CANARA BANK SECURITIES LTD.

(A wholly owned subsidiary of Canara Bank)

Member: BSE, NSE

CIN No. U67120MH1996GOI097783

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

Email: careers@canmoney.in PH: 022 22802400/43603800 Mobile:-7208924799

Website: www.canmoney.in

I) GENERAL RECRUITMENT PROJECT 2025-2026

II) SPECIAL RECRUITMENT DRIVE 2024-25(BACKLOG- SC,ST & OBC)

CANARA BANK SECURITIES LTD. (CBSL), engaged in the business of stock broking and depository participants (a wholly owned subsidiary of **CANARA BANK**, a leading Public-Sector Bank) invites application, from the eligible candidates, for selection for the following posts:

I) GENERAL RECRUITMENT PROJECT 2025-2026

1. ***Chartered Accountant & CFO***
2. ***Institutional Dealer***
3. ***Research***
4. ***Surveillance***
5. ***Back office***
6. ***Information Technology***
7. ***Retail Dealer***

Eligible candidates are requested to apply in the prescribed application available in our company's website www.canmoney.in. And mail the duly filled and signed application and updated resume to applications@canmoney.in.

"Please read this advertisement carefully and ensure your eligibility before submitting the application. Candidates who do not have the desired Educational Qualification and Experience need not apply"

Important Date	
Event	**Date**
Last Date for Receipt of physical/Online application	**14.11.2025 (till 06 pm only)**

Note:-

1. For all the above posts, the candidates shall possess computer proficiency.
2. Age Criteria (Minimum 20 years - Maximum 30 years).
3. Relaxation in the maximum age for SC/ST candidates by 5 Years & by 3 years to OBC candidates.
4. Reservations are applicable as per prevailing government guidelines.
5. 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 10 years to all categories of candidates, provided such candidates submit satisfactory proof of relevant work experience.
6. The company may also consider recruiting candidates at any Grade or Designation, depending upon their qualification and past work experience for Recruitment.

7. **This engagement in Canara Bank Securities Ltd shall not be entailed or construed as employment in Canara Bank, and hence, shall not have any claim whatsoever against the Canara Bank.**
8. **The Company reserves the right to withdraw this advertisement upon receiving an adequate number of applications, at any time before the due date, without assigning any reason thereof or can extend the date as well.**

II) SPECIAL RECRUITMENT DRIVE 2024-2025 (BACKLOG SC,ST & OBC)

Sl No	Post	LOCATION	Age as on 30.06.2025 (Min-Max)	SC	ST	OBC	EWS	UR	Total
1	Junior Officer on Contract	Mumbai	20-30	3	-	1	-	-	04
2	Assistant Manager	Mumbai	20-30	2	1	1	-	-	04
3	Deputy Manager	Mumbai	20-30	1	1	-	-	-	02

1. DETAILS OF POSTS FOR SPECIAL RECRUITMENT PROCESS 2024-2025

Note:-

1. For all the above posts, the candidates shall possess computer proficiency.
2. Reservations are applicable as per prevailing government guidelines.
3. Relaxation in the maximum age by 3 years to OBC candidates and 5 years to SC/ST Candidates.
4. **Candidates, who want to apply, shall belong to ST , SC & OBC as per the posts reserved for.**
5. 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 10 years to all categories of candidates, provided such candidates submit satisfactory proof of relevant work experience.
6. The company may also consider recruiting candidates at any Grade or Designation, depending upon their qualification and past work experience for Recruitment.
7. Relaxation in Percentage of Qualification Marks is 5%.
8. **This engagement in Canara Bank Securities Ltd shall not be entailed or construed as employment in Canara Bank, and hence, shall not have any claim whatsoever against the Canara Bank.**
9. **The Company reserves the right to withdraw this advertisement upon receiving an adequate number of applications, at any time before the due date, without assigning any reason thereof or can extend the date as well.**

Important Date

Event	Date
Last Date for Receipt of physical/Online application	**14.11.2025 (till 06 pm only)**

ELIGIBILITY CRITERIA & OTHER DETAILS:

All the eligibility [qualification, age etc.] shall be computed as on 31.10.2025 (inclusive).

Sno	Post	Qualification	Job profile	Post qualification work experience
1	**CFO**	Qualified Chartered Accountant	➢ Attend to all regulatory compliances and payments, GST Returns within the stipulated time norms. ➢ Preparation of P & L account Balance Sheet and related returns. ➢ Attending to the Internal Audits, External Audits, Statutory Audits and ensure smooth completion of audits. ➢ Preparation of vouchers for vendor payments, capital exp, revenue exp etc; and the reconciliation of bank accounts and investments. ➢ Assist risk management by analyzing the organization's liabilities and investments ➢ Deciding on investment strategies by considering cash and liquidity risks ➢ Co-ordinating with the Statutory Auditors, CAG, Exchanges & other regulatory bodies etc. for the prompt & smooth completion of Audit, Inspection etc. ➢ Filing/correction of TDS Returns of Employees & others on time & submission of FORM 16/16As with in the stipulated time ➢ Attending Board Meetings & preparation of required data Any other work entrusted by the Company from time to time.	Minimum 1-3 year's experience in the relevant area, preferably in any equity broking firm/company
2	Institutional Dealer	Degree with minimum score of 50% marks in any discipline from a recognized University or equivalent qualification recognized as such by Central Government.	➢ Candidate should be proficient with execution using Bloomberg/Omnesys or other similar system. ➢ Execution efficiency in directional trades, basket trades, etc. is essential. ➢ Should have market intelligence and good relationship with Institutional desk on street. ➢ Develop & maintain excellent	Minimum 3 to 5 years of experience in equity brokerage houses in dealing functions. Out of that, at least 2 year in Institutional Dealing preferred.

			working relationships with all clients. ➢ Keep a track of clients stock preferences, make recommendations and update on recommended calls regularly. ➢ Maintain trade files as well as other trade & client related databases. ➢ Ensure timely execution, settlement, trade confirmation and STP on daily basis. ➢ Must have rigorous experience with NEAT / ODIN / NOW. ➢ Filing of important documents. ➢ Proficient in Excel and their functionality. Any other work entrusted by the Company from time to time.	
3	**Surveillance**	Degree with minimum score of 50% marks in any discipline from a recognized University or equivalent qualification recognized as such by Central Government.	➢ Creating, enhancing and implementing surveillance scenarios and conducting surveillance reviews. ➢ Improving surveillance tools and applications by coordinating with technology on the timely implementation of enhancements and proactively addressing potential issues. ➢ Performs basic , preliminary surveillance for trading in specified products ➢ Monitoring trading activity in markets to detect anomalies by reviewing electronically generated alerts ➢ Conduct analysis to identify potential risks for the Firm and escalate relevant matters to a designated senior as appropriate ➢ Gathering , reviewing , investigating and analyzing trade data as well as responding to regulatory inquiries from each of the major regulatory bodies (e.g. SEBI / NSE/ BSE/ MCX). The response process includes compiling all requested	Minimum 3 to 5 years of experience in equity brokerage houses in Surveillance Functioning, Having sound knowledge about Capital market & its Regulations

			documentation , analyzing the results to identify potential issues , escalating potential risk issues to the appropriate coverage areas and providing input on potential corrective action plans designed to address issues that are identified. ➢ Identify improvement areas and opportunities for automation ➢ Secondary responsibilities will include handling of regular compliances of NSE/ BSE/ MCX depositories. ➢ Keep abreast of trading system updates and products to implement effective surveillance oversight. ➢ Stay informed of global regulatory and market structure changes that may affect the scope of existing surveillance program	
4	**Research**	MBA - Finance from a Recognized Institute or CFA .	➢ Conduct in-depth fundamental / financial analysis of companies and making Financial Models for the same along with financial forecasting for the next 2-3 year. ➢ Maintain an extensive coverage list of companies and keep track of all the developments in those companies and / or sectors ➢ Regular reports based on findings / developments and authoring reports containing actionable recommendations ➢ Work in close co-ordination with other team members ➢ Contribute to various research related activities / report. ➢ Generate Trade calls based on the Technical analysis. ➢ Interact and visit the Institutional clients and make presentations. ➢ Interact with the Retail and HNI clients and provide stock ideas.	Minimum 3 to 5 years of experience with equity broker/financial Institution/ research house in the relevant field

			➢ Generate various reports like Morning report, Mid-day report and end day report to provide guidance to the clients. ➢ Generate periodic, thematic, event related reports and provide to the clients. Any other work entrusted by the Company from time to time.	
5	**Information Technology**	Minimum 50% marks or equivalent grade in 4 years BE / B Tech degree in Computer Science / Information Technology / Electronics & Communication Engineering / Instrumentation or MCA And Should possess OS Certification like Red Hat Certified Engineer (RHCE) / Microsoft Certified Solutions Associate (MCSA) or equivalent	➢ Maintenance, Monitoring and Management of Software and Hardware. ➢ Applying patches in Windows Environment ➢ Windows Server configuration & Management ➢ Performance Management of various hardware and software ➢ Liaison with the vendors/ Exchanges / NSDL and ensuring prompt service /AMC. ➢ Maintaining proper inventory records ➢ Co-ordinating with the Exchanges and ensuring proper conduct of mock and other drills. ➢ Technical support to user sections. ➢ Maintaining network and network equipments like Router, Switches, Firewall etc. ➢ Monitoring Complete Network and trouble shooting. ➢ Adding & Configuring network equipments like Router, Switches, Firewall etc. ➢ Liaison with telecom service provider. ➢ Ensuring maximum uptime of network ➢ Performance tuning Maintenance. ➢ Monitoring and Management of Software and Hardware etc ➢ Configuring Network Parameters as per application requirement in switch router & firewall. Any other work entrusted by the Company from time to time.	Minimum 1.5 to 3 years' experience in Public/ Private organization in the relevant field.

6	**Backoffice – Compliance & Reporting**	Degree with minimum score of 50% marks in any discipline from a recognized University or equivalent qualification recognized as such by Central Government.	➢ Possessing experience in handling backoffice operations in clearing and settlements for all segments (Cash/FNO/CD) including for all other bank clients. ➢ Shall possess experience in handling the clearing and settlement process for all bank customers. ➢ Responsible for entire process & activities of settlement of shares & funds of clients within the stipulated time as per regulatory guidelines ➢ Responsible for Timely reporting on Margin Reporting for all segments, Holding reporting, Client Level Cash & Cash Equivalent Balances and any other reporting to exchanges stipulated from time to time without giving scope for penalties. ➢ Ability to explain the clients about Margin requirement and its issues leading to penalties ➢ Ability to handle Institutional Trades and sending its contract notes to institutional clients & ensure the trades are confirmed by custodians. ➢ Ability to handle block deals, tally bills, STT, Brokerage, other charges etc; ➢ Responsible for reconciliation of transactions between the exchange and backoffice application, Reconciliation of pool accounts, settlement accounts etc. ➢ Responsible for opening/closing of accounts with banks & or exchanges or Depositories for complying with exchange/SEBI guidelines & reporting of the same. ➢ Responsible for investing surplus funds in coordination with investment team and redemption whenever required.	Minimum 3 to 5 years of experience with equity broker/financial Institution/ research house in the relevant field

			➢ Responsible for maintaining sufficient margin & security deposits with exchange and its withdrawals as per regulatory guidelines. ➢ Timely submission of various returns to exchange/SEBI/other regulatory entities. ➢ Proper handling of member portals NSE/BSE/NSDL etc; ➢ Responsible for sending various statements to clients, contract notes, margin statements etc on timely basis. ➢ Responsible for preparation and submission of data & smooth completion of various audits conducted by Internal Auditors/Statutory Auditors/Exchanges/SEBI or any other regulatory entities. ➢ Handling settlements of own account trading/ proprietary trading ➢ Ability to work at staggered timings as per the requirement for smooth functioning. ➢ Responsible for monitoring pool & settlement accounts ➢ Responsible to handle reconcile dividend account ➢ Attending the calls/mails received by clients w.r.t. settlements/statements/any brokerage plans/complaints etc. ➢ Ability to coordinate with vendors & internal IT team for version updations/parameter changes as required ➢ Ability to coordinate with other relevant departments for ensuring smooth functioning. Any other work entrusted from time to time	

7	**Retail Dealer**	Graduate in any stream from a recognized University having secured minimum 50% marks. Candidates having NISM / NCFM certifications are preferred.	➢ Experience in Front Office / Dealing and execution services in stock markets, Mutual Fund Products, Public Issues and Bonds etc. ➢ Surveillance and monitoring of client positions ➢ Develop and maintain a long-term relationship with customers to maintain a high level of retention of client base. ➢ Drive focus on generating new business/client base Any other work entrusted by the Company from time to time. Any other work entrusted by the Company from time to time.	Minimum 0.5 to 1 year experience with equity broker in the relevant field. Candidates having NISM / NCFM certifications shall be given additional weightage in the selection process.

Candidates selected will be on probation for a period of minimum ONE year (12 months of active service) from the date of joining, as per the HR policy of the Company.

COMMON GUIDELINES FOR BOTH RECRUITMENT PROJECTS:

POSTING: **At Mumbai Corporate Office –**

CANARA BANK SECURITIES LTD

7TH FLOOR, MAKER CHAMBER III

NARIMAN POINT, MUMBAI – 400021

COMPENSATION & LEAVE:

For above posts, the compensation shall be paid as under:

- Deputy Manager- Basic pay- Rs. 38160-1300(4), 43360-1400-(5), -50360 - (Pay scale 38160-50360) + D.A, HRA & Conveyance Allowance.
  Approx. CTC Rs. 11.00 lakhs plus Mediclaim, Gratuity & Leave Components.
- Assistant Manager – Basic Pay- Rs. 25440 – 1200 (4)- 30240-1300 (5) -36740 - (Pay scale 25440 - 36740) + D.A, HRA & Conveyance Allowance.
  Approx. CTC Rs. 07.00 lakhs plus Mediclaim, Gratuity & Leave Components
- Junior Officer on Contract- Monthly emoluments – Rs. 34,800 (1) – 37200(2) – 40800(3)
  (Approx. CTC Rs.4.17 lakhs excluding Leave Components)

Note: Permanent Employees are entitled to get DA and HRA apart from their salary.

NATIONALITY / CITIZENSHIP:

A candidate must be a citizen of India.

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. The time, date & place of 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 do 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.

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.

CONTRACT PERIOD: (Applicable to Junior officer/ Officer on contract)

The selected **Junior Officer** will be on contract for a period of 3 (three) years **(of active service) from the date of joining,** as per the HR policy of the company. During the term of the contract, the Company / Candidate engaged on contract can terminate the contract by giving three 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.

HOW TO APPLY:

Candidates are requested to read the contents of the advertisement and ensure their eligibility before applying. Candidates have to download and fill the physical application at the link available in the careers option on our website. https://www.canmoney.in/careers and have to **mail** the updated resume and duly filled and signed application published on website on ***applications@canmoney.in.***

- **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.**

NECESSARY ATTACHMENTS :-

1] **<u>Self attested Copies</u> of the following documents are to be enclosed to the application;**

- 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 S C , S T & OBC category candidates (formats available in the website)
- Any other relevant documents

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

LAST DATE:

Last date for receipt of application along with copy of relevant Documents **14.11.2025 (till 06 pm only).**

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 the last date will not be entertained.

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. 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 after 14.11.2025.**

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.

GENERAL INSTRUCTIONS:

a) Candidates have to apply in the Application form provided in the company’s website only.

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 2nd 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. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

h) Selected candidates under Junior Officer shall be engaged on Contract for a period of 3 years as stated 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 as per the HR policy 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.

n) The candidates who applied on earlier occasions and were not shortlisted/ selected for the above vacancies in last 12 months need not apply again.

o) The Company may also conduct police verification / drawing CIBIL Reports of the successful candidates.

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: 03/11/2025
Place: Mumbai **GENERAL MANAGER**