

# CANARA BANK SECURITIES LTD.

(A wholly owned subsidiary of Canara Bank)

Member: BSE, NSE & MSEI



CIN No. U67120MH1996GOI097783

Regd. Office: 7<sup>th</sup> Floor, Maker Chamber III, Nariman Point, Mumbai 400 021

Email: [apply@canmoney.in](mailto:apply@canmoney.in) PH: 022 22802400

website: [www.canmoney.in](http://www.canmoney.in)

## RECRUITMENT PROCESS 03/2016

**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 for the following posts:

1. Database Administrator on contract (No. of Vacancy- 1 (ONE))
2. Systems Administrator on contract (No. of Vacancy- 2 (TWO))
3. DP Operations Head on contract (No. of Vacancy- 1 (ONE))
4. Chartered Accountant on contract (No. of vacancy – 1 (ONE))
5. Human Resources and Legal –Head on contract (No. of Vacancy- 1 (ONE))

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 Date	
Event	Date
Last Date for Receipt of physical application	10.08.2016

### 1. DETAILS OF POSTS & RESERVATIONS:

Designation	Max. age (Years] as on cutoff date	No of vacancy				
		SC	ST	OBC	UR	Total
Database Administrator on contract	30					01
Systems Administrator on contract	30					02
DP Operations Head on contract	30					01
Chartered Accountant on contract	28					01
Human Resources and Legal –Head on contract	30					01

#### Abbreviations:

CBSL – Canara Bank Securities Ltd; 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 31.07.2016 (inclusive).

Sl. No	Post	Qualification	Job profile	Post qualification work experience
1	Data Base Administrator	Minimum 50% marks or equivalent grade in 4 years BE / B Tech degree in Computer Science / Information Technology / Electronics & Communication Engineering / Instrumentation or MCA <u>And</u> Should possess DB certification like Oracle Certified Associate (OCA) or equivalent	<ul style="list-style-type: none"> <li>➤ Database administration</li> <li>➤ Maintaining data base, Report Generation</li> <li>➤ Rectification of problems in database</li> <li>➤ Trouble Shooting, Purging, Archiving, Backup, Re-organisation of database</li> <li>➤ Performance Tuning</li> <li>➤ Defining Oracle Parameters etc. and</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	Minimum 1 to 2 years' experience in Public/ Private organisation in the relevant field.
2	Systems Administrator	Minimum 50% marks or equivalent grade in 4 years BE / B Tech degree in Computer Science / Information Technology / Electronics & Communication Engineering / Instrumentation or MCA <u>And</u> Should possess OS Certification like Red Hat Certified Engineer (RHCE) / Microsoft Certified Solutions Associate (MCSA) or equivalent	<ul style="list-style-type: none"> <li>➤ Maintenance, Monitoring and Management of Software and Hardware.</li> <li>➤ Applying patch</li> <li>➤ Performance Management of various hardware and softwares</li> <li>➤ Liaison with the vendors/ Exchanges / NSDL and ensuring prompt service /AMC.</li> <li>➤ Maintaining proper inventory records</li> <li>➤ Co-ordinating with the Exchanges and ensuring proper conduct of mock and other drills.</li> <li>➤ Technical support to user sections. and</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	Minimum 1 to 2 years' experience in Public/ Private organisation in the relevant field.
3	DP operations Head	Minimum 50% or equivalent grade in Graduation in any stream from a Recognised University	<ul style="list-style-type: none"> <li>➤ Opening, Maintenance, Operations, Monitoring of demat accounts as per NSDL guidelines.</li> <li>➤ Complete understanding,</li> </ul>	Minimum 2 years' experience with equity broker/ financial

		<p><u>And</u> Should possess a valid Certification from NISM / NCFM in DP operations.</p>	<p>handling and suggesting upgradation of the Back office software to offer Demat services.</p> <ul style="list-style-type: none"> <li>➤ Attending and supervising day to day operations in the Back office software.</li> <li>➤ Complete understanding about the DPM of NSDL and attending / supervising day to day operations in DPM.</li> <li>➤ Proper uploading of the data / scanned copy of documents to respective sites / organisations as a part of opening of the account.</li> <li>➤ Conducting all the DP activities as per the NDSL / SEBI guidelines and maintain proper records for the same.</li> <li>➤ Ensuring proper billing of the client transactions.</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	<p>institution in handling entire gamut of DP operations &amp; thorough knowledge in compliance matters.</p>
4	Chartered Accountant	Qualified Chartered Accountant (ICAI)	<ul style="list-style-type: none"> <li>➤ Attend to all regulatory compliances and payments within the stipulated time norms.</li> <li>➤ Attend to Settlement related operations in the Back office for broking operations.</li> <li>➤ Preparation of P &amp; L account Balance Sheet and related returns.</li> <li>➤ Co-ordinating with the Auditors, CAG Office etc. for the prompt completion of Audit, Inspection etc.</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	<p>Minimum 1 year's experience in in the relevant area. Freshers can also apply.</p>
5.	Human Resource and Legal - Head	MBA – HR or MSW and Bachelor in Law (LLB) from a Recognised Institute/ University	<ul style="list-style-type: none"> <li>➤ Ability to interact with Senior Management team on people initiatives, proactively identify people related challenges which</li> </ul>	<p>Minimum 1 to 2 years' experience in Public/ Private organisation in</p>

			<p>need intervention and resolution.</p> <ul style="list-style-type: none"> <li>➤ Sound and abreast knowledge about Labour laws.</li> <li>➤ Design and implement various HR programs, policies, processes in the Company.</li> <li>➤ Responsible for ensuring seamless execution of HR processes- Performance management process.</li> <li>➤ Drive Employee engagement initiatives, welfare activities and other events.</li> <li>➤ Talent Management and Career Management.</li> <li>➤ Attrition management.</li> <li>➤ Rewards and Recognition Management.</li> <li>➤ Proper maintenance of Regulatory records.</li> <li>➤ Prompt payment of Regulatory payments and dues.</li> <li>➤ Attending to the Legal matters of the company including the court cases.</li> <li>➤ Liaison with the Solicitors, Government Departments etc.</li> </ul>	the relevant field.
--	--	--	---	---------------------

**However, Candidates having Experience of 5 years and above and desired accomplishments to meet Company requirements may be taken as Deputy Manager in the scale of 20000 – 1000 (5)- 25000-1200 (5) -31000. Deputy Managers shall be paid Dearness Allowance, HRA, CCA, Leave Fare Concession, Conveyance etc. as per rules and shall be governed under HR Policy of the Company. (Current annual CTC at the lowest scale is Rs.5.37 lakhs). Candidates selected as Deputy Managers 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 Company.**

**General: (common for all posts):**

**RELAXATION:**

Relaxation in upper age limit shall be given to

- a. SC/ST candidates by 5 Years & by 3 years to OBC candidates
- 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 5 years to all categories of candidates, provided such candidates submit satisfactory proof of relevant work experience.

**OTHERS**

Operating & working knowledge in computer systems is essential.

**3. POSTING:**

Currently **ONE** vacancy for the post of **Systems Administrator and DP Operations Head** are in **Bengaluru** and all other vacancies are in **Mumbai**. Candidates applying for the post of **Systems Administrator can either apply for the post at Bengaluru or Mumbai but not both. Applicant has to clearly indicate the place of choice in the application.**

**4. COMPENSATION & LEAVE:**

For all the above posts consolidated pay shall be paid in the following rates:

- ❖ First Year - Rs.37,500 per month
- ❖ Second Year - Rs.41,500 per month
- ❖ Third Year - Rs.46,500 per month

Nature of leave	For all posts
Casual Leave	12 days for every year of active service.
Privilege Leave	18 days per annum i.e. 1 day for every 20 days of active service.

**5. NATIONALITY / CITIZENSHIP:**

A candidate must be a citizen of India.

**6. SELECTION PROCEDURE:**

The selection for the aforesaid posts 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. Interview shall be held in the Corporate Office of the Company. The time & date for 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.

#### **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 candidate 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 / Candidate engaged on contract 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 Candidate on contract 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 duly completed in all respects should be sent by REGISTERED POST/SPEED POST only in a cover super scribed "Application for the selection of xxxxxxxxxxxxxxxx in CBSL" (FILL IN THE RESPECTIVE POST APPLYING FOR). Applications received through email SHALL NOT BE ENTERTAINED.**

#### **CHECK THE FOLLOWING BEFORE SENDING THE APPLICATION BY POST:**

- 1] Self attested Copies of the following documents are to be enclosed to the application;**
  - Date of Birth Certificate / SSC / SSLC certificate with DOB
  - Copies of the mark sheets & 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

**Address for sending completed physical applications:**

The Senior Manager,  
Canara Bank Securities Ltd  
701, 7<sup>TH</sup> Floor, Maker Chamber III  
Nariman Point  
Mumbai 400021

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

**10. LAST DATE:**

Last date for receipt of application along with copy of relevant Documents	<b>10.08.2016</b>
--	-------------------

The company shall 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.

**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 16th August 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 12<sup>th</sup> August & 16<sup>th</sup> August 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 means of applications shall be entertained.
- b) Calling / admission to the interview is purely provisional without verification of age / qualification / category etc. of the candidates. Mere receipt of call letter for interview does not imply that the 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 applications 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 2<sup>nd</sup> 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.**



- h) Selected candidates shall be engaged on Contract for a period of 3 years as per point no.8 above.
- 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.

**Candidates in their own interest are advised to submit their applications 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: 18.07.2016**

**Place: Mumbai**

**GENERAL MANAGER**