HOW TO APPLY

Candidates can apply only online from **15.02.2023 to 06.03.2023** and no other mode of application will be accepted.

❖ **Pre-Requisites for Applying Online:**

Candidates should have valid e-Mail ID and Mobile Number which should be kept active till the completion of this selection process. All the communication will be sent to the candidate's respective e-mail id only.

Before applying online, the candidates must ensure that they fulfil all the eligibility criteria with respect to age, educational qualification, experience, etc. Candidate will be required to have a scanned (digital) image of his/her photograph, signature and Resume and other documents/certificates as per the specifications given in this Advertisement.

❖ **Procedure for Applying online:**

1. Candidates will be required to click on "Click Here to Apply Online" to view current openings through Bank's official **website www.canarabank.com** → Careers → Recruitment → RP 1/2023 – ENGAGEMENT OF GCRO, CDO AND CTO on Contract Basis.

2. To register candidates, have to complete their e-mail id and Mobile number verification in sign up page.

3. After successful registration, Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application after the submission of application will be possible/entertained.

4. 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.

5. While Entering the data in the Experience page, Candidate has to enter the experience in relevant designation and not combine the experience gained with more than one designation held by the candidate.

6. After Entering all the details, Candidates have to upload Photo, signature, Resume and other Documents as per the specifications mentioned in the advertisement. Candidates can verify the details entered in the online application form through Preview option and modify the same if required. No change is permitted after clicking on "Final Submit" Button.

7. After Final Submission of the application, the candidates will receive an intimation regarding successful registration of application through e-mail and SMS.

Note:-

➢ Candidates are requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and

incomplete details in the application or omission to provide the required details in the application form.

➤ An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.

➤ Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log onto the Bank's website on account of heavy load on internet/website jam.

➤ 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 reason beyond the control of the Bank.

Please note that the above procedure is the only valid procedure for applying online. No other mode of application or incomplete application would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/her is found to be false at a later stage.

❖ **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.

Other Certificates:(Education Qualification Certificate/s, Experience Certificate/s, Professional Certification/s)

- The document must be in pdf format.
- The document must be saved without any special characters. An example file name is: Certificate1, Certificate2 etc with file extension as .pdf
- Page size of the document to be A4.
- Size of the file should not be exceeding 10 MB.
- In case of Document being scanned, please ensure it is saved as PDF and size is not more than 10 MB as PDF.

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.**

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.