



HUMAN RESOURCES WING, HEAD OFFICE, BENGALURU

RP / 2 / 2018

RECRUITMENT OF MANAGER-SECURITY (MMGS-II)

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 **Manager-Security in Middle Management Grade Scale-II**.

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

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

Important Dates	
Event	Date
Payment of Application Fee / Intimation Charges	From 07.11.2018 to 27.11.2018 [both days inclusive]
Last Date for Receipt of physical application	03.12.2018

1. DETAILS OF POSTS & RESERVATIONS:

Post	No. of Posts for								
	SC	ST	OBC	UR	Total	Of which PWBD			
						VC	HI	OC	ID
Manager-Security	4	2	8	17	31	-	-	-	-

Note:

- (a) The number of posts and the reservations provided are provisional and may vary according to actual requirement of the Bank.
- (b) The selected candidates will be posted anywhere in India, depending on the requirement of the Bank.

Abbreviations:

MMGS-II – Middle Management Grade Scale-II; SC-Scheduled Caste; ST-Scheduled Tribe; OBC-Other Backward Class; UR-Unreserved; PWBD–Persons With Benchmark Disabilities; HI-Hearing Impaired; OC-Orthopedically Challenged; VC-Visually Challenged; ID–Intellectual Disability; GD–Group Discussion;

2. ELIGIBILITY CRITERIA & OTHER DETAILS:

All the eligibility [qualification, age etc] shall be computed as on 01.11.2018 (inclusive).

Qualification	Graduation in any discipline from a university recognized by the Government of India or any equivalent qualification recognized as such by Central Government
Age	Minimum: 25 years; Maximum: 40 years (Inclusive of all relaxations)
Experience	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.
Job Profile	<ul style="list-style-type: none">➤ Monitoring Security and Fire Safety of the Bank; Liaisoning with Police & other Security Officials, Training Armed Guards etc.;➤ Work related to development and Security arrangements in case of need and allied activities;➤ Notwithstanding the above, any developmental work assigned to him / her based on administrative requirement of the Bank.

The candidates, who have already been discharged or are currently in the armed services, are eligible to apply for the post of Manager Security. For the selected candidates who are currently in the Armed services, have to get discharged within three months from the date of receipt of Appointment letter.

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
MMGS-II	₹ 31705 -1145/1 – 32850 – 1310/10 - 45950

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

4. DEFINITIONS:

Ex-Servicemen [XSM]:

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.

5. 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.

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

Category	Amount of Fees / Intimation Charges [Non-Refundable]
SC/ST/PWBD	₹ 118/- (Intimation charges only; includes GST @ 18%)
All Others	₹ 708/- (includes GST @ 18%)

7. 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.

The application fee / intimation charges can be paid by:

- A) Directly remitting the amount in any of the Canara Bank Branches OR
- B) Paying the amount 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 available in our website
- (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.

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: **CANARA BANK RP 2 2018 MANAGER SECURITY**
 - Account Number : **8693201000062**
 - Payee Bank : **Canara Bank, Town Hall Welfare Centre Branch, Bengaluru**
 - 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 and Date of Birth on the back of the NEFT Receipt.

The application fee / intimation charges payment details have to be filled in the application.

The application fee / intimation charges should be paid between 07.11.2018 to 27.11.2018 [both days inclusive]

Even if the last date of registration changes due to technical reasons, the valid dates for payment of application fee / intimation charges will not be changed.

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

8. SELECTION PROCEDURE:

The selection for the post of Manager-Security is on the basis of Short-listing, Group Discussion 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, as decided by the Bank and only those shortlisted candidates will be called for Group Discussion and Interview. The centre & address of the venue, time & date for Group Discussion and 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 Group Discussion and 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 Group Discussion and Interview and to call the candidates for the Group Discussion and 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.

The total marks allotted for Group Discussion and interview are 100 each. Candidates have to secure minimum marks each in Group Discussion and Interview as mentioned below to become eligible for final ranking:

Category	Marks out of 100
Unreserved	55 or more
SC/ST/OBC	50 or more

Any fraction if arrived will be ignored i.e. 54.99 will be treated as less than 55 and 49.99 will be treated as less than 50 and will be treated as not eligible / unfit for the subject selection process.

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

Mere eligibility / admission to the Group Discussion / Interview / pass in Group Discussion / 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 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, 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 Group Discussion and Interview, the candidate should produce photo identity such as PAN Card / Passport / Driving License / Voter Card / Bank Pass Book with Photograph / Photo identity proof issued by a Gazetted Officer / People's Representative along with a photograph / Identity Card issued by a recognized College / University / 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 Group Discussion and Interview. **In case of candidates who have changed their name, they will be allowed only if they produce Gazette notification / their marriage certificate in original.** Ration Card and Learning Driving License will not be accepted as valid id proof.

10. PROBATION & SERVICE BOND:

Probation Period	Bond	
	Amount in Rs.	Minimum Service Period
One Year	₹ 100000 + Applicable taxes	3 Years

The selected candidates will be on probation for a period of **one year (12 months of active service) from the date of joining**, as per the rules of the Bank.

11. HOW TO APPLY:

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 recruitment project. All the communication will be sent to the candidates on this e-mail id only.
- 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.7.
- Candidates are required to visit the Bank's website www.canarabank.com -> Careers -> Recruitment and click on the link "Recruitment Project – 2/2018 – Manager – Security MMG Scale II" 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. 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

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 the post of Manager - Security [MMGS-II] in Canara Bank”.

- Payment Challan
- Date of Birth Certificate / SSC / SSLC certificate with DOB
- Copies of the marksheets & certificates from SSC/SSLC/X STD, PUC/10+2/ Intermediate, Graduation & other qualifications etc.
- Copies of experience certificates
- Copy of Caste Certificate in prescribed format in case of SC / ST / OBC category candidates
- Discharge Book, if the candidate has already retired / discharged from the armed services
- Candidates who are still in service should submit the following documents invariably:
 - No objection Certificate from the competent authority
 - Experience Certificate from the competent authority clearly mentioning the date of joining, rank held at the time of joining and rank presently held.
- 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 Group Discussion and Interview, candidates have to submit originals of the documents for verification. Candidates will not be allowed to take up Group Discussion and Interview without production of the original documents.

12. LAST DATE:

Last date for receipt of application along with payment challan and other requisite documents	03.12.2018
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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.

13. 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 www.canarabank.com. All the communications viz., call letters for Group Discussion / interview etc., will be sent **only to the e-mail** given by the candidate. Request for sending to different e-mail id subsequently 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 of their e-mail account from time to time during the recruitment process.

14. 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 Group Discussion / 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 Group Discussion / 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 Group Discussion / 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 service, if he/ she has already joined the Bank.

15. 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 Group Discussion / interview is purely provisional without verification of age / qualification / category etc. of the candidates.

Mere receipt of call letter for Group Discussion / interview does not imply that the Bank is satisfied about the candidate's eligibility. Candidates should ensure their eligibility before applying / attending the Group Discussion / interview. Bank reserves right to reject ineligible candidate's applications at any stage and the fee paid by ineligible candidates shall be forfeited.

- c) 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.
- 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. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification
- f) Applications which are incomplete in any respect will be rejected and the fee will be forfeited.
- g) Candidates will have to appear for the Group Discussion and interview at their own expenses.

However, outstation SC/ST/PWBD 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/PWBD category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.

- h) Candidates willing to serve anywhere in India only should apply.

- 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) Bank may, at its discretion, hold re-group discussion / re-interview wherever necessary.
- k) The shortlisted candidates are required to produce originals documents pertaining to Age, Qualification, Experience, Caste etc for verification at the time of Group Discussion / interview. If any candidate is found ineligible while verifying the documents, he / she shall not be allowed to take up Group Discussion / interview.
- l) Candidates belonging to SC / ST / OBC should keep ready a copy of valid caste 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 as on the date of application.
- m) 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.
- n) Please note that Caste (SC/ST/OBC) name appearing on the Caste Certificate should match letter by letter with the caste name available in the Central List for the State in which candidate belongs

THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC / ST / OBC / PWBD IS AS UNDER:

For Scheduled Castes / Scheduled Tribes / Other Backward Classes:

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class stipendiary Magistrate / Sub-Divisional Magistrate (not below the rank of First Class stipendiary 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 / her family normally resides.

For Persons with Benchmark 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 or any person designated as certifying authority by appropriate Government.

Prescribed Formats of SC, ST, OBC, PWBD certificates can be downloaded from Bank's website www.canarabank.com. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

- 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 police authorities.
- p) Appointment of selected candidates for the post of Manager-Security MMG Scale - II 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 Bengaluru.
- 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 / web site / job portal / social media. Candidates are advised not to share/ mention their application details with / to anyone.
- 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 Cell Phone, Pager or any other instruments in the Group Discussion / 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: 07.11.2018
Place: Bangalore

GENERAL MANAGER

ANNEXURE

Guidelines for Photograph (4.5cm × 3.5cm) & Signature:

In the Application form, the candidate has to affix his/her photograph and signature as per the guidelines given below.

Photograph:

- Photograph must be a recent passport style 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.
- Candidate must ensure that Photo to be affixed is of required size and the face should be clearly visible.
- If the photo is not affixed at the place of Photo, admission for Examination will be rejected / denied. Candidate himself/herself will be responsible for the same

Signature:

- The applicant has to sign with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet at the time of the Group Discussion and Interview, does not match the signature on the Application, the applicant will be disqualified.
- **Signature in CAPITAL LETTERS shall NOT be accepted.**