CB / RP / 2 / 2017

RECRUITMENT OF PROBATIONARY OFFICERS IN JUNIOR MANAGEMENT GRADE SCALE-I ON SUCCESSFUL COMPLETION OF SPECIALLY DESIGNED POST GRADUATE DIPLOMA IN BANKING & FINANCE (PGDBF) COURSE

Canara Bank, a leading Public Sector Bank with Head Office in Bengaluru and pan India presence with over 6100 branches, invites ON-LINE APPLICATIONS, from the eligible candidates to apply for admissions to the specially designed One year training course leading to Post Graduate Diploma in Banking and Finance (PGDBF) either through Manipal Global Education Services Pvt Ltd., Bengaluru or NITTE Education International Pvt Ltd., Mangaluru, which are recognised by UGC.

➢ The course comprises of 9 months of classroom studies and 3 months internship at Canara Bank's Branches / Offices.

➢ This one year full-time PGDBF course will be conducted either at Manipal Global Education Services Pvt Ltd, Bengaluru campus or NITTE Education International Pvt Ltd. Mangaluru campus.

➢ The programme is fully residential during 9 months classroom studies and the selected candidates should necessarily stay in the campus

Candidates will be selected for admission to the course at either of the above two institutes through selection process consisting of online objective test followed by Group Discussion and Personal Interview. On successful completion of the course, candidates will be awarded with "Post Graduate Diploma in Banking and Finance (PGDBF)" from that institute and the candidates would be offered appointment in the Bank as Probationary Officer in Junior Management Grade Scale-I.

Eligible candidates can apply ON-LINE through link given 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 on-line application.

Schedule of Events	Date
Payment of Application Fee / Intimation Charges	From 09.01.2018 to 31.01.2018 [both days inclusive]
Opening Date and closing date for on-line registration in Website	
Download of call letter for online test (tentative)	After 20.02.2018
Date of online test (tentative)	04.03.2018

Please note that:

a) The process of Registration of application is complete only when fee is deposited with the Bank through On-line mode on or before the last date for fee payment;

b) Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the cut-off date.

c) Candidates are advised to check Bank's website www.canarabank.com for details and updates.

1) DETAILS OF STUDENT INTAKE & RESERVATIONS:

The selected students will be inducted into Post Graduate Diploma in Banking and Finance (PGDBF) programme conducted either by Manipal Global Education Services Pvt Ltd, Bengaluru or NITTE Education International Pvt Ltd., Mangaluru through this current selection exercise for FY 2018-19. The total number of Students intake and reservations are given hereunder and are provisional which may vary depending upon requirement of the Bank & availability of candidates under the respective category.

Number of Student Intake									Age as on (01.01.2018)
SC	ST	OBC	General	Total	OC	HI	VC	ID	
67	35	121	227	450	5	5	4	4	Minimum - 20 Years Maximum - 30 years

* Reservations are applicable as per prevailing government guidelines. For relaxation in upper age limit, refer Point No. 6

NOTE:

i) The number of student intake and the reservations provided are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.

ii) For relaxation in upper age limit, refer Point No. 6

iii) Reservation is available for Persons with Benchmark Disabilities under Section 34 of "The Rights of Persons with Benchmark Disabilities Act, 2016".

iv) As the reservation for PWBD candidates are on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.

v) Only such persons would be eligible for reservation in services / posts under PWBD Category who suffer from not less than 40% of relevant disability.

vi) 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.

vii) The above reservation is inclusive of shortfall / backlog reservation.

viii) The selected candidates will be posted anywhere in India, depending on the requirement of the Bank.

Abbreviations:

GD – Group Discussion; JMGS-I – Junior Management Grade Scale-I; 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; FY-Financial Year

2) **ELIGIBILITY CRITERIA (AS ON 01.01.2018):**

➢ **EDUCATIONAL QUALIFICATION**: A Degree (Graduation) with a minimum of 60% marks (55% for SC/ST/PWBD) or equivalent grade, in any discipline from a University recognised by the Government of India or any equivalent qualification recognized as such by the Central Government.

➢ **AGE**: Minimum 20 years – Maximum 30 years i.e. a candidate must have been born not earlier than 02.01.1988 and not later than 01.01.1998 (both days inclusive)

Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA is awarded, the same should be converted in to percentage and indicate the same in online application. A copy of the "Conversion Formula" notified by the University / Institute for converting Grades to Percentage, along with equivalent class, has to be submitted at the time of interview. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

All the educational qualifications mentioned should be from a University / Institution / Board recognised by Government of India / approved by Government Regulatory Bodies and the final result should have been declared on or before 01.01.2018.

DETAILS OF INSTITUTES & COURSE FEE:

SL. NO.	NAME OF THE INSTITUTE	COURSE FEE PER CANDIDATE
1	M/s Manipal Global Education Services Pvt. Ltd, Bengaluru campus	Course Fee - ₹ 350000.00 + applicable Taxes (presently GST @ 18% : ₹ 63000.00) Total Course Fee: ₹ 413000.00
2	M/s NITTE Education International Pvt. Ltd., Mangaluru campus	Course Fee - ₹ 300000.00 + applicable Taxes (presently GST @ 18% : ₹ 54000.00) Total Course Fee: ₹ 354000.00

PAYMENT TERMS:

- Candidate can pay the entire course fee in one lumpsum or

- In 2 instalments (50% of course fee before commencement of the course and the balance 50% fees after two months but before the end of third month of commencement of course)

Finally selected candidate is eligible for admission to the said course at any of the selected Institutes based on merit cum preference. Bank is at the liberty to adopt any other criterion for selection and allotment of candidates to any of the institutes as considered fit and proper. Decision of the Bank in this regard is final and binding on the candidates.

The selected candidates shall have to pay the course fee to the institute as per the payment terms of the institute. The selected candidates have the option to pay the course fee from their own sources or by availing Educational Loan from the Bank subject to eligibility as per the prevailing scheme guidelines as to loan quantum, margin, security, documentation, Rate Of Interest, repayment etc. Basing on the outcome of the CIBIL report of the selected candidates and his/her parent, candidate's eligibility for Educational Loan will be decided.

Apart from the above, examination fees for undergoing various Certification examinations as mandated under the course will have to be borne by the candidates.

Expenses for Laptop for undergoing the course, if essential for the candidate, have to be borne by the candidate.

If any discrepancy found in the documents / credentials of the candidate after joining the course, the candidature of such candidate shall be cancelled and course fee paid by the candidate shall be forfeited. Also in such event, in case the candidate has availed Educational Loan from the Bank towards payment of Course Fee, the same has to be repaid fully with upto date interest.

If any candidate discontinue during the course period, the fees paid by the candidate is not refundable and loan if any availed for the same from the Bank, shall be cleared by the candidate in full with upto date interest along with other charges, if any.

3) AGREEMENT / SECURITY BOND:

The selected candidates at the time of joining the course have to execute an Agreement / Security Bond to serve the Bank for a minimum period of Five (5) years from the date of joining the Bank as Probationary Officer upon successful completion of the PGDBF course. In the event of candidate abandoning, absconding or resigning the services of the Bank before completion of five years, he / she shall be liable to compensate the Bank with an amount of Rs. 100000.00 (Rupees One lakh only] + applicable taxes**.**

Also in such event, in case the candidate has availed Educational Loan from the Bank towards payment of Course Fee, the same has to be repaid fully with upto date interest.

4) SALARY & EMOLUMENTS AFTER JOINING THE BANK ON SUCCESSFUL COMPLETION OF PGDBF COURSE:

Scale	Salary & Emoluments
JMGS-I	₹ 23700 – 980/7 – 30560 – 1145/2 – 32850 – 1310/7 – 42020

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

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.

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 in Hindi, if not possessed already, before completion of probationary period.

6) RELAXATION IN UPPER AGE LIMIT:

(i) Scheduled Caste / Scheduled Tribe candidates - 5 years;

(ii) Other Backward Classes (Non-Creamy layer) candidates - 3 years;

(iii) Persons with Benchmark Disabilities - 10 years;

(iv) All persons who are ordinarily domiciled in Jammu & Kashmir State during 01.01.80 to 31.12.89 - 5 years;

(v) Persons (Children / Family members of those) affected by 1984 riots – 5 years;

(vi) Ex-servicemen: Commissioned Officers including those ECOs / SSCOs who have rendered at least 5 years Military service and have been released on completion of assignment on or before the last date of application otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to Military service or on invalidment – 5 years.

NOTE:

a] The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 6 (iii) to 6 (vi).

b] Persons eligible for age relaxation under 6 (iv) above must produce the domicile certificate at the time of interview from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.80 to 31.12.89.

c] Persons eligible for age relaxation under 6 (v) above 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.

d] There is no reservation for Ex-servicemen in Officer Cadre Posts.

e] Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

f] Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

g] Please note that Caste (SC/ST/OBC) name appearing on the Caste Certificate should match letter by letter with the caste name available in Central List.

Reservation for Persons with Benchmark Disabilities:

Under section 34 of "The Rights of Persons with Benchmark Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

i) Blindness and low vision;
ii) Deaf and hard of hearing;
iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
iv) Autism, Intellectual Disability, Specific Learning Disability and Mental illness;
v) multiple disabilities from amongst persons under clauses *(a)* to *(d)* including deaf-blindness in the posts identified for each disabilities:

Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH BENCHMARK DISABILITIES ACT, 2016".

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Benchmark Disabilities Act, 2016".

5 vacancies each are reserved for Persons with Benchmark Disabilities under clause (ii) and (iii), [under HI and OC]. 4 vacancies are reserved for Persons with Benchmark Disabilities under clause (i) [under VC]. Four vacancies are reserved for Persons with Benchmark Disabilities under clause (iv) and (v) [under ID].

(i) Guidelines for Persons with Benchmark Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online test. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.

- Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) Guidelines for candidates with locomotor disability and cerebral palsy

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised for every hour of the examination.

- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of Government of India guidelines / clarifications, if any, from time to time.

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

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

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.

Application fees / intimation charges shall be paid through online mode only.

PAYMENT OF APPLICATION FEES/ INTIMATION CHARGES VIA ONLINE MODE

(i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application.

(ii) In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only.

(iii) Once the application is filled-in completely, candidate should submit the data.

(iv) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(v) The payment can be made by using Debit Card, Credit Card and Internet Banking by providing information as asked on the screen. After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details. Bank Transaction charges for Online Payment of application fees / intimation charges will have to be borne by the candidate

(vi) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(vii) On successful completion of the transaction, an e-receipt will be generated.

(viii) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated, online transaction may not have been successful.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.

- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

- To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference.

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

8) HOW TO APPLY:

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

The eligible candidates are required to apply ON-LINE through Bank's website www.canarabank.com. The link for registration of application will be open in our website on the dates indicated at the top of this advertisement.

THE GUIDELINES FOR FILLING ON-LINE APPLICATION ARE AS FOLLOWS:

➢ All applicants should have a valid personal e-mail ID. The registered e-mail id should be kept functional till completion of this selection process. All the communications will be sent to the candidates to this e-mail ID only.

➢ Candidates are required to visit the Bank's website http://www.canarabank.com/english/careers/recruitment → click on the link "RP–2/2017 – Recruitment of Probationary Officers in JMGS-I on completion of specially designed PGDBF Course".

➢ Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure I).

➢ Candidates while filling their on-line application, the name of the candidate and 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.

➢ Candidates should fill all the fields in the on-line application.

➢ Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. 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. No change is permitted after clicking on FINAL SUBMIT Button. Submission of incorrect / false information in the online application will render the candidature invalid.

➢ After completion of on-line registration, candidate should take system generated print-out of Registered On-line Application.

➢ An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

➢ Retain a copy of the final on-line application print out along with Registration Number & Password safely for your records.

➢ A candidate should submit only one application. In case of multiple applications only the latest valid completed application will be retained and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited

GENERAL INSTRUCTIONS:

Candidates need not send Application Print / Documents at this stage. However, if shortlisted for Group Discussion and Interview, at the time of Group Discussion and Interview, candidates will have to submit the print out of application along with other documents / certificates as mentioned below:

➢ Print-out of on-line application
➢ Print-out of GD and Interview Call Letter
➢ Proof of Date of Birth along with proof of certificate for applicable age relaxation, if any
➢ Certificates and Mark lists of SSC / SSLC / X Std., 10+2 / PUC / Intermediate, Graduation, Post Graduation etc.
➢ Caste Certificate, in case of SC/ST/OBC category candidates & Disability Certificate, in case of PWBD candidates
➢ Experience Certificate, if any
➢ Identity proof
➢ Any other relevant documents in support of candidature.

When called for GD and Interview, candidates have to bring the originals of the above documents along with self attested copies of the documents, for verification. Candidates will not be allowed to take up GD and Interview without production of original & copies of the documents as above.

9) **SELECTION PROCEDURE:**

The selection shall be by way of Online Objective Test + Group Discussion + Interview. Online objective test will be conducted through Institute of Banking Personnel Selection (IBPS), Mumbai.

The online objective test pattern is mentioned herebelow:

Subject	Medium of examination	No. of Questions	Marks	Time
Reasoning	English &Hindi	50	50	
Quantitative Aptitude	English &Hindi	50	50	Composite time of 2 hours
English Language	English	50	50	
General Awareness	English &Hindi	50	50	
Total (Total Weighted Score)		**200**	**200**	

- There will be negative marks for wrong answers in Objective Test.
- Bank will decide the minimum cut-off marks for each subject as well as Total Score. Each candidate will be required to obtain a minimum score in each subject and also a minimum total score as decided by Bank to be considered for Group Discussion and Interview.
- Depending on the number of vacancies, such of those candidates who rank sufficiently high in the order of merit in the online test as per the cut-off marks decided by the Bank in 1:3 ratio (for each post 3 candidates) will only be called for Group Discussion and Interview

Penalty for Wrong Answers:

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If for any question a candidate gives more than one answer, it will be treated as wrong, even if one of the given answers happens to be right, and there will be the same penalty of 0.25 of the marks assigned to that question deducted as penalty. If a question is left blank, i.e. no answer is given by the candidate, there will be no penalty for that question.

Important:

Please take note that in case a candidate is found adopting/ abetting use of unfair means, either during the online test or at any point of time before or after, then the candidate shall be debarred from the recruitment process.

ONLINE TEST CENTRES:

Bank will be holding online objective test at the following Centres:

Sl. No.	State	City Name
1	Andaman & Nicobar Island	Port Blair
2	Andhra Pradesh	Chirala
3		Chittoor
4		Eluru
5		Guntur
6		Kadapa
7		Kakinada
8		Kurnool
9		Nellore
10		Ongole
11		Rajahmundry
12		Srikakulam
13		Tirupati
14		Vijaywada
15		Vishakhapatnam
16		Vizianagaram
17	Arunachal Pradesh	Naharlagun
18	Assam	Dibrugarh
19		Guwahati
20		Jorhat
21		Silchar
22		Tezpur
23	Bihar	Arrah
24		Aurangabad(Bihar)
25		Bhagalpur
26		Darbhanga
27		Gaya
28		Muzaffarpur
29		Patna
30		Purnea
31	Chandigarh	Chandigarh

32	Chhattisgarh	Bhilai Nagar
33		Bilaspur
34		Raipur
35	Delhi NCR	Delhi & New Delhi
36	Goa	Panaji
37	Gujarat	Ahmedabad
38		Anand
39		Gandhinagar
40		Himmatnagar
41		Jamnagar
42		Mehsana
43		Rajkot
44		Surat
45		Varodara
46	Haryana	Ambala
47		Faridabad
48		Gurugram
49		Hisar
50		Karnal
51		Kurukshetra
52		Panipat
53		Yamuna Nagar
54	Himachal Pradesh	Bilaspur
55		Hamirpur
56		Kangra
57		Kullu
58		Mandi
59		Shimla
60		Solan
61		Una
62	Jammu & Kashmir	Jammu
63		Samba
64		Srinagar
65	Jharkhand	Bokaro steel city
66		Dhanbad
67		Hazaribagh
68		Jamshedpur
69		Ranchi
70	Karnataka	Bengaluru
71		Belgaum
72		Bidar
73		Davangere
74		Dharwad
75		Gulbarga
76		Hassan
77		Hubli
78		Mandya
79		Mangalore
80		Mysore
81		Shimoga
82		Udupi
83	Kerala	Alappuzha
84		Kannur
85		Kochi
86		Kollam
87		Kottayam
88		Kozhikode
89		Malappuram
90		Palakkad
91		Thiruvananthpuram
92		Thrichur

93	Lakshadweep	Kavaratti
94	Madhya Pradesh	Bhopal
95		Gwalior
96		Indore
97		Jabalpur
98		Sagar
99		Satna
100		Ujjain
101	Maharashtra	Amravati
102		Aurangabad(Maharashtra)
103		Chandrapur
104		Dhule
105		Jalgaon
106		Kolhapur
107		Latur
108		Mumbai/Thane/Navi Mumbai
109		Nagpur
110		Nanded
111		Nashik
112		Pune
113		Ratnagiri
114		Solapur
115	Manipur	Imphal
116	Meghalaya	Shilong
117	Mizoram	Aizawl
118	Nagaland	Kohima
119	Odisha	Balasore
120		Berhampur(Ganjam)
121		Bhubaneshwar
122		Cuttack
123		Dhenkanal
124		Rourkela
125		Sambalpur
126	Puducherry	Puducherry
127	Punjab	Amritsar
128		Bhatinda
129		Fategarh Sahib
130		Jalandhar
131		Ludhiana
132		Mohali
133		Pathankot
134		Patiala
135		Sangrur
136	Rajasthan	Ajmer
137		Alwar
138		Bikaner
139		Jaipur
140		Jodhpur
141		Kota
142		Sikar
143		Udaipur
144	Sikkim	Bardang
145		Gangtok

146		Chennai
147		Coimbatore
148		Erode
149		Madurai
150		Nagercoil
151	Tamilnadu	Salem
152		Thanjavur
153		Thiruchirapalli
154		Tirunelvelli
155		Vellore
156		Virudhunagar
157		Hyderabad
158	Telangana	Karimnagar
159		Khammam
160		Warangal
161	Tripura	Agartala
162		Agra
163		Aligarh
164		Allahabad
165		Banda
166		Bareilly
167		Faizabad
168		Ghaziabad
169		Gonda
170		Gorakhpur
171	Uttar Pradesh	Jhansi
172		Kanpur
173		Lucknow
174		Mathura
175		Meerut
176		Moradabad
177		Muzaffarnagar
178		Noida / Greater Noida
179		Sitapur
180		Varanasi
181		Dehradun
182	Uttarakhand	Haldwani
183		Roorkee
184		Asansol
185		Durgapur
186	West Bengal	Greater Kolkata
187		Hooghly
188		Kalyani
189		Siliguri

➢ Candidates are advised to give their preference of written test centre. The address for the online test and timing will be advised in the online call letters available on Bank's website.

➢ Candidates may select any one centre from the above-mentioned centres and indicate the same in his / her application. Request for change of Centre will not be entertained. The exact address of the venue will be advised in the call letters.

➢ The Bank, however, reserves the right to add or change or cancel any of the Centres for online test depending on the response, number of applications for a particular centre, administrative feasibility, etc.

➢ As far as possible candidates will be allotted to a centre of his/her choice however Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

➢ Candidate will have to appear for the examination at the Examination Centre at his / her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

➢ No request for change of centre for online test shall be entertained.

The total marks allotted for Group Discussion and for Interview are 50 each. The minimum qualifying marks in Group Discussion and Personal Interview will not be less than 40% for General Candidates (35% for SC / ST/ OBC / PWBD candidates). The fraction of percentage so arrived will be ignored i.e. 39.99% will be treated as less than 40% and 34.99% will be treated as less than 35% and will be treated as not eligible / unfit for the subject selection process. The weightage for online test, Group Discussion and Personal Interview shall be in the ratio of 50:20:30 respectively.

The candidates who do not score the cut-off marks as stipulated above (in Online Test, Group Discussion and Interview) are found to be not eligible / unfit for the subject selection process. The address of the venue, time & date for Online Test, Group Discussion and Interview will be informed to the candidates through e-mail and candidates have to attend for the same at their own cost. Candidates are advised to check Bank's website for details and updates of this project. In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.

The call for Online Test / Group Discussion / Personal Interview will be on the basis of the details provided by the candidates in the on-line application. If at any stage of the selection process, the details provided in the on-line applications are found to be false or, if the candidate fails to submit the required documents to prove his/her eligibility at the time of interview, his/her candidature will be summarily rejected and the candidate will not be allowed for Group Discussion and Personal Interview.

Request for change of Online Test/Group Discussion/Personal Interview centre will not be entertained. However, the Bank reserves its right to change/add/cancel the date, time, centre, venue of the Group Discussion & Personal Interview and to call the candidates for the Group Discussion & 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. Change of interview schedule, if any, will be announced in our website / by email.

Mere eligibility / admission to the Online Test / Group Discussion / Interview or, pass in Online Test / Group Discussion / Interview does not imply that the Bank is satisfied beyond doubt about the candidates' eligibility and shall not vest any right on 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 application fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

Finally selected candidate is eligible for admission to the said course at any of the selected Institutes based on merit cum preference. Bank is at the liberty to adopt any other criterion for selection and allotment of candidates to any of the institutes as considered fit and proper. Decision of the Bank in this regard is final and binding on the candidates.

The selected candidates upon admission to the institute shall adhere to the code of conduct of the institute.

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

10) <u>**IDENTITY VERIFICATION:**</u>

While appearing for the Online Test / Group Discussion / Interview, the candidate should produce original and a copy of the photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card / Passport / Driving License / Voters Card / Bank Pass Book with Photograph / Photo embossed Credit Card / Aadhaar Card for verification. If the identity of the candidate is in doubt, the candidate will not be allowed for Online Test / Group Discussion / Interview. **In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.**

BIOMETRIC DATA – CAPTURING AND VERIFICATION:

It has been decided to capture the biometric data (left thumb impression or otherwise) of the candidates on the day of the Online Test.

The biometric data of qualified candidates will be verified on the day of interview. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure smooth process:

- If fingers are coated (stamped ink / mehendi / coloured etc), ensure to thoroughly wash them so that coating is completely removed before the Online Test / Interview.

- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.

- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

- If the primary finger (left thumb) to be captured is injured / damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.

11) PROBATIONARY PERIOD:

On successful completion of PGDBF course, candidates joining the Bank as Probationary Officer in JMGS-I will be on probationary period for a period of 2 years from the date of joining the Bank.

12) INCENTIVES TO CANDIDATES:

On successful completion of various Certification courses by the candidate which are approved by the Bank during the course of the programme, Bank may consider reimbursement of such fees and also payment of incentives after joining the Bank.

13) LOYALTY BONUS:

Bank will reimburse the total course fees to the successful candidates by way of Loyalty Bonus, in a deferred manner in equal annual instalments, starting from the end of 5th year upto the end of 10th year of joining the Bank subject to continuation of service in the Bank. If candidate has availed education loan towards payment of Course Fees, payment of loyalty bonus as above is subject to educational loan being regular.

14) CALL LETTERS:

The candidates who score the requisite cut-off marks stipulated in the online test 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. All the communications viz. download of call letters for Group Discussion / Interview etc., will be sent only to the registered e-mail ID given by the candidate. Request for sending to different e-mail ID subsequently will not be entertained. The call letter for Group Discussion and Interview can be downloaded from the Bank's website.

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 registered e-mail account from time to time till the subject recruitment process is completed.

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.

If a candidate is or has been found guilty of using unfair means or impersonating or procuring impersonation by any person or canvassing or influencing at any stage of selection process or misbehaving during the Group Discussion / Interview 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.

16) ANNOUNCEMENTS:

All further announcements / details pertaining to this selection process will only be published / provided on Canara Bank authorised website www.canarabank.com from time to time.

17) GENERAL INSTRUCTIONS:

a) Candidates have to register on-line through Bank's website only. No other means of applications shall be entertained.

b) Calling / admission to the Online Test / Group Discussion / Interview is purely provisional without verification of age / qualification / category etc. of the candidates. Mere receipt of call letter for Online Test / Group Discussion / Interview does not imply that the Bank is satisfied about the candidate's eligibility. Bank reserves right to reject ineligible candidate's applications at any stage and the fees 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 examinations / selections. In the event of multiple applications, only one of the applications as mentioned earlier will be considered. Fee paid in respect of rejected applications shall be forfeited.

d) Applications which are incomplete in any respect will be rejected and the fee paid by the candidate will be forfeited.

e) Candidates will have to appear for the Online Test, Group Discussion and interview at their own expenses.

However, Outstation SC/ST/Persons with Benchmark Disabilities 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/Persons with Benchmark Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.

f) Candidates serving in Government / Public Sector Undertakings (including Banks) should submit "No Objection Certificate" from their employer at the time of Interview / Group Discussion, in the absence of which their candidature will not be considered.

g) The selected candidates who are presently / previously employed will have to submit proper unconditional relieving letter / order before joining the course. Otherwise, he / she will not be allowed for admission to the course.

h) The selected candidates may have to join the course within one month (tentatively) of receiving the offer letter for admission to the course.

As this is a specially designed course which starts on a particular day for all the selected candidates, requests for extension of time for joining the course will not be considered.

i) Candidates willing to serve anywhere in India only should apply for the subject selection process.

j) 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 Group Discussion and 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 recruitment partially / fully at any stage during the selection process at its discretion, which will be final and binding on the candidate.

k) 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.

l) The shortlisted candidates are required to submit self attested copies of all the documents pertaining to Age, Qualification, Experience, Caste etc at the time of Group Discussion / Personal Interview. The originals of all the documents are to be made available for cross verification along with the copies. If any candidate is found ineligible while verifying the documents, he / she shall not be allowed to take up Group Discussion / Personal Interview.

m) Candidates belonging to SC / ST / OBC / Persons with Benchmark Disabilities categories should keep ready an attested copy of Caste / Disability 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. SC/ST/OBC/PWBD certificates should be in prescribed format as stipulated by Government of India. Originals are to be produced for verification.

<u>THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC / ST / OBC / PERSONS WITH BENCHMARK DISABILITIES IS AS UNDER:</u>

I) <u>For Scheduled Castes / Scheduled Tribes / Other Backward Classes:</u>

District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class stipendary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class stipendary 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 family normally resides.

II) <u>For Persons with Disabilities</u>: 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.

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

n) An Ex-serviceman candidate has to produce a copy of the Discharge Book and documentary proof of rank last / presently held (substantive as well as acting) at the time of Interview.

o) Admission of selected candidates to the PGDBF Programme is subject to his/her being declared medically fit as per the requirement of the Bank & receiving satisfactory report from referees / police authorities.

p) Appointment of selected candidates for the posts 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.

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 Calculator, Mobile Phone or any other Electronic Gadgets / instruments in the Online Test / Group Discussion / Interview hall during selection process.

Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date for submission, to avoid the possibility of disconnection / inability / failure to log on the Bank's website on account of heavy load on internet / website jam. The 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 reasons beyond the control of the Bank.

Date : 08.01.2018
Place: Bengaluru   **DEPUTY GENERAL MANAGER**

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) **& Signature:**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

➢ Photograph must be a recent passport style colour 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.

➢ 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, number of colours etc., during the process of scanning.

Signature Image:

➢ The applicant has to sign on white paper with Black Ink pen.

➢ The signature must be signed only by the applicant and not by any other person.

➢ The signature will be used to put on the Call Letter and wherever necessary.

➢ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.

➢ 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 20kb

➢ **Signature in CAPITAL LETTERS shall NOT be accepted.**

Scanning the photograph & signature:

- ➢ Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ➢ Set Color to True Color
- ➢ File Size as specified above
- ➢ Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- ➢ The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- ➢ Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- ➢ If the file size and format are not as prescribed, an error message will be displayed.
- ➢ While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature:

- ➢ There will be two separate links for uploading Photograph and Signature
- ➢ Click on the respective link "Upload Photograph / Signature"
- ➢ Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- ➢ Select the file by clicking on it
- ➢ Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

(1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

(2) After registering online candidates are advised to take a printout of their system generated online application forms.