

# 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 02/2015

**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. Chartered Accountant (No. of vacancy – 1 (ONE))
2. Network Engineer (No. of vacancy – 1 (ONE))
3. Receptionist 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	30.11.2015

### 1. DETAILS OF POSTS & RESERVATIONS:

Designation	Age [Years] Min - Max	No of vacancy				
		SC	ST	OBC	UR	Total
CFO - Chartered Accountant	24 - 35					01
Deputy Manager – Network Engineer	22 - 35					01
Receptionist – on Contract for 3 years	21 - 28					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 30.10.2015 (inclusive).

CFO – CHARTERED ACCOUNTANT	DEPUTY MANAGER – NETWORK ENGINEER	RECEPTIONIST ON CONTRACT FOR 3 YEARS
<b>QUALIFICATION</b>		
Qualified Chartered Accountant Candidates with ACS qualification will be preferred.	BE / B .Tech (Tele.& Elec) / (E & E); Valid CCNA certification or equivalent	Pass in XII Std with good communication skills. (Dip. in Secretarial Practice desired)
<b>AGE</b>		
Minimum: 24 years; Maximum- 35 years	Minimum: 22 years; Maximum- 35 years	Minimum: 21 years; Maximum- 28 years
<b>EXPERIENCE</b>		
1 year post qualification experience in stock broking / finance essential	1 year post qualification experience in the relevant field is preferred	1 year working experience in the relevant field preferred
<b>JOB PROFILE</b>		
Overall in charge of Accounting and Finance Department of the company. Responsible of periodical P & L Account, Balance Sheet of the company, Statutory payments like Service Tax, stamp duty, Stock Exchange dues All Tax related matters like TDS, Filing of returns, following for assessment etc.	Maintaining network and network equipments; network monitoring, and trouble shooting, adding network equipments to network, liaison with telecom service provider; ensuring maximum uptime of network, Database administration preferably in Oracle, Maintaining the database; Report generation; Rectification of problems in database; Trouble Shooting; Purging; Archiving; Back-up; Re-organisation of Database; Performance tuning Maintenance, monitoring and management of software and hardware etc	Attending to the telephone calls, receiving customers and other visitors to the office. Maintaining records & distribution of inward/outward courier /other mails.
<b>RELAXATION</b>		
Relaxation in upper age limit shall be given to <ol style="list-style-type: none"> <li>SC/ST candidates by 5 Years &amp; by 3 years to OBC candidates</li> <li>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>OTHERS</b>		
Operating & working knowledge in computer systems is essential.		

### 3. POSTING:

Currently the vacancy for all the above posts is available only in **Mumbai**.

### 4. COMPENSATION & LEAVE

#### (i) CHARTERED ACCOUNTANT:

In the pay scale of 26200-1200 (5) - 32200 -1400 (5)-39200. Gross emoluments at current rate of dearness allowance are Rs.58097.60.

#### (ii) NETWORK ENGINEER:

In the pay scale of 20000 – 1000 (5)- 25000-1200 (5) -31000. Gross emoluments at current rate of dearness allowance are Rs.44360.00

**Both Chartered Accountant and Network Engineer 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.**

**(iii) RECEPTIONIST:** Shall be paid consolidated compensation at the following rates :

- ❖ First Year - Rs.15,000 per month
- ❖ Second Year - Rs.16,500 per month
- ❖ Third Year - Rs.18,500 per month

Nature of leave	CA & Network Engineer	Receptionist
Casual Leave	12 days for every year of active service.	12 days for every year of active service.
Privilege Leave	20 days per annum i.e. 1 day for every 18 days of active service.	20 days per annum i.e. 1 day for every 18 days of active service.
Sick Leave	15 days for every year of active service	nil

### 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: (APPLICABLE ONLY FOR THE POST OF RECEPTIONIST)**

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 / Receptionist 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 Receptionist on contract in regular service of the company, subject to HR policy of the company prevailing as at that time.

#### **9. PROBATION PERIOD: (APPLICABLE FOR CHARTERED ACCOUNTANT & NETWORK ENGINEER)**

The selected candidates 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.

#### **10. 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)**

**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, Maker Chambers 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>30.11.2015</b>
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**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 05<sup>th</sup> December 2015**. 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 03rd December & 05<sup>th</sup> December 2015.**

**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 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 3rd AC 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) Selection of candidates is subject to his/her being declared medically fit as per the requirement of the company.
- i) Selected candidates shall execute service agreement and code of Conduct Rules of the company.
- j) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
- k) Canvassing in any form will be treated as disqualification.
- l) 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.
- m) 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 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: 02.11.2015**

**Place: Mumbai**

**GENERAL MANAGER**