COMPUTER LITERACY:**

Operating & working knowledge in computer systems shall be an essential qualification, which a candidate must either possess or acquire within 6 months from the date of joining the Bank.

### **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
JMGS-I	₹ 23700 - 980/7 - 30560 - 1145/2 - 32850 - 1310/7 - 42020
MMGS-II	₹ 31705 - 1145/1 - 32850 - 1310/10 - 45950
MMGS-III	₹ 42020 - 1310/5 - 48570 - 1460/2 - 51490

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

### **4) 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.

## 5) RELAXATION IN UPPER AGE LIMIT:

- (i) Scheduled Caste / Scheduled Tribe candidates - by 5 years;
- (ii) Other Backward Classes (Non-Creamy layer) candidates - by 3 years;
- (iii) Persons with Disabilities - by 10 years;
- (iv) All persons who are ordinarily domiciled in Jammu & Kashmir 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 on or before the last date of application 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.

### 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. 5 (iii) to 5 (vi).
- b] Persons eligible for age relaxation under 5 (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 State of J&K during the period from 01.01.80 to 31.12.89.
- c] Persons eligible for age relaxation under 5 (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.

## 6) APPLICATION FEE & INTIMATION CHARGES (NON REFUNDABLE):

Category	Amount of Fees / Intimation Charges
SC/ST/PWD	Rs. 100/- [Intimation Charges only]
All Others	Rs. 600/- [Including intimation charges]

### 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.

Application fees / intimation charges shall be paid through online mode only (Except for Post Code-16 - Manager Security post).

**Payment of fees / intimation charges via ONLINE MODE (For Post Codes 1 to 15, 17 & 18)**

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the “FINAL SUBMIT” button at the end of the On-Line Application format. Before pressing the “FINAL SUBMIT” button, candidates are advised to verify every field filled in the application.
- (ii) In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only.
- (iii) Once the application is filled in completely, candidate should submit the data.
- (iv) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (v) The payment can be made by using Debit Cards, Credit Cards, and Internet Banking by providing information as asked on the screen.
- (vi) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (vii) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
- (viii) On successful completion of the transaction, an e-receipt will be generated.
- (ix) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated online transaction may not have been successful.

**Note:**

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference.

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



**Procedure for making payment of application fee / intimation charges for the post of MANAGER SECURITY (POST CODE-16):**

For the post of Manager Security, the eligible candidates have to pay the requisite application fee / intimation charges directly in any of the Canara Bank branches or through NEFT in any other Bank.

**The procedure for payment of fee is mentioned below:**

**A) Directly remitting the amount in any of the Canara Bank Branches:**

- (i) Take print-out of the Payment Challan from website [Format is given at end of this advertisement]
- (ii) Fill the particulars viz, Name, Date of Birth, Contact Phone No., 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 Advertisement / application.

**B) Paying the amount through NEFT in any other Bank [If the candidate opts for payment through other Banks]:**

- (i) Fill the NEFT challan as required by the bank with Beneficiary details as under;
  - Name of the Account : RP-1/2017-Specialist Officers
  - Account Number : 8693201000037
  - Payee Bank : Canara Bank, Town Hall welfare Branch, Bangalore
  - IFSC Code : CNRB0008693
  - Narration : Mention your Name
- (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. Kindly write Name, Date of Birth and post applied for on the back of the NEFT Receipt.
- (iv) Log on to bank website [www.canarabank.com](http://www.canarabank.com) for Advertisement / Application and payment challan.

The application fee / intimation charges should be paid between 15.03.2017 to 05.04.2017 [both days inclusive]

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

## 7) 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 in our website on the dates indicated at the top of this advertisement.

All applicants should have a valid personal e-mail ID. The registered e-mail id should be kept functional till completion of this recruitment project. All the communications will be sent to the candidates to this e-mail ID only.

### **The guidelines for filling on-line application are as follows (Otherthan Manager Security Post)**

- Candidates are required to visit the Bank's website [www.canarabank.com](http://www.canarabank.com)→ Careers→ Recruitment and click on the link "Recruitment Project - 1/2017 - Specialist Officers" and apply for the concerned post.
- Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure I).
- Candidates while filling their on-line application, the name of the candidate and his / her father / husband etc. should be spelt correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found may disqualify the candidature.
- Candidates should fill all the fields in the on-line application.
- Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button. Submission of incorrect / false information in the online application will render the candidature invalid.
- After completion of on-line registration, take system generated print-out of Registered On-line Application.
- An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- Retain a copy of the final on-line application print out along with Registration Number & Password safely for your records.

### **For the post of Manager Security (Post Code-16):**

- Candidates should have remitted the requisite fee in any branch of Canara Bank OR Candidates should have remitted the requisite fee in any other Bank through NEFT and should have details of payment made.
- Please note that without valid payment details, the application will be summarily rejected. For details of payment, check Point No.6.
- 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 - 1/2017" and download the application for the post.
- The name of the candidate or his / her father / husband etc. should be spelt correctly in the application as it appears in the certificates / mark sheets.
- Candidates should take utmost care to furnish the correct details while filling in application. Submission of incorrect / false information in the e application will render the candidature invalid.
- Applications duly completed in all respects should be sent by **REGISTERED POST / SPEED POST / COURIER** only in a cover superscribed "Application for the post of Manager-Security [MMGS-II] in Canara Bank".

### **Applicable for all the posts (Other than Security Manager posts):**

Candidates need not send Application Print / Documents at this stage. However, if shortlisted for Group Discussion and Interview, at the time of Group Discussion / Interview, candidates will have to submit the print out of application along with other documents / certificates as mentioned below:

- Print-out of on-line application
- Print-out of GD and Interview Call Letter
- Proof of Date of Birth along with proof of certificate for applicable age relaxation, if any
- Certificates and Mark lists of SSC / SSLC / X Std., 10+2 / PUC / Intermediate, Graduation, Post Graduation etc.
- Caste Certificate, in case of SC/ST/OBC category candidates & Disability Certificate, in case of PWD candidates
- Experience Certificate, if any / wherever applicable
- Any other relevant documents in support of candidature.

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

### For Manager Security Posts (Post Code - 16):

For Manager Security posts, the selection is by way of Short-listing, GD and / or Interview. The candidates who are applying for the post of Manager Security have to send a copy of the following documents along with the print out of the online application to “Canara Bank, Recruitment Cell, Human Resources Wing, Head Office, 113/1, Jeevan Prakash Building, J C Road, Bangalore-560002, Karnataka’ so as to reach at our end on or before 12.04.2017:

- Payment Challan
- Date of Birth Certificate / SSC / SSLC / 10<sup>th</sup> Standard certificate with DOB
- Copy of the mark sheets & certificates of SSC/SSLC/X STD and PUC/10+2/ Intermediate,
- Copy of mark sheets & certificates of Graduation & other qualifications etc.
- Copies of experience certificates
- Copy of the Caste Certificate in prescribed format in case of SC / ST / OBC category candidates
- Copy of the Discharge Book
- Any other relevant documents

Applications must be accompanied by a copy of the above mentioned documents, otherwise their candidature will be summarily rejected and their application will be lodged at our end. Applications received after 12.04.2017, will not be accepted.

### **8) SELECTION PROCEDURE:**

The selection (other than Manager Security post) shall be by way of Short-listing/Test + Group Discussion + Interview basing on the applications received for individual posts. For the post of Manager Security (Post Code-16), the selection is by way of Shortlisting, Group Discussion and/or Interview.

In case the number of candidates are less, the selection will be done through Short-listing, Group Discussion & Interview. Depending upon the number of vacancies, Bank reserves the right to shortlist requisite number of candidates and only those shortlisted candidates will be called for Group Discussion and/or Interview.

In case the selection is through on-line test, pattern for examination, test centres and other details are mentioned herebelow:

Subject	No. of Questions	Marks	Time
Professional Knowledge in the area of specialization	50	100	2 hours
Test of English	50	50	
Latest Developments in Banking Industry	50	50	
<b>Total (Total Weighted Score)</b>	<b>150</b>	<b>200</b>	
<ul style="list-style-type: none"><li>• There will be negative marks for wrong answers in Objective Test.</li><li>• Bank will decide the minimum cut-off marks for each subject as well as Total Weighted Score [TWS].</li><li>• 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 and number of candidates required for Group Discussion and /or Interview in certain ratio decided by the Bank, will only be called for Group Discussion and/or interview</li></ul>			

### **Penalty for Wrong Answers**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If for any question a candidate gives more than one answer, it will be treated as wrong, even if one of the given answers happens to be right, and there will be the same penalty of 0.25 of the marks assigned to that question deducted as penalty. If a question is left blank, i.e. no answer is given by the candidate; there will be no penalty for that question.

### **Important:**

*Please take a note that in case a candidate is found adopting/ abetting use of unfair means, either during the written test or at any time before or after the same, then the candidate shall be debarred from the recruitment process.*

### **Examination Centres for Online Written Test:**

- (i) Bank will be holding online written test at Ahmedabad, Bhopal, Bengaluru, Bhubaneswar, Coimbatore, Chennai, Chandigarh, Guwahati, Hyderabad, Jaipur, Kolkata, Kochi, Lucknow, Madurai, Mangalore, Mumbai, Nagpur, New Delhi, Patna, Pune, Raipur, Ranchi, Thiruvananthapuram, Vijayawada and Vishakhapatnam.
- (ii) Candidates are advised to give their preference of written test centre. The address for the online test and timing will be advised in the online call letters available at Bank's website.
- (iii) Candidates may select any one centre from the above-mentioned centres and indicate the same in his or her application. Request for change of Centre will not be entertained.
- (iv) The Bank, however, reserves the right to add or change or cancel any of the Centres for online test depending on the response or number of applications for a particular centre. Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) Candidate will appear for the examination/interview at the respective centres at his/her own risk and expenses and the Bank will not be responsible for any injury or losses etc. of any nature caused to the candidate.
- (vi) Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature

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 candidates will have to secure the marks as mentioned below in Group Discussion, interview & also final marks, to 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 final rank lists shall be prepared on the basis Short-listing/Test + Group Discussion + Interview, with the following weightage:

Status	Test	Group Discussion	Interview	Total
Posts with Test, GD & Interview	50%	20%	30%	100%
Posts with GD & Interview only	-	40%	60%	100%

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

The On-line Test, GD and Interview will be held at identified centres. The centre & address of the venue, time & date for Test / Group Discussion and Interview will be informed to the shortlisted candidates through e-mail and candidates have to attend for the same at their own cost. Candidates are advised to check Bank's website for details and updates of this project.

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

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

Request for change of Test/Interview centre will not be entertained. However, the Bank reserves its right to change/add/cancel the date, time, centre, venue of the Group Discussion & Interview and to call the candidates for the Group Discussion & Interview at any other Centre or hold supplementary selection process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any. Change of 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 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 / Interview, the candidate should produce original and a copy of the photo identity such as PAN Card / Passport / Driving License / Voters Card / Bank Pass Book with Photograph / Photo embossed Credit Card / Aadhaar Card for verification. If the identity of the candidate is in doubt, the candidate will not be allowed for Test /GD / Interview.

#### 10) PROBATION & BOND:

Scale	Probation Period (Active service)	Bond	
		Amount	Minimum Service Period
JMGS-I	Two Years	Rs.1 Lakh	2 Years
MMGS-II	One Year	Rs.1 Lakh	3 Years
MMGS-III	One Year	Rs.1 Lakh	3 Years

#### 11) CALL LETTERS:

The candidates who have been shortlisted [as mentioned in Point No. 8] will only be called for the Group Discussion and Interview and their details and schedule for Group Discussion and Interview will be made available in Bank's website. All the communications viz. call letters for Group Discussion / interview etc., 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. For other than Manager Security post, the call letter for Group Discussion and Interview can be downloaded from the Bank's website. For the post of Manager Security, call letter for Group Discussion and Interview will be sent to the registered email ID of the candidates.

Bank will not take responsibility for late receipt / non-receipt of call letter / 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 till the subject recruitment process is completed.

#### 12) 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.

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 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 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.

### **13) GENERAL INSTRUCTIONS:**

- a) Candidates have to register on-line through Bank's website only. No other means of applications shall be entertained (for otherthan Manager Security post)
- b) For the post of Manager Security (Post Code - 16), candidates have to send the physical application along with the requisite documents through Speed Post / Regd. Post / Courier so as to reach us on or before 12.04.2017.
- c) Calling / admission to the Test / Group Discussion / interview is purely provisional without verification of age / qualification / category 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. Bank reserves right to reject ineligible candidate's applications at any stage and the fee paid by ineligible candidates shall be forfeited.
- d) 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.
- e) Applications which are incomplete in any respect will be rejected and the fee will be forfeited.
- f) Candidates will have to appear for the Online Examination and /or Group Discussion and interview at their own expenses.

However, Outstation SC/ST/Persons with Disabilities category candidates, called for Group Discussion and interview will be paid Second 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.



- g) Candidates serving in Government / Public Sector Undertakings (including Banks) should submit “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered.
- h) Candidates willing to serve anywhere in India only should apply for the posts advertised.
- i) 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 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.
- j) No correspondence or personal enquires shall be entertained by the Bank.
- k) 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.
- l) The shortlisted candidates 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, he / she shall not be allowed to take up GD / interview.
- m) Candidates belonging to SC / ST / OBC / Persons with Disabilities categories should keep ready an attested copy of Caste / Disability 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. 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:

1) 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. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.
- n) An Ex-serviceman candidate has to produce a copy of the discharge Book / Certificate and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
  - o) 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.
  - p) Appointment of selected candidates for the posts are subject to the Service and Conduct Rules of the Bank
  - q) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Bangalore.
  - r) Canvassing in any form will be treated as disqualification.
  - s) The Bank 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.
  - t) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
  - u) No candidate is permitted to use Calculator, Mobile Phone or any other instruments in the Test / 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 disconnection / 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 : 15.03.2017  
Place: Bangalore

**GENERAL MANAGER**

## ANNEXURE - I

### Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature:

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

#### Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb-50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb - 20kb
- Ensure that the size of the scanned image is not more than 20kb
- **Signature in CAPITAL LETTERS shall NOT be accepted.**

### **Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

### **Procedure for Uploading the Photograph and Signature:**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

**Your Online Application will not be registered unless you upload your photograph and signature as specified.**

### **Note:**

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.