



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

website: www.canmoney.in

GENERAL RECRUITMENT PROJECT 2023-24/05

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 post:

i) Deputy Manager(1) - COMPANY SECRETARY(1)

Eligible candidates are requested to apply in the prescribed application available in our company's website www.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 application	20.02.2024

1. DETAILS OF POSTS FOR RECRUITMENT PROCESS 2023-24/05

SI No	Post	LOCATION	Age as on 31.01.2024 (Min-Max)	SC	ST	OBC	EWS	UR	Total
1	Deputy Manager-Company Secretary(1)	Mumbai	22-30	0	0	0	0	1	1

Above post is for for Mumbai Location only

Note:-

1. For all the above posts, the candidates shall possess computer proficiency.
2. Relaxation in the maximum age for SC/ST candidates by 5 Years & by 3 years to OBC candidates.
3. Reservations are applicable as per prevailing government guidelines.
4. 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.
5. Age Criteria (Minimum 22 years - Maximum 30 years).

ELIGIBILITY CRITERIA & OTHER DETAILS:

All the eligibility [qualification, age etc.] shall be computed as on 31.01.2024 (inclusive).

SI No	Post	Qualification	Job profile	Post qualification work experience
(1)	Deputy Manager- Company Secretary	Minimum 50% or equivalent grade in Graduation in any stream from a Recognized University and Qualified Company Secretary (ICSI). Those having LLB or LLM degree will be preferred.	<ul style="list-style-type: none"> ➤ To ensure compliance of the provisions of Companies Act and rules made there-under. ➤ To prepare the agenda and other documents for all the meetings of the board of directors, Committees of the Board and for general meetings in consultation with the Top management of the company. ➤ To arrange with and to call and hold meetings of the board and general meetings and to prepare a correct record of proceedings. ➤ To attend the board meetings and general meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary. ➤ To advise, in conjunctions with the company's solicitors, the chief executive or other executive, in respect of the legal matters, as required. ➤ To engage legal advisors and defend the rights of the company in Courts of Law. ➤ Filling of various documents/returns as 	Minimum 2 years of experience in Public/ Private organization as company secretary.

required under the provisions of the Companies Law.

- Proper maintenance of statutory books and registers of the company as required under the provisions of the Companies Law.
- To deal with all correspondence between the company and the Parent Bank (stakeholder).
- To make arrangement for the payment of the dividend within prescribed period as provided under the provisions of the Companies Law.
- To pass and issue resolutions on time and provide secretarial support across all functions.
- Co-ordination with Statutory and Regulatory Authorities (ROC, RBI, SEBI, MCA) including handling Exchange Inspections
- Preparing and getting Annual Report printed in time.
- e-Filings
- Preparation of documents to be filed with Stock Exchanges on quarterly/half yearly/yearly basis
- Co-ordination with CAG.
- Due Diligence exercises.
- Preparation of Reports, furnishing of information/data, etc.;
- Making application to Statutory/Regulatory Authorities
- Legal matters relating to Securities Laws, Labour Laws, Civil Laws, Tax Laws, Service Matters, Criminal Laws, Procedural Laws, Information Technology Laws, Company Laws, Right to Information Act
- Any other work related to secretarial/ compliance matters as may be assigned and

Any other work entrusted by the Bank from time to time

RELAXATION

Relaxation in upper age limit shall be given to

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.

OTHERS

Operating & working knowledge in computer systems is essential for all the posts.

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

POSTING:

For all the posts place of posting will be in **Mumbai**.

Eligible candidates are requested to apply in the prescribed application available in our company's website www.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"

COMMON GUIDELINES FOR RECRUITMENT PROJECT:

COMPENSATION & LEAVE:

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

- Deputy Manager- Basic pay- Rs. 31800-1300(4), 37000-1400-(5), -44000 (Pay scale 31800-44000) + D.A, HRA & Conveyance Allowance. **Approx. CTC Rs. 8.54 lacks plus incentive, Gratuity & 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 on contract)

The selected **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 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.

HOW TO APPLY:

Candidates are requested to read the contents of the advertisement and ensure their eligibility before applying. Candidates have to submit the online application at the link available in the careers option on our website. <https://www.canmoney.in/careers>

- **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 online:-

1] Self attested Copies 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 OBC category candidates (formats available in the website)
- Any other relevant documents

Address for sending physical application if any

**THE GENERAL MANAGER,
HR DEPARTMENT,
CANARA BANK SECURITIES LTD
7TH FLOOR,
MAKER CHAMBER III NARIMAN POINT
MUMBAI – 400021**

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 **20.02.2024**

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 tentatively **by 21-02-2024**. 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 21-02-2024 to 22-02-2024.**

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. 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 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 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: 06/02/2024

Place: Mumbai

GENERAL MANAGER