

CANARA BANK SECURITIES LTD.

(A wholly owned subsidiary of Canara Bank)

Member: BSE, NSE



CIN No. U67120MH1996GOI097783

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RECRUITMENT 01/2017-18

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

1. Dealer Institutional Desk – Officer on contract - 2 (TWO)
2. Systems Administrator – Officer on contract - 1 (ONE)
3. Network Engineer – Officer on contract - 1 (ONE)
4. Back Office – Officer on contract - 1 (ONE)
5. Research Analyst – Officer on contract– 1 (ONE)
6. Research Analyst – Junior Officer on contract – 1 (ONE)
7. Dealer Retail Dealing Desk - Junior Officer on contract – 2 (TWO)
8. DP Operations – Junior Officer on contract– 6 (SIX)
9. Marketing Manager – Deputy Manager – 1 (ONE)
10. Depository Participants Relationship Manager – Junior Officer on contract – 10 (TEN)

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.

Important Date	
Event	Date
Last Date for Receipt of physical application	18.04.2017

1. DETAILS OF POSTS & RESERVATIONS:

Sl No	Designation	Max. age (Years) as 1.4.2017	No of vacancy
1	Dealer Institutional Desk – Officer on Contract	30	02
2	Systems Administrator – Officer on Contract	30	01
3	Network Engineer – Officer on Contract	30	01

4	Back Office – Officer on Contract	30	01
5	Research Analyst – Officer on Contract	30	01
6	Research Analyst – Junior Officer on Contract	30	01
7	Dealer Retail Dealing Desk - Junior Officer on contract	30	02
8	DP Operations – Junior Officer on Contract	30	06
9	Marketing Manager – Deputy Manager	30	01
10	Depository Participants Relationship Manager – Junior Officer on Contract	30	10

2. ELIGIBILITY CRITERIA & OTHER DETAILS:

All the eligibility [qualification, age etc.] shall be computed as on 01.04.2017 (inclusive).

Sl No	Post	Qualification	Job profile	Post qualification work experience
1	Dealer Institutional Desk – Officer on Contract	Post Graduate in finance from a recognized University / Institute. Postgraduate Programme in Securities Markets (PGPSM) from NISM preferred.	<ul style="list-style-type: none"> ➤ Candidate should be proficient with execution using Bloomberg/Omnisys or other similar system. ➤ Execution efficiency in directional trades, basket trades, etc. is essential. ➤ Should have market intelligence and good relationship with Institutional desk. ➤ Develop & maintain excellent 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 	Minimum 1 to 2 years of experience in equity brokerage houses in dealing functions.

			<p>databases.</p> <ul style="list-style-type: none"> ➤ Ensure timely execution, settlement, trade confirmation and STP on daily basis. ➤ Must have experience in NEAT /BOLT platform. ➤ Filing of important documents. ➤ Proficiency in Excel and their functionality. ➤ Any other work entrusted by the Company from time to time. 	
2	Systems Administrator – 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 OS Certification like Red Hat Certified Engineer (RHCE) / Microsoft Certified Solutions Associate (MCSA) or equivalent	<ul style="list-style-type: none"> ➤ Maintenance, Monitoring and Management of Software and Hardware. ➤ 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. ➤ Any other work entrusted by the Company from time to time. 	Minimum 1 to 2 years of experience in Public/ Private organisation in the relevant field.
3	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 certification	<ul style="list-style-type: none"> ➤ 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 	Minimum 1 to 2 years of experience in Public/ Private organisation in the relevant field.

			<ul style="list-style-type: none"> ➤ Performance tuning Maintenance. ➤ Monitoring and management of software and hardware etc ➤ Any other work entrusted by the Company from time to time. 	
4	Back Office – Officer on Contract	Post Graduate in finance from a recognized University / Institute. Postgraduate Programme in Securities Markets (PGPSM) from NISM preferred.	<ul style="list-style-type: none"> ➤ Day to day operations of Trade Capture and Settlements (BSE / NSE) in respect of Retail, Institutional Prop trading, Corporate Actions, including timely reporting of margins etc. (internal, client and regulatory) ➤ Day to day operations of cash Management including timely reporting (internal, client and regulatory) ➤ Maintain cordial relationship with Regulators and Market players like Stock Exchanges, Depositories, Vendors, etc., ➤ Conversant in Depository Pay-In, Pay-Out, Inter Settlement, Pay-in, Speed-e, Off Market share transfer, Share Pledge & release etc. ➤ Handling Day to Day activities related to accounts & solves 	Minimum 1 to 2 years of experience in equity brokerage houses in back office functions.

			<p>queries of clients.</p> <ul style="list-style-type: none"> ➤ Co-ordinating with the Regulators and internal teams for ensuring suitable, effective redressal of the Client Grievances and closure and reporting of the same to the Regulators within the stipulated timelines. ➤ Ensuring correct mapping of DP, Bank, KYC Modification & other details of clients, including timely updations as and when received. ➤ Any other work entrusted by the Company from time to time. 	
5	Research Analyst – Officer on Contract	MBA -Finance from a Recognised Institute or CFA. NISM Certification for Research Analyst is preferred.	<ul style="list-style-type: none"> ➤ Conduct in-depth fundamental / financial analysis of companies and making Financial Models for the same along with financial forecasting. ➤ 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 	Minimum 2 years' experience with equity broker/ financial institution / Research house in the in the relevant field.

			<ul style="list-style-type: none"> ➤ 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. ➤ Generate various reports like Morning report, Mid-day report and end day report and provide guidance to the clients. ➤ Generate periodic, thematic, event related reports and provide to the clients. ➤ Conduct meeting for Investors ➤ Any other work entrusted by the Company from time to time. 	
6	Research Analyst – Junior Officer on Contract	MBA -Finance from a Recognised Institute or CFA. NISM Certification for Research Analyst is preferred.	<ul style="list-style-type: none"> ➤ Conduct in-depth fundamental / financial analysis of companies and making Financial Models for the same along with financial forecasting. ➤ 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 / 	Minimum 1 year experience with equity broker/ financial institution / Research house in the in the relevant field.

			<p>developments and authoring reports containing actionable recommendations</p> <ul style="list-style-type: none"> ➤ 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. ➤ 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. ➤ Conduct meeting for Investors ➤ Any other work entrusted by the Company from time to time. 	
7	Dealer Retail Dealing 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"> ➤ 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 	Minimum 1 year experience with equity broker/ financial institution / Research house in the in the relevant field.

			<p>maintain a high level of retention of client base.</p> <ul style="list-style-type: none"> ➤ Drive focus on generating new business/client base ➤ Any other work entrusted by the Company from time to time. 	
8	DP Operations – Junior Officer on Contract	<p>Graduation in any discipline from a university recognized by the Govt. of India or any equivalent qualification recognized as such by Central Government with a minimum score of 60%. Those having Stock Market related Diploma / Certification qualification from the Institutes like NISM, NCFM, BSE Institute, or any other Institute imparting Stock Market related courses or appeared for the final Examination of aforesaid course and expecting the results shall be given preference.</p>	<ul style="list-style-type: none"> ➤ Various Operations related to Securities Markets and products and services offered by the CBSL. ➤ Operation of DPM package of NSDL. ➤ Operation of Back office software deployed in the DP. ➤ Client acquisition and KYC functions ➤ Marketing and business development functions. ➤ All work related to the DP activity ➤ Any other work entrusted by the Company from time to time. 	<p>Not essential. Those having experience in equity brokerage houses or Depository Participants shall be given additional weightage in the selection process.</p>
9	Marketing Manager – Deputy Manager	<p>Post Graduate in Marketing from a recognized University / Institute. Candidates with Technical Background, NISM / Capital market related qualification will be preferred</p>	<ul style="list-style-type: none"> ➤ To oversee, monitor the activity of DPRMs across the country and provide necessary direction for achieving the set goals. ➤ Make marketing presentations; organize meetings at various centres as per the directions. ➤ Acquire new clients for Demat & Trading 	<p>Minimum 3 years Marketing experience. Those having experience in equity brokerage houses or Depository Participants shall be given additional</p>

			<p>accounts through networking, data base and references.</p> <ul style="list-style-type: none"> ➤ Responsible for achieving targets as assigned by the organization. ➤ Guiding customers for trading. ➤ Provide clients daily information related to trading and market movements. ➤ Preparing MIS for the Top Management 	weightage in the selection process.
10	Depository Participants Relationship Manager – Junior Officer on Contract	<p>Graduation in any discipline from a university recognized by the Govt. of India or any equivalent qualification recognized as such by Central Government with a minimum score of 60%. Those having Stock Market related Diploma / Certification qualification from the Institutes like NISM, NCFM, BSE Institute, or any other Institute imparting Stock Market related courses or appeared for the final Examination of aforesaid course and expecting the results shall be given preference.</p>	<ul style="list-style-type: none"> ➤ Clear understanding about the DP functions, Trading activity in the Exchange. ➤ Maintain close relation with the branches to enroll clients for the Demat and OLT accounts. ➤ Oversee the functioning of the DPRMs working in the Region and motivating them for better performance. ➤ Acquire new clients for Demat & Trading accounts through networking, data base and references. ➤ Responsible for achieving targets as assigned by the organization. ➤ Guiding customers for trading. ➤ Provide clients daily information related to trading and market movements. ➤ Preparing MIS for the Top Management 	Minimum one year experience in /DP Centre and/or those having Stock Market related Diploma/ Certificate.

Candidates (only for Officer on Contract) 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, Leave Fare Concession, Conveyance etc. as per rules and shall be governed by the HR Policy of the Company. (Current annual CTC at the lowest scale is Rs.5.49 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.

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.

General: (common for all posts):

3. POSTING:

SI NO	Post No.	Location
1	01-07	Mumbai
2	08-09	Bengaluru
3	10	Ahmedabad, Bengaluru, Chennai, Delhi, Hyderabad, Kolkata, Kanpur, Mumbai, Ernakulum, Indore

4. COMPENSATION & LEAVE:

- i. For all the above posts except post no.9, consolidated pay shall be paid at the following rates:
 - Officer on Contract – Rs. 37,500 (1) – 41500(2) – 46500(3)
 - Junior Officer on Contract – Rs. 22500(1) – 25000(2) – 28000(3)
- ii. **Deputy Manager** is fitted in the pay scale of Rs. 20000 – 1000 (5)- 25000-1200 (5) - 31000. Deputy Managers shall be paid Dearness Allowance, HRA, Leave Fare Concession, Conveyance etc. as per rules and shall be governed by the HR Policy of the Company. (Current Gross Monthly CTC at the lowest scale of pay is around Rs.45780).

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.
Sick Leave	15 days per annum. (Only for Deputy Manager)

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 or at other centre/s at the discretion 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 about the candidates' eligibility and shall not vest any right to the 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 and Junior Officer** 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.

CHECKLIST (ENSURE ENCLOSING THE FOLLOWING BEFORE SENDING THE APPLICATION BY POST):

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, 7TH 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:	18.04.2017
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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 6th May 2017**. 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 their registered e-mail account between 1st May 2017 & 6th May 2017**.

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 2nd Class to & for 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 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 requirements 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: 05.04.2017

Place: Mumbai

GENERAL MANAGER