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Recruitment Cell, Human Resources Wing
Head Office, Bengaluru

**COMMON RECRUITMENT PROCESS FOR RECRUITMENT OF CLERKS
(CRP-CLERKS-XIII-RESERVE LIST-PHASE-III)
DOCUMENTS SUBMISSION & BIO-METRIC VERIFICATION – FINAL OPPORTUNITY**

We invite your attention to the Common Recruitment Process conducted for the post of Clerk under CRP-CLERKS-XIII-Reserve List (Phase-III) by the Institute of Banking Personnel Selection (IBPS). IBPS has provisionally allotted 21 candidates for the post of Clerk to our Bank. Subsequently, we had vide our notification dated 21.01.2025, advised all the provisionally allotted candidates to attend the Documents submission & Biometric verification process on 27.01.2025 at various centers. However, some of the candidates failed to attend the same.

We are pleased to inform that the Bank is providing a final opportunity on 10.02.2025 to the candidates who failed to complete the earlier Document submission & Biometric verification process.

The details of the Centre and venue for Documents submission & Bio-metric verification process are mentioned here below:

CANARA BANK CIRCLE OFFICE – CHENNAI P B 1078, 563/1, ANNA SALAI, TEYNAMPET, TEYNAMPET S.O, CHENNAI TAMIL NADU - 600018	CANARA BANK HRM SECTION CIRCLE OFFICE,PATNA LUV-KUSH TOWER, EXHIBITION ROAD, PATNA, BIHAR-800001
CANARA BANK CIRCLE OFFICE – DELHI NO.38, ANSAL TOWERS, NEHRU PLACE, NEHRU PLACE S.O DELHI – 110019	CANARA BANK HRM SECTION CIRCLE OFFICE GUWAHATI 1st FLOOR, DEE BEE GRANDE, 6 MILE, PANJABARI ROAD, GUWAHATI, ASSAM- 781022
CANARA BANK HRM SECTION CIRCLE OFFICE PLOT NO.1556(P), JAGAMARA, KHANDAGIRI, BHUBANESHWAR ORISSA-751030	

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Instructions to the candidates called for Biometric verification & submission of documents:

At the time of attending for documents verification process, candidates should invariably bring the photocopies of the following documents / Certificates for submission. Photocopies of the documents submitted should be self-attested and the ORIGINALS of all the documents should be invariably submitted for verification:

- Printout of Call Letter for attending Documents Submission and Bio-Metric verification process.
- Printout of the online application form registered for CRP Clerks-XIII.
- Proof of Date of Birth (Birth Certificate issued by the Competent Authority or SSC / SSLC / Std. X / Std. XII Certificate with date of birth.)
- Marks Cards & Certificates of Class X & XII / SSC / SSLC / PUC / Diploma etc.
- Year-wise / Semester-wise mark sheets and Certificates (Provisional Degree Certificate or Final Degree Convocation) of Graduation issued by **University** in support of their eligibility.
- Mark sheets and Certificates of post-graduation, professional qualifications, additional qualifications etc., if any.
- If the final result of graduation is not mentioned in the certificate or mentioned after 21.07.2023, candidate has to submit a certificate from the College / University for having declared the result of graduation on or before 21.07.2023.
- Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a “No Objection Certificate” from the competent authority invariably.
- Work Experience Certificate / Service Certificates, if any.
- The candidates belonging to SC / ST / OBC / PwBD categories must produce relevant and **valid** Caste / PwBD certificate issued by the competent authority in the prescribed format as notified in the IBPS advertisement. Please note that the caste name appearing in the caste certificate should match letter by letter with the caste name mentioned in the central list for the State/UT to which candidates belong to.
- Candidates belonging to EWS category should submit Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format, valid for the financial year 2023-24, based on the income for the financial year 2022-2023.
- Ex-Servicemen candidates: (i) Candidates who are released/ retired from Armed Forces are required to submit a certificate as per Proforma A. Such Ex-servicemen candidates have to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of joining. (ii) Candidates who are still in the Armed Forces and allotted under Ex-Servicemen category should submit Proforma B from the Competent Authority showing his/her date of completion of specific period of engagement (SPE) along with the declaration in Proforma C. Such candidates have to submit a release letter and a self-declaration that he/ she is entitled to benefits admissible to Ex-Servicemen as per Govt. of India rules (iii) Those candidates who have completed their initial period of

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assignment and who are on extended assignment are required to submit the certificate as per Proforma D.

- Candidates availing age relaxation under “Widow, divorced women and women legally separated from their husbands who have not remarried”, must produce the Death certificate of husband/ documents in support of Divorce or judicial separation and an affidavit/ declaration that they are not remarried.
- Candidates availing age relaxation under “Persons affected by 1984 riots”, 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.
- Photo identity proof such as PAN Card / Passport / Driving License / Voter’s Card / Bank Passbook with Photograph / Aadhaar / E-aadhar Card with photograph / Employee ID.
- In case of candidates who have changed their name will be allowed only if they produce original Gazette notification or original marriage certificate. **All the candidates are requested to verify their testimonials and any difference (spell error) in candidate’s name in Online registration to that of their documents / certificates should be supported by notarized affidavit in original.**
- Three passport size Color photographs (same as the one uploaded in online application)
- Any other relevant documents.

The Photograph and Biometrics of the candidate will be verified with the photograph and Biometrics captured at the time of online tests. Decision of the Biometrics data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Please note that the provisional selection of the candidate is subject to Photograph and Biometrics matching.

The provisional selection is subject to the candidate fulfilling the eligibility criteria stipulated for the post. **Please note that a proficiency test will be conducted during the above documents verification process to ascertain the proficiency (reading, writing and speaking) of the candidates in the Official/local language of the State / UT for which he / she has applied for. Please note that if any candidate does not possess proficiency (reading, writing and speaking) in the Official/local language of the State / UT for which he/she has applied for, his/her provisional allotment made by IBPS may be cancelled. Decision of the Bank shall be final and binding upon the candidates.**

In case it is detected at any stage of the recruitment process that the candidate does not satisfy the eligibility criteria, his/her candidature shall stand forfeited.

Call Letter will be sent to the registered e-mail id of the candidates. Candidates are advised to go through the mail carefully and ensure submission of all the relevant documents during the document verification process.

Request for Change of Centre, Date & Time for submission & verification of documents will not be entertained.

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Please note that you have been called on the above mentioned Date & Time at the specified venue for Documents Submission, Biometric verification and language proficiency Test (if applicable) only.

Candidates are requested to attend the document verification process on **10.02.2025** (Monday) at the time and Centre mentioned against their name for verification & submission of documents.

SL. NO.	ROLL NO.	REG. NO.	NAME	ALLOTTED CATEGORY	STATE/UT APPLIED FOR	CENTRE FOR VERIFICATION	TIME
1	2421000768	2270485158	SAHIL PATEL	OBC(NCL)	ODISHA	BHUBANESHWAR	10.00 AM
2	2641006182	2270307777	SUBHIKSHA A R	OBC(NCL)	TAMIL NADU	CHENNAI	10.00 AM
3	2661005403	2270362932	JOSEPH PETER C	OBC(NCL)	TAMIL NADU	CHENNAI	10.00 AM
4	2701002187	2270416753	DEEPIKA B	OBC(NCL)	TAMIL NADU	CHENNAI	10.00 AM
5	2651000697	2270483455	AARTHI K	OBC(NCL)	TAMIL NADU	CHENNAI	10.00 AM
6	2651001255	2270524290	PRIYADHARSAN R	OBC(NCL)	TAMIL NADU	CHENNAI	10.00 AM
7	2971003621	2270478032	NEHA KUMARI	OBC(NCL)- OC/LOCOMOTOR DISABILITY	UTTAR PRADESH	DELHI	10.00 AM
8	1291000970	2270151775	SWAPNANEEL DEKA	UNRESERVED	ASSAM	GUWAHATI	10.00 AM
9	1391010480	2270431880	ROSHAN RAJ	OBC(NCL)	BIHAR	PATNA	10.00 AM

We wish all the candidates Good Luck.

Place: Bengaluru

Date: 31.01.2025

GENERAL MANAGER

Note: Bank has taken adequate care in compiling the list. In case of any inadvertent errors, Bank reserves right to rectify the same.