

## ENGAGEMENT OF ADVISOR-TREASURY ON CONTRACT BASIS

**CANARA BANK**, a leading Public Sector Bank with Head Office in Bengaluru and global presence with over 6300 branches, invites applications, from the eligible candidates for the post of **Advisor-Treasury on contract basis**.

Eligible candidates are requested to apply through the prescribed application available in our Bank's website [www.canarabank.com](http://www.canarabank.com). No other means / mode of Application will be accepted.

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

Important Dates	
Event	Date
Last Date for Receipt of physical application	On or before 10.06.2019

### 1. DETAILS OF POST:

Name of the Post	Advisor-Treasury on contract basis
Number of Posts	01 (One)

## 2. ELIGIBILITY CRITERIA & OTHER DETAILS:

All the eligibility [qualification, age etc] shall be computed as on 01.05.2019 (inclusive).

Job Location	Head Office, Bengaluru / Integrated Treasury Wing, Mumbai, depending upon the requirement of the Bank
Age as on 01.05.2019	Minimum 55 years; Maximum 65 years
Period of Contract	<ul style="list-style-type: none"><li>• The period of engagement shall be initially for a period of 3 years based on yearly review of performance.</li><li>• Depending upon the Bank's requirement, the period of engagement may be extended for an additional term of 2 years at the sole discretion of the Bank.</li><li>• The maximum period of engagement shall not be more than 5 years.</li></ul>
Educational Qualification as on 01.05.2019	Graduation in any discipline from a recognized University. Professional qualification in Treasury will be an added advantage and will be preferred.
Experience as on 01.05.2019	<ol style="list-style-type: none"><li>1) The Executive should be of the level of Deputy General Manager / equivalent or above in Public Sector Bank / Private Banks / Financial Institutions / Investment firms, etc.</li><li>2) Applicant should be currently working in PSBs/Financial Institutions / Investment firms / organizations handling treasury operations. OR Applicant should have retired / resigned from such organizations mentioned above on or after 01.01.2015.</li><li>3) He / She should have a minimum of 15 years (aggregate) experience in Treasury.</li><li>4) He / she should have a good track record and shall not be facing any criminal charges / investigation.</li></ol> <p>The following attributes will be an added advantage:</p> <ol style="list-style-type: none"><li>a. Overseas postings and exposure.</li><li>b. All round experience in all fields of treasury like Forex, Equity, Derivatives and money market.</li></ol>

<p>Job Profile OR Roles &amp; Responsibilities</p>	<p>The roles &amp; responsibilities of Advisor-Treasury include but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Advising head of Treasury in the areas of decision making for maintaining the position, investment in securities market without any compromise on quality.</li> <li>2. Advising the Bank in all fields of treasury like Forex, Equity, Derivatives and money market.</li> <li>3. Perform within the ambit of permitted guidelines as per Treasury Policy of the Bank and RBI guidelines.</li> <li>4. Advising for proper control in funds management and apprise the Funds Committee on daily basis and alert the concerned on threshold levels.</li> <li>5. Advising the Bank in fields like ensuring adherence to statutory and policy guidelines in conducting operations in dealing rooms, investment in Bonds, Equity, Mutual Funds and other operations related to treasury management.</li> <li>6. Advising the Bank for getting all necessary approvals and ensure compliance of all regulatory requirements with regard to opening of overseas branches.</li> <li>7. Any other work assigned by the Bank from time to time during the contract period.</li> </ol> <p>The Advisor's performance shall be reviewed either monthly / quarterly as decided by the Bank.</p>
<p>Compensation &amp; other benefits</p>	<p>Consolidated monthly payment of ₹1,00,000/-.</p> <p>In addition to the above, the selected candidate shall be eligible for:</p> <ol style="list-style-type: none"> <li>a. House Rent Reimbursement (HRR) as lumpsum of ₹25,000/- per month.</li> <li>b. Mobile / phone expenditure will be paid at a lumpsum of ₹2500/- per month.</li> <li>c. Actual TA / DA expenses for outstation visits as applicable to GM cadre.</li> <li>d. A lumpsum of ₹25000/- per month will be paid towards conveyance.</li> <li>e. Only Twelve days paid leave per year during the period of engagement other than those holidays which are available to serving employees.</li> </ol>

	The selected candidate shall not be eligible for any other facilities like quarters facilities/HRA, hospitalization, Provident Fund, Pension, Sick Leave & Privilege Leave, etc. as applicable to the employees of the Bank.
Mode of Selection / Selection Process	<ul style="list-style-type: none"> <li>• The mode of selection shall be Shortlisting and Interview. The selection will be based on the shortlisted candidates' performance in Interview.</li> <li>• The application details received and the relevant documents will be scrutinized and shortlisted. The Bank reserves the right to call only the requisite number of candidates for the Interview after preliminary shortlisting with reference to candidates' aforesaid attributes.</li> <li>• The shortlisted candidates will be called for Interview.</li> <li>• The selected candidate, upon acceptance of offer of engagement, shall enter into a contract with the Bank.</li> </ul>
Other terms of contract	<p>Other terms of the contract:</p> <ol style="list-style-type: none"> <li>a. The Contract shall be without obligation to regular employment.</li> <li>b. Performance will be subjected to a monthly / quarterly review as decided by the Bank.</li> <li>c. The contract may be terminated without cause by either of the parties by giving a month's clear notice.</li> <li>d. The period of contract may be extended by an additional term of two years at the sole discretion of the Bank. However, maximum period of engagement will not be more than 5 years.</li> </ol>

### **3. 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 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.

#### **4. SELECTION PROCEDURE:**

The selection for the post of Advisor-Treasury on contract is on the basis of Short-listing and Interview.

Bank reserves the right to shortlist requisite number of candidates based on the academic track record of the candidate, experience and suitability of the candidates for the post, as decided by the Bank and only those shortlisted candidates will be called for Interview. The centre & address of the venue, time & date for Interview will be informed to the shortlisted candidates in the call letter and candidates have to attend for the same at their own cost.

The details of shortlisted candidates for Interview will be hosted in our website. Request for change of Centre will not be entertained. However, the Bank reserves its right to change/add/cancel the date, time, centre, venue of the Interview and to call the candidates for the 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.

Final selection will be on the basis of marks secured by the candidate in the interview.

Mere eligibility / admission to the Interview / pass in Interview does not imply that the Bank is satisfied beyond doubt about the candidates' eligibility and shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage in the selection process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts. If engaged, his/her engagement may be summarily terminated.

**The Bank reserves the right to change the selection procedure / hold supplementary selection process, if necessary. The change, if any, shall be intimated to the candidates through our website / email in advance.**

## 5. IDENTITY VERIFICATION:

While appearing for the Interview, the candidate should produce photo identity such as PAN Card / Passport / Driving License / Voter Card / Aadhaar / E-Aadhaar card with a photograph / Employee ID for verification. If the identity of the candidate is in doubt, the candidate will not be allowed for Interview.

The short-listed candidates shall have to submit self-attested copies of all the relevant documents i.e. DOB proof, Qualification, Experience etc. at the time of interview and candidates shall also bring the originals of the same for verification. Otherwise, candidates will not be allowed for Interview. **In case of candidates who have changed their name, will be allowed for the Interview only if they produce Gazette notification / their marriage certificate in original.**

## 6. HOW TO APPLY:

**There is no Application Fees for the engagement of Advisor-Treasury.**

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

- Candidates should have a valid personal e-mail id. This e-mail id should be kept functional till completion of this selection process. All the communication will be sent to the candidates on this e-mail id only.
- 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 – 1/2019 – Advisor-Treasury on Contract basis" and download the application for the post.
- Candidates should fill the required details in the Application Form. A recent Passport size colour photograph should be firmly affixed on the application and should be signed across by the candidate. Enclose self-attested photocopies of documents to the application, to prove the eligibility to 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. Any change / alteration found may disqualify the candidature.
- The candidates name in the application should be as it appears in SSC / SSLC / X Standard Marks Card. In case the candidate has changed his/her

name, the changed name should be as per the Gazette Notification / Marriage Certificate.

- Candidates should take utmost care to furnish the correct details while filling in application. Submission of incorrect / false information in the application will render the candidature invalid.
- 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.
- Applications received at our end after 10.06.2019 will not be considered for the process and will be lodged at our end.

**Application duly completed in all respects should be sent along with the documents (self attested) mentioned below by REGISTERED POST / SPEED POST only in a cover super scribed “Application for Engagement of Advisor-Treasury on Contract basis”.**

- Date of Birth Certificate / SSC / SSLC certificate with DOB
- Copies of the marksheet & certificates from SSC/SSLC/X STD, PUC/10+2/ Intermediate,
- Copies of the marksheet & certificates of Graduation
- Copies of the marksheet & certificates of other qualifications, if any.
- 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.**
- Copy of Caste Certificate in Central Government prescribed format in case of SC / ST / OBC category candidates
- Photo identity proof
- Any other relevant documents

**Address for sending completed physical applications:**

The Manager,  
Canara Bank  
Recruitment Cell, H R Wing  
Head Office, 112, J C Road  
Bengaluru 560 002

When called for Interview, candidates have to submit originals of the documents for verification. Candidates will not be allowed to take up Interview without production of the original documents.

**7. LAST DATE:**

Last date for receipt of application along with the requisite documents	<b>10.06.2019</b>
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\* Bank will not be responsible for any loss of application / documents in transit or for rejection of candidature for non-receipt of application. The application received after last date will not be entertained.

**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](http://www.canarabank.com). 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. Request for sending to different e-mail id will not be entertained.

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 their e-mail account from time to time during the selection process.

**9. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the certified copies / testimonials.

At the time of Interview / during selection process, if a candidate is or has been found guilty of using unfair means or impersonating or procuring impersonation by any person; or misbehaving in the 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 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.
- (c) for termination of engagement / contract, if he/ she has already joined the Bank.



## **10. GENERAL INSTRUCTIONS:**

- a) Candidates have to apply in the Application provided in the Bank's website only. No other means of applications shall be entertained.
- b) Calling / admission to the Interview is purely provisional without verification of age / qualification / category etc. of the candidates. Mere receipt of call letter for Interview does not imply that the Bank is satisfied about the candidate's eligibility. Candidates should ensure their eligibility before applying / attending the Interview. Bank reserves right to reject ineligible candidate's applications at any stage of selection process.
- c) The Application once made will not be allowed to be withdrawn on any account. Applications which are incomplete in any respect will be rejected. Incomplete applications / applications without supporting documents will be rejected outright.
- d) A 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.
- e) A recent, recognizable photograph should be affixed by the candidate in the application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- f) Candidates will have to appear for the Interview at their own expenses.
- g) 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. 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.
- h) Bank may, at its discretion, hold re-interview wherever necessary.
- i) Candidates serving in Government / Public Sector Undertakings should produce "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature shall not be considered.

- j) The shortlisted candidates are required to produce original documents pertaining to Age, Qualification, Experience, Caste 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.
- k) Candidates belonging to SC / ST / OBC should keep ready a copy of valid caste certificate in the prescribed format as stipulated by Government of India.
- l) Candidates belonging to OBC category but coming under creamy layer and / or if their caste does not find place in the Central OBC List for the State in which candidate belongs to are not entitled to OBC reservation. They should indicate their category as General in the application form.
- m) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank & receiving satisfactory report from police authorities.
- n) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Bengaluru.
- o) Canvassing in any form will be treated as disqualification.
- p) 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.
- q) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- r) No candidate is permitted to use Cell Phone, Pager or any other instruments in the Interview hall / during selection process.

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.

**Date: 22.05.2019**

**Place: Bengaluru**

**GENERAL MANAGER**