



# CANARA BANK SECURITIES LTD.

(A wholly owned subsidiary of Canara Bank)

Member: BSE, NSE

CIN No. U67120MH1996GOI097783

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## RECRUITMENT PROCESS 03/2018

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

1. Research Analyst – Asst. Vice President - 1 (ONE)
2. Company Secretary –Assistant Manager - 1 (ONE)
3. Dealer Institutional Desk – Officer on Contract - 2 (TWO)
4. System Administrator – Officer on contract – 1 (ONE)
5. Data Base Administrator – Officer on Contract – 1(ONE)
6. Network Administrator – Officer on Contract-1 (ONE)
7. Dealer Retail Desk – Junior Officer on Contract – 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. 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	28.09.2018

### 1. DETAILS OF POSTS:

SI No	Designation	Max. age (Years) as on cutoff	Number of Vacancy
1	Research Analyst – Asst. Vice President	30	1
2	Company Secretary –Assistant Manager	30	1
3	Dealer Institutional Desk – Officer on Contract	30	2
4	System Administrator – Officer on contract	30	1
5	Data Base Administrator – Officer on Contract	30	1

6	<b>Network Administrator – Officer on Contract</b>	<b>30</b>	<b>1</b>
7	<b>Dealer Retail Desk – Junior Officer on Contract</b>	<b>30</b>	<b>3</b>

Note:-

1. The company reserves the right to recruit candidates at higher scale, depending upon their qualification and past work experience.
2. The candidates having with work experience of not less than one year in Capital Market/ Financial services a further relaxation in upper age limit will be considered subject to maximum of 2 years to all categories of candidates provided such candidates submit satisfactory proof of relevant work experience.

## 2. ELIGIBILITY CRITERIA & OTHER DETAILS:

**All the eligibility [qualification, age etc.] shall be computed as on 01.09.2018 (inclusive).**

SI No	Post	Qualification	Job profile	Post qualification work experience
1	Research Analyst – Asst. Vice President	MBA - Finance from a Recognised Institute or CFA. Candidate should have completed NISM Certification for Research Analyst.	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Maintain an extensive coverage list of companies and keep track of all the developments in those companies and / or sectors</li> <li>➤ Regular reports based on findings / developments and authoring reports containing actionable recommendations</li> <li>➤ Work in close co-ordination with other team members</li> <li>➤ Contribute to various research related activities / report.</li> <li>➤ Generate Trade calls</li> </ul>	Minimum 4-6 years of experience in equity broking houses as Research Analyst.

			<p>based on the Technical analysis.</p> <ul style="list-style-type: none"> <li>➤ Interact and visit the Institutional clients and make presentations.</li> <li>➤ Interact with the Retail and HNI clients and provide stock ideas.</li> <li>➤ Generate various reports like Morning report, Mid-day report and end day report to provide guidance to the clients.</li> <li>➤ Generate periodic, thematic, event related reports and provide to the clients.</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	
2	Company Secretary – Asst. Manager	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"> <li>➤ To ensure compliance of the provisions of Companies Act and rules made there-under.</li> <li>➤ 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.</li> <li>➤ To arrange with and to call and hold meetings of the board and general meetings and to prepare a correct record of proceedings.</li> <li>➤ 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.</li> <li>➤ To advise, in conjunctions with the company's solicitors, the chief executive or other executive, in respect of the legal matters, as required.</li> <li>➤ To engage legal advisors and defend the rights of the</li> </ul>	Minimum 2 years of experience in Public/ Private organization as company secretary.

			<p>company in Courts of Law.</p> <ul style="list-style-type: none"> <li>➤ Filing of various documents/returns as required under the provisions of the Companies Law.</li> <li>➤ Proper maintenance of statutory books and registers of the company as required under the provisions of the Companies Law.</li> <li>➤ To deal with all correspondence between the company and the Parent Bank (stakeholder).</li> <li>➤ To make arrangement for the payment of the dividend within prescribed period as provided under the provisions of the Companies Law.</li> <li>➤ To pass and issue resolutions on time and provide secretarial support across all functions.</li> <li>➤ Co-ordination with Statutory and Regulatory Authorities (ROC, RBI, SEBI, MCA) including handling Exchange Inspections</li> <li>➤ Preparing and getting Annual Report printed in time.</li> <li>➤ e-Filings</li> <li>➤ Preparation of documents to be filed with Stock Exchanges on quarterly/half yearly/yearly basis</li> <li>➤ Co-ordination with CAG.</li> <li>➤ Due Diligence exercises.</li> <li>➤ Preparation of Reports, furnishing of information/data, etc.;</li> <li>➤ Making application to Statutory/Regulatory Authorities</li> <li>➤ Legal matters relating to Securities Laws, Labour Laws, Civil Laws, Tax Laws, Service Matters, Criminal Laws, Procedural Laws,</li> </ul>	
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			<p>Information Technology Laws, Company Laws, Right to Information Act</p> <ul style="list-style-type: none"> <li>➤ Any other work related to secretarial/ compliance matters as may be assigned and</li> <li>➤ Any other work entrusted by the Bank from time to time.</li> </ul>	
3	Dealer Institutional Desk – Officer on Contract	<p>Degree with minimum score of 50% (45% for SC/ST/OBC) marks in any discipline from a recognized University or equivalent qualification recognized as such by Central Government.</p> <p>Candidates having Postgraduate programme in Securities Markets (PGPSM) from NISM, Mumbai, will have preference.</p>	<ul style="list-style-type: none"> <li>➤ Candidate should be proficient with execution using Bloomberg/Omnesys or other similar system.</li> <li>➤ Execution efficiency in directional trades, basket trades, etc. is essential.</li> <li>➤ Should have market intelligence and good relationship with Institutional desk on street.</li> <li>➤ Develop &amp; maintain excellent working relationships with all clients.</li> <li>➤ Keep a track of clients stock preferences, make recommendations and update on recommended calls regularly.</li> <li>➤ Maintain trade files as well as other trade &amp; client related databases.</li> <li>➤ Ensure timely execution, settlement, trade confirmation and STP on daily basis.</li> <li>➤ Must have rigorous experience with NEAT / ODIN / NOW.</li> <li>➤ Filing of important documents.</li> <li>➤ Proficient in Excel and their functionality.</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	Minimum 3 years of experience in equity brokerage houses in dealing functions.

4	Data Base Administrator-Officer on Contract	<p>Minimum 60% marks or equivalent grade in 4 years BE / B Tech degree in Computer Science / Information Technology / Electronics &amp; Communication Engineering / Instrumentation or MCA</p> <p><u>And</u> Should possess DB certification like Oracle Certified Associate (OCA) or equivalent</p>	<ul style="list-style-type: none"> <li>➤ Database administration</li> <li>➤ Maintaining Data Base, Data Guard, Data Base Cluster &amp; Report Generation</li> <li>➤ Rectification of problems, Performance tuning, Monitoring Logs in database</li> <li>➤ Trouble Shooting, Purging, Archiving, Backup &amp; Point-in-time Recovery of database</li> <li>➤ Creating Data Base, Managing Health Checkup of Data Base &amp; ensuring high availability</li> <li>➤ Defining Oracle Parameters etc. and</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	Minimum 2 to 5 years' experience in Public/Private organisation in the relevant field.
5	Systems Administrator-Officer on Contract	<p>Minimum 60% marks or equivalent grade in 4 years BE / B Tech degree in Computer Science / Information Technology / Electronics &amp; Communication Engineering / Instrumentation or MCA</p> <p><u>And</u> Should possess OS Certification like Red Hat Certified Engineer (RHCE) / Microsoft Certified Solutions Associate (MCSA) or equivalent</p>	<ul style="list-style-type: none"> <li>➤ Maintenance, Monitoring and Management of Software and Hardware.</li> <li>➤ Applying patches in Windows Environment</li> <li>➤ Windows Server configuration &amp; Management</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 2 to 5 years' experience in Public/Private organisation in the relevant field.

6	Network Engineer – Officer on Contract	Minimum 60% 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 CCNA / CCNP certification	<ul style="list-style-type: none"> <li>➤ Maintaining network and network equipments like Router, Switches, Firewall etc.</li> <li>➤ Monitoring Complete Network and trouble shooting.</li> <li>➤ Adding &amp; Configuring network equipments like Router, Switches, Firewall etc.</li> <li>➤ Liaison with telecom service provider.</li> <li>➤ Ensuring maximum uptime of network</li> <li>➤ Performance tuning Maintenance.</li> <li>➤ Monitoring and Management of Software and Hardware etc</li> <li>➤ Configuring Network Parameters as per application requirement in switch router &amp; firewall.</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	Minimum 2 to 5 years of experience in Public/ Private organisation in the relevant field.
7	Dealer Retail Desk – Junior Officer on Contract	Graduate in any stream from a recognized University having secured minimum 60% marks. Candidates having NISM / NCFM certifications are preferred.	<ul style="list-style-type: none"> <li>➤ Experience in Front Office / Dealing and execution services in stock markets, Mutual Fund Products, Public Issues and Bonds etc.</li> <li>➤ Surveillance and monitoring of client positions</li> <li>➤ Develop and maintain a long-term relationship with customers to maintain a high level of retention of client base.</li> <li>➤ Drive focus on generating new business/client base</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	Minimum 1 year experience with equity broker/ financial institution / Research house in the in the relevant field.

**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 for all the posts.

**Candidates selected as Assistant Vice President and Assistant Managers 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.**

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

**3. POSTING:**

For all the posts place of posting will be Mumbai.

**4. COMPENSATION & LEAVE:**

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

- Junior Officer on Contract –Monthly emoluments Rs. 22500 (1) – 25000(2) – 28000(3)
- Officer on Contract- Monthly emoluments – Rs. 37,500 (1) – 41500(2) – 46500(3)
- Assistant Manager – Basic Pay- Rs. 13000 – 1000 (5)- 18000-1200 (5) -24000 (Pay scale 13,000- 24000 + D.A, HRA & Conveyance Allowance. Monthly salary will be approximately Rs.28500/-)
- Assistant Vice President – Rs. 26200-1200(5)- 32200 -1400 (5)-39200 (Pay Scale Rs.26200-39200 + D.A, HRA & Conveyance Allowance. Monthly salary will be approximately Rs. 57,000/-)

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

<b>Nature of leave</b>	<b>For all posts</b>
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.
Sick Leave	15 days per annum

**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 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.

## 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 **Officer & 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 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;**

- 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 appear for the Interview without production of the original documents.**

**10. LAST DATE:**

Last date for receipt of application along with copy of relevant Documents      28.09.2018

**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.**

## 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 tentatively **by 5th October 2018**. 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 29<sup>th</sup> Sept 2018 & 05<sup>th</sup> Oct 2018**.

## 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 as per the HP 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.

**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:17/09/2018**

**Place: Mumbai**

**GENERAL MANAGER**