



Recruitment Cell, Human Resources Wing
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RP /2/2024

ENGAGEMENT OF CHIEF ECONOMIST ON CONTRACT BASIS

CANARA BANK, a leading Public Sector Bank with Head Office at Bengaluru and having global presence with over 9600 branches invites applications from eligible Indian citizens for appointment for the post of **Chief Economist on contract basis**.

Eligible candidates are requested to apply Online through the link given in Bank's website www.canarabank.com.

Please read this advertisement carefully and ensure your eligibility before submitting application.

Important Dates	
Event	Date
Opening date for submission of application	08.07.2024
Closing date for submission of application	28.07.2024

1. DETAILS OF POST:

Name of the Post	Chief Economist
Number of Posts	01 (One)

2. ELIGIBILITY CRITERIA & OTHER DETAILS:

Date of Reckoning for eligibility	All the eligibility (Age, Qualification, Experience, etc.) shall be computed as on 01.03.2024 (inclusive).
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Post	Age	Educational Qualification	Work Experience
Chief Economist	Between 35 - 55 years	<p><u>Minimum Qualification:</u></p> <p>A Master's Degree in Economics/Econometrics from a recognized Indian/ Foreign University.</p> <p><u>Desirable:</u></p> <p>Doctorate degree in Economics from a recognized University.</p>	<p><u>Mandatory experience:</u></p> <p>Minimum 10 years of experience as an</p> <ul style="list-style-type: none"> ➤ Economist in a Commercial Bank/ Financial Institution or other reputed Corporate/ Rating Agencies/ Organizations. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Teaching Experience as Lecturer/Professor in Economics in a college/ University. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Combined experience as an Economist and in teaching. <p><u>Desirable:</u></p> <p>Excellent communication skills supported by participation in various economic forums. Contribution to leading publications will be an added advantage.</p>

3. ROLES AND RESPONSIBILITIES:

- The Chief Economist will be the key resource person for providing strategic inputs on various macroeconomic and banking developments - National and Global economic developments to the Top Management of the Bank.
- Providing inputs and strategy and policy of the Bank based on macroeconomic developments. He/She will also be responsible for maintaining Investors Relation Function.
- Interpretation, Analysis and undertaking impact study of various Economic Policies announced by the Government, RBI and other regulatory authorities.
- Periodic analysis & presentation of the business profile of the Bank to its Stakeholders, Media and Public.
- Research on economic conditions in the country with respect to core sectors of economy and different industries. Analyze and access the business performance and credit quality across sectors/portfolio to advise on risk and opportunities therein.
- Any other assignment as may be assigned by the Bank from time to time.

JOB SPECIFIC SKILLS:

- Should be conversant with Banking/ Financial scenario. He/ She should play important role in enhancing the Banks brand image through publication of high-quality research, communication of research.
- Should possess expertise and in-depth understanding of Domestic & Foreign Economic scenario, macroeconomic indicators, structural changes in the economy.
- Should have good understanding of Govt. Economic policies. Laws and regulations, fiscal and monetary policies etc.
- Should possess leadership skills, strong interpersonal skills, strong analytical and problem solving skills.

4. OTHER TERMS AND CONDITIONS OF EMPLOYMENT APPLICABLE TO THE POST:

Equivalent Rank	The Chief Economist shall be a Senior Executive on Contractual Basis equivalent to the rank of Deputy General Manager of the Bank.
Tenure of Engagement	Nature of Employment will be contractual. Initially, the Contractual engagement will be for 3 years, with periodic performance review. The term of engagement may be extended at the sole discretion of the Bank for a period of one year at a time subject to maximum of five years.
Compensation / Perquisites	Remuneration / Pay Compensation will be market linked and will not be a limiting factor for a suitable candidate and can be negotiated. Income tax, professional tax, any other tax/statutory liability shall be borne by the engaged executive.
Working Hours	The working hours of the Bank shall be the usual hours as applicable on all days except 2nd / 4th Saturdays, Sundays and holidays declared under NI Act.
Location	Canara Bank, Head Office, Bengaluru. However, the Bank reserves the right to post the executive at any office of the Bank or to any place as per requirement of the Bank.
Leave	He/she shall be entitled to avail 12 Casual Leave for every calendar year of contract. Out of which not more than four days can be taken at a time. Un-availed Casual Leave for each contract year shall lapse at the end of the contract year. During the first contract year, he/she shall earn Casual Leave on pro-rata basis @ one day for each completed month or part thereof. In addition, appointee will be entitled for 15 days of leave in a calendar year. However, if his/her absence exceeds eligible leave, proportionate amount will be deducted for each day of absence over and above the permissible leave from the consolidated payment.

Termination of Contract	<p>The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever by giving three months' notice or on payment of three months fixed component of the compensation in lieu of such Notice.</p> <p>In case the appointee desires to terminate the contract before the expiry of the contractual period, he / she will have to give to the Bank clear three months' notice or make payment of three month's fixed component of the compensation in lieu of such Notice.</p>
Other Terms & Conditions	<p>The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.</p> <p>On completion of the contractual period, his/her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period.</p> <p>He/she shall be required to execute the Fidelity & Secrecy Bond under which he / she shall agree not to disclose any information/data which he/she is privy to while in the contract engagement and shall take reasonable security measures to prevent accidental disclosure.</p>
Reporting Relationship	<p>The Chief Economist shall have direct reporting lines to the General Manager/Chief General Manager, Strategy & Resources Wing.</p>
Credit History	<p>The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining the Bank.</p> <p>Those candidates whose CIBIL status has not been updated before the date of joining, have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer may be withdrawn / cancelled. The final discretion in this regard remains with the Bank</p>

5. SELECTION PROCEDURE:

The selection is proposed to be undertaken on the basis of screening/shortlisting and/or interview/interaction.

However, Bank may decide the modalities of selection depending on the number/scope of applications received.

Screening/shortlisting will be based on the eligibility criteria, qualifications, suitability/experience, etc. submitted with the application. Candidates to the extent of required number only will be called for interview/interaction.

The candidature after preliminary screening and without verification of documents will be provisional and will be subject to verification of all details/documents with the originals when a candidate reports for personal interaction (if called).

Selection will be on the basis of marks secured by the candidate in the interview, in order of merit.

Maximum marks for interview would be 100.

Minimum marks for passing would be 70.

Only such shortlisted candidates who qualify in personal interaction/interview and are sufficiently high in the merit list will be shortlisted for final selection.

Engagement of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank.

Decision of Bank in all matters regarding eligibility, selection etc. would be final and binding on the candidates. No representation or correspondence whatsoever will be entertained by the Bank in this regard.

Mere fulfilling minimum qualifications and experience will not vest any right in the candidate for being called for interview.

Bank reserves the right to shortlist requisite number of candidates and only those shortlisted candidates will be called for interview/interaction as decided by the Bank. No correspondence will be entertained in this regard.

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. No correspondence will be entertained in this regard. If any of the above shortcoming(s) is/are detected even after appointment, his/her contract is liable to be terminated without any notice.

The venue, date & time for interview/interaction, will be informed to the shortlisted candidates in the call letter and candidates have to attend the interview/interaction at their own cost. **The call letter will be sent by E-mail only.** The details of shortlisted candidates for Interview/ Interaction or any other process will be uploaded in our website. Request for change of Centre will not be entertained.

However, the Bank reserves its right to change / add / cancel the selection process & schedule at its discretion, under unforeseen circumstances, if any. Changes, if any, will be announced in our website / by E-mail. Bank will not be responsible for late receipt / non receipt of any communication from the Bank. Hence, candidates are requested to check their E-mail and Bank's website regularly, to keep track of the process.

6. HOW TO APPLY:

Guidelines for filling online application:

- (i) Candidates are required to apply online through Bank's official website www.canarabank.com → Career → Recruitment → RECRUITMENT PROJECT- 2/2024 - ENGAGEMENT OF CHIEF ECONOMIST ON CONTRACT BASIS. No other means/ mode of application will be accepted.
- (ii) Candidates are required to have a valid personal E-mail ID and Mobile Number. It should be kept active till completion of this selection process. All the communication will be sent to the candidates to their respective E-mail ID only.

- (iii) Candidates are advised to carefully fill in the online application as no change in any of the data filled in the online application will be permitted after submission.
- (iv) After final submission, the candidates are advised to take a printout of the system generated online application form.

Guidelines for Scanning and Upload of Documents:

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

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport size colour picture. File type: jpg/ jpeg.
- 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:

- The applicant has to sign on white paper with Black Ink pen. File type: jpg/ jpeg.
- 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 20 kb

Resume:

- The document must be in pdf format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

Note:

- Signature in CAPITAL LETTERS shall NOT be accepted.
- Ensure that Photo, Signature and Resume are uploaded at the specified spaces only in the online application form.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ resume, 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 documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Guidelines for Uploading the documents:

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, and Resume
- Click on the respective link "Upload Photograph / Signature / Resume"
- Browse and Select the location where the Scanned Photograph / Signature / Resume has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button.
- Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed.
- Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- 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, signature or resume is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph/ signature/ resume, prior to submitting the form.

Note:

- (1) In case the face in the photograph or signature or resume is unclear / smudged the candidate's application may be rejected.
- (2) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate's application will be rejected.
- (3) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

7. DOCUMENTS TO BE SUBMITTED WHEN CALLED FOR INTERACTION/ INTERVIEW:

When called for Interview/Interaction, candidates have to produce the originals for verification with one set self-attested photo copies of the following documents. Candidates will not be allowed to appear for Interview/Interaction without production of the original documents.

- Proof of Date of Birth (copy of the Date of Birth Certificate / SSC / SSLC/ X Standard/ XII Standard certificate with DOB)
- Copy of the Photo identity proof
- Certificates of Graduation/ Post Graduation.
- Certificates of other qualifications, if any.
- Copy of Certification as stipulated under Eligibility Criteria - Educational Qualification.
- Copies of experience certificates specifying designation / job profile, period of service (with specific dates) from previous, present employers. **Please note that work experience certificate should contain the designation, period of service and detailed job profile.**
- Candidates serving in Government /Quasi Government offices, PSUs including Nationalized Banks/ Financial Institutions should produce “No Objection Certificate” from their employer at the time of Interview/ Interaction.
- Candidates who are retired should submit a copy of the relieving order/ Discharge Certificate.
- A copy of the Resume uploaded at the time of online registration.
- Any other relevant documents deemed fit or called for by the Bank.

8. CALL LETTERS:

The shortlisted candidates only will be called for the Interview and their details and schedule for Interview will be made available in Bank’s website www.canarabank.com -> Careers -> Recruitment -> RECRUITMENT PROJECT- 2/2024 - ENGAGEMENT OF CHIEF ECONOMIST ON CONTRACT BASIS. All the communications viz., call letters for Interview etc., will be sent **only to the E-mail ID** provided by the candidate in the application.

Bank will not be responsible for late receipt / non-receipt of call letter / any communication due to technical reasons. Hence candidates are requested to keep track of their application status by visiting Bank’s website as well as checking their E-mail account from time to time during the selection process. For any queries regarding the application status, the candidate may reach us on 080 2211 6922 from 1000 hr to 1700 hr on all working days.

9. GENERAL INSTRUCTIONS:

1. Candidates have to apply online through the link provided in the Bank’s website www.canarabank.com.
2. Before submitting the application form, the candidates must ensure that they fulfil all the eligibility criteria with respect to age, educational qualification, experience, etc.
3. The details of the candidate should be spelt as it appears in the certificates / mark sheets. Any change / alteration found may result in disqualification of candidature.
4. In case the candidate has changed his/her name, the changed name should be as per the Gazette Notification / Marriage Certificate.
5. Candidates should take utmost care to furnish the details while filling in application.
6. Bank reserves right to reject ineligible candidate’s applications at any stage of the selection process.
7. While applying for the post, the candidate will be required to provide details regarding criminal case(s) pending against him/her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves right to deny the engagement depending upon such disclosures and/or independent verification.
8. All further announcements/Addendum or Corrigendum(if any)/ details pertaining to this process will only be published/ provided on Bank’s authorised website www.canarabank.com ->Careers-> Recruitment link from time to time. All notifications/

communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said project. No separate communication/ intimation will be sent to the candidates who are not shortlisted/ not selected in the process

9. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided they fulfil all the eligibility conditions applicable to unreserved category.
10. Applications which are incomplete in any respect, such as without proper passport size photograph, signature, profile uploaded in the online application form will not be considered as valid and will be rejected. No further communication will be made in this regard. Incomplete applications / applications without supporting documents will be rejected outright. Bank takes no responsibility to receive/ collect any certificate/ document sent separately.
11. Candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Bank in future should be identical and there should be no variation of any kind.
12. A recent, passport size photograph should be uploaded by the candidate at the time of submission of application and the candidate should ensure that copies of the same are retained for use at various stages of the process.
13. Candidates will have to appear for the Interview/ Interaction at their own expense.
14. 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 Interview, selection and any other matter relating to selection process will be final and binding on the candidate. Bank reserves the right to modify/ amend/ cancel any of the eligibility criteria and/or any other terms and conditions spelt out in this Notification. Further, the Bank reserves right to stall / cancel the selection process partially / fully at any stage at its discretion, which will be final and binding on the candidate.
15. Bank may, at its discretion, hold re-interview wherever necessary.
16. Candidates serving in Government /Quasi Government offices, PSUs including Nationalised Banks/ Financial Institutions should produce "No Objection Certificate" from their employer at the time of Interview/ Interaction, in the absence of which their candidature shall not be considered.
17. The shortlisted candidates are required to produce original documents pertaining to Age, Qualification, Experience, etc for verification at the time of Interview. If any candidate is found ineligible while verifying the documents, he / she shall not be allowed to take up Interview/ Interaction.
18. Mere submission of application and apparently fulfilling the criteria as prescribed in the advertisement do not entitle a candidate to be called for interview.
19. By applying for the post, candidates give their consent for making use of the information furnished in the application for Bank's internal use including shortlisting for Interview.
20. In case of selection, candidates will be required to produce proper unconditional discharge certificate/relieving letter from the previous employer, at the time of taking up the appointment. Conditional discharge certificate/ relieving letter will not be accepted.
21. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.
22. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Bengaluru only.
23. Canvassing in any form for candidature /post will be treated as disqualification.

Public

24. 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 / web site / job portal / social media. Candidates are advised not to share/ mention their application details with / to anyone.
25. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.

Candidates in their own interest are advised to submit their applications well in time before the last date for submission and Bank does not take any responsibility for the candidates not being able to submit their applications within the last date on account of the reasons beyond the control of the Bank.

***** Bank is not responsible for printing errors, omissions if any*****

Date: 01.07.2024

Place: Bengaluru

CHIEF GENERAL MANAGER

Public

Public