

# Canara Bank Securities Ltd.

(wholly owned subsidiary of CANARA BANK)  
Member : BSE, NSE, MCX-SX



CIN No. U67120MH1996GOI097783

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## SELECTION OF JUNIOR OFFICERS ON CONTRACT

**CANARA BANK SECURITIES LTD(CBSL)**, engaged in the business of stock broking is a wholly owned subsidiary of **CANARA BANK**, a leading Public Sector Bank invites applications, from the eligible candidates, for selection of Junior Officers on Contract [No. of vacancy – 3 (Three) ] .

Eligible candidates are requested to apply in the prescribed application available in our company's website [www.canmoney.in](http://www.canmoney.in).

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

Important Dates	
Event	Date
Last Date for Receipt of application my email	21.05.2016

### 1. DETAILS OF POSTS & RESERVATIONS:

Designation	Age [Years] Min - Max	No of vacancy				
		SC	ST	OBC	UR	Total
Junior Officer on Contract	20 - 28	1		1	1	3

#### Note:

- (a) The number of posts and the reservations provided are provisional and may vary according to actual requirement of the company, subject to availability of suitable candidates.

#### **Abbreviations:**

CBSL – Canara Bank Securities Ltd; JOO – Junior officer on contract; SC-Scheduled Caste; ST- Scheduled Tribe; OBC -- Other Backward Class; UR – Un Reserved

## 2. ELIGIBILITY CRITERIA & OTHER DETAILS:

All the eligibility [qualification, age etc] shall be computed as on 30.04.2016 (inclusive).

<b>Qualification</b>	Graduation in any discipline from a university recognized by the Govt. of India or any equivalent qualification recognized as such by Central Government with a minimum score of 50% (45% for SC/ST/OBC). Those having Stock Market related Diploma / Certification qualification from the Institutes like NISM, BSE Institute, or any other Institute imparting Stock Market related courses or appeared for the final Examination of aforesaid course and expecting the results shall be given preference.
<b>Age</b>	Minimum: 20 years; Maximum- 35 years* (Inclusive of all relaxations as furnished below)
<b>Experience</b>	Not essential. Those having experience in equity brokerage houses or Depository Participants shall be given additional weightage in the selection process.
<b>Job Profile</b>	Various Operations related to Securities Markets and products and services offered by the CBSL such as <ul style="list-style-type: none"><li>➤ Front Office / Dealing and execution services in stock markets, Mutual Fund Products, Public Issues, Bonds etc.</li><li>➤ Surveillance and monitoring of client positions</li><li>➤ Back Office / Settlement operations</li><li>➤ Client acquisition and KYC functions</li><li>➤ Research &amp; Analysis activities</li><li>➤ Marketing and business development functions</li><li>➤ DP functions</li><li>➤ Any other functions as per the requirement of the Company</li></ul>
<b>Relaxation*</b>	Relaxation in upper age limit shall be given to <ol style="list-style-type: none"><li>a. SC/ST candidates by 5 Years &amp; by 3 years to OBC candidates</li><li>b. For candidates with work experience in capital markets / financial services, a further relaxation in upper age limit will be considered to the extent of their work experience subject to a maximum of 2 years to all categories of candidates, provided such candidates submit satisfactory proof of relevant work experience.</li></ol>
<b>Computer literacy</b>	Operating & working knowledge in computer systems is essential.

## 3. POSTING:

Currently the vacancy is available only in Mumbai (1) & Bengaluru (2).

#### **4. COMPENSATION & LEAVE**

Consolidated compensation at the following rates shall be paid to the JOOs:

- ❖ First Year - Rs.22500 per month
- ❖ Second Year - Rs.22500 + Annual Increment (AI) up to Rs.2,500 per month\*\* (upto Rs.25,000 per month)
- ❖ Third Year - Rs.22500 + 1st year AI + 2nd year AI up to Rs.3,000 per month\*\* (upto Rs.28,000 per month)

\*\* Maximum component of annual increment based on annual performance appraisal. Minimum annual increment will be Rs.1,500 per month for the second year + Rs.1,500 for the third year.

JOOs shall be eligible for Eligible for 12 days casual leave for every year of active service i.e. 1 day for every completed month of active service and fraction of a month is ignored.

They shall be also eligible for annual leave for 20 days, 1 day for every 18 days of active service.

#### **5. NATIONALITY / CITIZENSHIP:**

A candidate must be a citizen of India.

#### **6. SELECTION PROCEDURE:**

The selection of JOOs is on the basis of Short-listing and Interview.

Depending upon the number of vacancies, the Company 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 company and only those shortlisted candidates will be called for the Interview. The date, time and venue for the Interview will be informed to the shortlisted candidates through email and candidates have to attend for the same at their own cost.

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

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

#### **7. IDENTITY VERIFICATION:**

While appearing for the 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 Interview.

## 8. CONTRACT PERIOD:

The selected candidates will be on CONTRACT for a period of 3 (three) years **(of active service) from the date of joining**, as per the rules of the company. During the term of the contract, the company / JOO can terminate the contract by giving one month's notice. At the end of the contract period, company may, at its sole discretion absorb the JOO in regular service of the company, subject to HR policy of the company prevailing as at that time.

## 9. 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 selection process. All the communication will be sent to the candidates on this e-mail id only.**
- 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 application will render the candidature invalid.**

Applications for the said post have to be necessarily submitted in electronic mode i.e. only by email. Applications duly completed in all respects should be sent to our email id [apply@canmoney.in](mailto:apply@canmoney.in) indicating subject as "Application for the selection of Junior Officer on Contract in CBSL". Please note that Physical copies of the application and annexures shall not be accepted / entertained and shall not be reckoned for shortlisting the applicants for interview.

**When called for Interview, candidates have to submit Originals & self attested copies of the following documents for verification. Candidates will not be allowed to take up Interview without production of the original & self attested copies of the documents.**

- **Application**
- 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
- Any other relevant documents

## 10. LAST DATE:

Last date for receipt of application along with copy of relevant Documents by email	<b>21.05.2016</b>
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**The company shall not be responsible for non-receipt of application or for rejection of candidature. The application received after last date will not be entertained.**

## 11. CALL LETTERS:

The candidates who have been shortlisted will only be called for the Interview and informed **only to the registered e-mail** given by the candidate **by 28<sup>th</sup> May 2016**. Request for sending to different e-mail id subsequently will not be entertained.

Company 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 checking of their registered e-mail account between 24<sup>th</sup> May 2016 & 28<sup>th</sup> May 2016**.

## 12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

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

At the time of interview/during selection process, if a candidate is or has been found guilty of using unfair means or impersonating or procuring impersonation by any person; or misbehaving in the interview or taking away any documents from the venue; or resorting to any other irregular or improper means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, shall be liable.

- (a) to be disqualified from the interview / selection process for which he / she is a candidate
- (b) to be debarred, either permanently or for a specified period from any examination or selection held by the company.

## 13. GENERAL INSTRUCTIONS:

- a) Candidates have to apply in the Application form provided in the company's website only. No other format of application shall be entertained.
- b) Calling / admission to the interview is purely provisional without verification of age / qualification / category etc. of the candidates. Mere receipt of call letter for interview does not imply that the company is satisfied about the candidate's eligibility. Candidates should ensure their eligibility before applying / attending the interview. Company reserves right to reject ineligible candidate's application at any stage.
- c) Candidates will have to appear for the interview at their own expenses. However, outstation SC/ST category candidates **called for interview** will be paid Sleeper / 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 category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.

- d) Decision of the company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to selection will be final and binding on the candidate. Further, the company reserves right to stall / cancel the selection partially / fully at any stage during the selection process at its discretion, which will be final and binding on the candidate.

- e) No correspondence or personal enquires shall be entertained by the company.
- f) The shortlisted candidates are required to submit all the documents pertaining to Age, Qualification, Experience, Caste etc. at the time of interview. These documents will be verified with originals at the time of interview. If any candidate is found ineligible while verifying the documents, he / she shall not be allowed to take up interview.
- g) 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 company's website [www.canmoney.in](http://www.canmoney.in). Candidates belonging to these categories are required to produce the certificates strictly in these formats only.**

- i) Selection of candidates is subject to his/her being declared medically fit as per the requirement of the company.
- j) Selected candidates shall execute service agreement and code of Conduct Rules of the company.
- k) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
- l) Canvassing in any form will be treated as disqualification.
- m) The company 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.
- s) No candidate is permitted to use Cell Phone, Pager or any other instruments in the interview hall / during selection process.

**Candidates in their own interest are advised to send their application well in time before the last date for submission and the company 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 company.**

**Date: 30.04.2016**

**Place: Mumbai**

**GENERAL MANAGER**