

Recruitment Cell, Human Resources Wing
Head office, 112, J C Road, Bangalore – 560 002

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CB / RP / 1 / 2015

RECRUITMENT OF MANAGER-SECURITY (MMGS-II)

CANARA BANK, a leading Public Sector Bank with Head Office in Bangalore and pan India presence with 5693 branches, invites applications, from the eligible candidates, for recruitment to the post of **Manager-Security in Middle Management Grade Scale-II**. [No. of posts – 24]

Eligible candidates are requested to apply in 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 20.07.2015 to 03.08.2015 [both days inclusive]
Last Date for Receipt of physical application (inclusive of candidates from far flung Areas)	10.08.2015

1. DETAILS OF POSTS & RESERVATIONS:

Post [Scale]	Age [Years] Min - Max	No. of Posts for						Of which PWD		
		SC	ST	OBC	UR	Total	VC	HI	OC	
Manager-Security [MMGS-II]	25 – 40 (inclusive of all relaxations)	3	1	6	14	24	-	-	-	

Note:

- The number of posts and the reservations provided are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
- 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 – Un Reserved; PWD–Persons With Disabilities; HI-Hearing Impaired; OC-Orthopaedically Challenged; VC-Visually Challenged; GD–Group Discussion;

2. ELIGIBILITY CRITERIA & OTHER DETAILS:

All the eligibility [qualification, age etc] shall be computed as on 01.07.2015 (inclusive).

Qualification	Graduation in any discipline from a university recognized by the Govt. 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 for business growth and development.

The candidates discharged from services on or before 01.07.2015 are only eligible to apply for these posts.

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. POSTING:

The appointment of a Security Officer is on All India basis and the selected candidates are liable to be posted anywhere in India subject to administrative exigencies. However, at present the indicative places of vacancy are as under:

Sl. No.	Place of vacancy	Sl. No.	Place of vacancy	Sl. No.	Place of vacancy	Sl. No.	Place of vacancy
1	Ahmedabad	7	Goa	13	Raipur	19	Vijayawada
2	Bangalore Rural	8	Gulbarga	14	Ranchi	20	Visakhapatnam
3	Calicut	9	Hubli	15	Shimla	21	Warangal
4	Coimbatore	10	Hyderabad	16	Shimoga	22	Jalandhar
5	Durgapur	11	Nagpur	17	Tirupati	23	Karnal
6	Ernakulam	12	Purnea	18	Trichy	24	Varanasi

The selected candidates may be posted to any of the above mentioned places or to any other office other than the places mentioned above as per the administrative requirement and need of the Bank at the time of actual posting.

4. SALARY & EMOLUMENTS

Scale	Salary & Emoluments
MMGS-II	₹. 31705 -1145/1 – 32850 – 1310/10 - 45950 (As per Revised scales)

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

5. 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.

Note: The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

6. 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.

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

Category	Amount of Fees / Intimation Charges [Non-Refundable]
SC/ST	₹.100/- [Intimation Charges only]
All Others	₹.500/-

8. 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 from website [Format is given at end of this advertisement]
- (ii) Fill the particulars viz, Name, Date of Birth, Contact Phone No., Category, 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.
- (v) Log on to bank website www.canarabank.com for Advertisement / application.

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 Recruitment Project – 1/2015**
 - Account Number : **8693201000017**
 - Payee Bank : **Canara Bank, Town Hall welfare Branch, Bangalore**
 - 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, Date of Birth, and Category on the back of the NEFT Receipt.
- (iv) Log on to bank website www.canarabank.com for Advertisement / Application.

The application fee / intimation charges should be paid between 20.07.2015 to 03.08.2015
[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.

9. SELECTION PROCEDURE:

The selection for the post of Manager-Security is on the basis of Short-listing and Group Discussion and/or Interview.

Depending upon the number of vacancies, 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/or Interview. The centre & address of the venue, time & date for Group Discussion and/or 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/or 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 / or Interview and to call the candidates for the Group Discussion and / or 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 interview.

The total marks allotted for interview are 100. Candidates have to secure minimum marks as mentioned below:

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

Mere eligibility / admission to the GD / Interview / pass in GD / 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.

10. IDENTITY VERIFICATION:

While appearing for the GD and Interview, the candidate should produce photo identity such as PAN Card / Passport / Driving License / Voters Card / Bank Pass Book with Photograph / Photo embossed Credit Card for verification. If the identity of the candidate is in doubt, the candidate will not be allowed for GD and Interview.

11. PROBATION & SERVICE BOND:

Scale	Probation Period	Bond	
		Amount in ₹	Minimum Service Period
MMGS-II	One Year	1 Lakh	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.

12. 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 & 8.
- Candidates are required to visit the Bank's website www.canarabank.com → Careers → Recruitment -Know More - and click on the link "Recruitment Project – 1/ 2015 – Manager-Security" 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.
- Candidates should take utmost care to furnish the correct details while filling in application. **Submission of incorrect / false information in the e application will render the candidature invalid.**

Applications duly completed in all respects should be sent by REGISTERED POST/SPEED POST only in a cover super scribed "Application for the post of Manager-Security [MMGS-II] in Canara Bank".

CHECK THE FOLLOWING BEFORE SENDING THE APPLICATION BY POST:

- 1] **Self attested Copies of the following documents are to be enclosed to the application;**
 - Payment Challan
 - Date of Birth Certificate / SSC / SSLC certificate with DOB
 - Copies of the marksheet & 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
 - Any other relevant documents

Address for sending completed physical applications:

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

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

13. LAST DATE:

Last date for receipt of application along with payment challan & other relevant documents including from far flung areas*	10.08.2015
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The 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.

14. CALL LETTERS:

The candidates who have been shortlisted [as mentioned in Point No.7] will only be called for the Group Discussion and/or Interview and their details and schedule for Group Discussion and/or 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 registered 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 registered e-mail account from time to time during the recruitment process.**

15. 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 GD / 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 GD / 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.

16. 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) Applications which are incomplete in any respect will be rejected and the fee will be forfeited.
- e) Candidates will have to appear for the Group Discussion and/or interview at their own expenses.
However, outstation SC/ST category candidates **called for Group Discussion and/or interview** for MMGS-II posts will be paid First 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 category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- f) **Candidates willing to serve anywhere in India only should apply.**
- 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 GD and/or 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.
- h) No correspondence or personal enquires shall be entertained by the Bank.
- i) Bank may, at its discretion, hold re-examination / re-group discussion / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s.
- j) The shortlisted candidates are required to submit all the documents pertaining to Age, Qualification, Experience, Caste etc at the time of GD / interview. These documents will be verified with originals at the time of GD / interview. If any candidate is found ineligible while verifying the documents, he / she shall not be allowed to take up GD / interview.
- k) Candidates belonging to SC / ST / OBC should keep ready an attested copy of 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.

THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC / ST / OBC 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 / 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.

Prescribed Formats of SC, ST, OBC 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.

- l) Candidate has to produce a copy of the discharge book and documentary proof of rank last held (substantive as well as acting) at the time of interview.
- 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 referees / police authorities.
- n) Appointment of selected candidates for the post of Manager-Security are subject to the Service and Conduct Rules of the Bank
- o) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Bangalore.
- p) Canvassing in any form will be treated as disqualification.
- q) 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.
- r) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- s) No candidate is permitted to use Cell Phone, Pager or any other instruments in the GD / 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: 14.07.2015

Place: Bangalore

GENERAL MANAGER