



Recruitment Cell, Human Resources Wing
Head Office, 112, J C Road, Bengaluru - 560 002
E-mail: horecruitment@canarabank.com www.canarabank.com

RP /1/2023

ENGAGEMENT OF GROUP CHIEF RISK OFFICER (GCRO), CHIEF DIGITAL OFFICER (CDO) AND CHIEF TECHNOLOGY OFFICER (CTO) ON CONTRACT BASIS

CANARA BANK, a leading Public Sector Bank with Head Office at Bengaluru and having global presence with over 9700 branches invites applications from eligible Indian citizens for appointment for the posts of Group Chief Risk Officer (GCRO), Chief Digital Officer (CDO) and Chief Technology Officer (CTO) on contract basis.

Eligible candidates are requested to apply Online through the link given in Bank's website www.canarabank.com.

Please read this advertisement carefully and ensure your eligibility before submitting application.

Important Dates	
Event	Date
Opening date for submission of application	15.02.2023
Closing date for submission of application	06.03.2023

1. DETAILS OF POST:

Name of the Post	Group Chief Risk Officer (GCRO)	Chief Digital Officer (CDO)	Chief Technology Officer (CTO)
Number of Posts	01 (One)	01 (One)	01 (One)

2. ELIGIBILITY CRITERIA & OTHER DETAILS:

Eligibility [age, qualification, experience, etc] shall be computed as on 01.01.2023 (inclusive).

Post	Age (In years)	Educational Qualification	Work Experience
Group Chief Risk Officer	Less than 55	<p><u>Mandatory:</u></p> <p>Graduation/Post Graduation in any discipline from a recognized University (recognized / approved by Govt., Govt. bodies / AICTE) with</p> <p>1. Professional Certification in Financial Risk Management from Global Association of Risk Professionals,</p> <p style="text-align: center;">OR</p> <p>2. Professional Risk Management Certification from PRMIA Institute,</p> <p style="text-align: center;">OR</p> <p>3. Candidate should have been a Chief Risk Officer /Head of Risk Management Department of the Bank/Financial Institution for at least 2 years.</p> <p><u>Desirable:</u></p> <p>Holder of Chartered Financial Analyst charter awarded by CFA Institute,</p> <p style="text-align: center;">OR</p> <p>Designated as Chartered Accountant by the Institute of Chartered Accountants of India, or equivalent abroad,</p> <p style="text-align: center;">OR</p> <p>Designated as a Cost and Management Accountant by the Institute of Cost Accountants of India, or equivalent abroad.</p>	<p><u>Mandatory:</u></p> <p>Minimum 15 years' experience in Bank/Financial Sector of which at least 05 years' experience in corporate credit and risk management at the level of Assistant General Manager or above in one or more Public Sector Banks or Vice President and above in Private Sector Banks / Foreign Banks, or having similar roles and responsibilities in one or more regulated lending entity (in the opinion of the Selection Committee), with minimum experience of one year in corporate credit and one year in risk management.</p> <p><u>Desirable:</u></p> <p>Treasury Operations experience with good understanding of market risk and/or liquidity management;</p> <p>General Banking experience with good understanding of operational risk management;</p> <p>Exposure to large corporate credit including policy formulation;</p> <p>Exposure to analytics;</p> <p>Experience in dealing with international regulators.</p>

Post	Age (In years)	Educational Qualification	Work Experience
Chief Digital Officer	Minimum-40 Maximum-50	<p><u>Mandatory:</u> B.E/ B.Tech in Computer Science/ Information Technology/ other related fields or MCA or equivalent qualification from a recognized University/Institution.</p> <p><u>Desirable:</u> Post-graduation or higher qualification in areas relevant to the role (like certifications in Digital Product Management/ Digital Transformation) from reputed institutes.</p>	<p><u>Mandatory:</u> Minimum 15 years' experience in IT company engaged in the area of providing technology solutions to Banking sector.</p> <p style="text-align: center;">OR</p> <p>Minimum 15 years' experience in Banking-IT related areas/projects involving Delivery Management of Business Applications, Project Management & Program Management, implementing digital customer journeys & digital business model, driving large digital transformation programs, preferably for financial/ banking sector.</p>
Chief Technology Officer	Minimum-40 Maximum-50	<p><u>Mandatory:</u> Engineering Graduate (B.E/ B.Tech) in Computer Science/ Information Technology/ other related fields or MCA or equivalent qualification from a recognized University/ Institution.</p> <p><u>Desirable:</u> Post-graduation or higher qualification in areas relevant to the role like Computer Science/Information Technology from reputed institutes.</p>	<p><u>Mandatory:</u> Minimum 15 years' experience in relevant areas. Should have worked in Banking-IT related areas/ projects involving IT Policy & Planning/ Financial Networks and Applications/ Financial Information Systems/ Cyber Security Technologies/ Payment Technologies, etc., of which, 05 years should be at Senior Management level.</p>

3. ROLES AND RESPONSIBILITIES:

Post	Roles & Responsibilities
<p>Group Chief Risk Officer</p>	<ul style="list-style-type: none"> • Responsible for the effectiveness of overall risk management throughout the Bank and its group entities. • Establish and maintain group-wide risk management frameworks, policies and exposure limits that are approved by the Board & Risk Management Committee of the Board. • Supervise the activities, review and approve the recommendations of Risk Management Departments before submitting to respective Risk Management Committees. • Measure, control and manage various risks on a group-wide basis within the limits set by the Board. • Ensure compliance with the risk parameters and prudential limits fixed by the Board of Directors. • Create awareness on risks and related risk management activities. • Facilitate the analysis of risks and inter-relationship across Credit, Market and Operational risks. • Facilitate the analysis of group risk and inter-relationship of risks across Parent Bank and group entities. • Primary responsibility for overseeing the development and implementation of the Bank's Risk Management function. This includes the ongoing strengthening of staff skills and enhancements to risk management systems, policies, processes, quantitative models and reports as necessary to ensure that the Bank's Risk Management capabilities are sufficiently robust and effective to fully support its strategic objectives and all of its risk-taking activities. • To develop risk culture and risk framework based on risk appetite of the Bank • Ensure regulatory compliant risk governance including effectiveness and compliance with the Bank's policies and evaluate the effectiveness of controls designed to address risks. • Ensuring a system-wide view and understanding of the combined risks of the business and its inter-relationships (interest rate risk, liquidity risk, operating risk, reputational risk, regulatory risk, ESG risk) • Establishing an early warning or trigger system for breaches of the Bank's risk appetite or limits; influencing and, when necessary, challenging material risk decisions. • To guide and address the credit risk management by ensuring consistent and uniform credit rating analysis in rating credit appraisals. • To execute and ensure effective operational risk management by adhering to compliance with BASEL norms and regulatory reporting; guiding the team for computation of CRAR and regulatory capital requirement management of ICAAP. • To guide and direct the market risk management team on monitoring of entire market portfolio, interest rate risk, equity price risk, risk capital analysis, monitoring derivatives in respect of foreign currencies, country wise limits, counterparty Bank limits, stress testing, etc.

Post	Roles & Responsibilities
	<ul style="list-style-type: none"> • Managing and overseeing of IT security risk in the Bank by monitoring and reporting of events analysis, advise / take steps to mitigate the risk and strengthen the IT infrastructure of the Bank. • Managing the Group Risk activities of the Bank which includes assessing, identifying and monitoring risks pertaining to the intra-group operations and functioning of various Subsidiaries/ Joint Ventures (both domestic and overseas), Associates and Regional Rural Banks sponsored by the Bank. • To oversee and constantly review Business Continuity Management System as also Disaster Management Plans of the Bank, in line with the best practices. • Responsible for compiling, assessing and reporting accurate information to the top management and the Board. • To be associated with credit sanction process as one of the decision makers. • Responsible for supporting the Board in its engagement with and oversight of the development of the Bank’s risk appetite and Risk Appetite Statement (RAS) and for translating the risk appetite into risk limits structure. • The GCRO, together with Management, should be actively engaged in monitoring performance relative to risk-taking and risk limit adherence. • Managing and participating in key decision-making processes (eg., strategic planning, capital and liquidity planning, new products and services, compensation design and operations). • Should have the ability to interpret and articulate risk in a clear and understandable manner and to effectively engage the Board and Management in constructive dialogue on key risk issues. Interaction between the GCRO and the Board and/or Risk Committee should occur regularly, and the GCRO should have the ability to meet with the Board or Risk Management Committee without MD&CEO/ Executive Directors being present. • He/she shall not represent the Bank directly in any financial or disciplinary powers. • Any other work entrusted by the Bank from time to time. <p><u>Reporting Relationship:</u> The Group Chief Risk Officer (GCRO) shall report directly to the Managing Director & CEO or Risk Management Committee (RMC) of the board. In case the GCRO reports to the Managing Director & CEO, the RMC shall meet the GCRO on one-to-one basis, without the presence of the Managing Director & CEO, at least on a quarterly basis.</p>

<p>Chief Digital Officer</p>	<ul style="list-style-type: none"> • Responsible for working closely with key business stakeholders, technology partners, NPCI, e-commerce partners/merchants and regulatory partners and ensure maximum uptime for all the digital channels. • Support implementation of new digital products and enhancements for existing digital channels based on local and global trends to improve service offerings to our customers. • Identify business/ improvement opportunities and report complaints which require special attention and recommend preventive measures. • Lead/coordinate the implementation of key digital initiatives including digital platform migration project to integrate lifestyle and banking appetite with artificial intelligence. • Monitor delivery channels and identify improvement areas for re-engineering to ensure delivery of efficient and high quality service to customers. • Monitor daily operations and performance of Digital Devices (ATMs, CAMs, PUMs, BNAs etc.) and ensuring servicing of defunct Digital Devices, handling shifting/relocation/replacement of Digital Devices. • Ensure timely and accurate MIS and dashboard reporting to drive digital activations. • Conduct researches on the best and evolving market practice to define the most efficient and customer-friendly UI throughout the entire customer journey. • Interpret digital journey and engagement effectiveness, identify learning, insights and actions. • Monitor competition and keep abreast of the channel offerings/ service developments. • Plan for increase in Digital Transactions Bank wide. • Manage digital channels' process notes and operating instructions, with configuration management to ensure easy retrieval and safe keeping. • Managing and on boarding new customers online for assets as well as liability front. • Reviewing complaints on digital banking channels and resolutions. • Identifying emerging technologies (IoT, Block-chain, Robotics etc.) that can support, enhance and re-define Bank's products, processes, digital assets and platforms. • Design effective and efficient digital customer journey to ensure the delivery of excellent customer experience through website/mobile app for achieving ambitious growth in digital traffic and usage. • Collaborating with fin-tech players to open up new distribution channels to launch technology driven product offerings. • Building Bank's API/Open Banking Framework and monetizing APIs for creating add-on revenue stream for the Bank. • Liaise with the Circles/Regions/Branches for digital banking registrations like internet banking, mobile banking including UPI, Bharat QR, etc. • Assisting in framing, review and implementation of policies & procedures for all kinds of digital products/services of the Bank.
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	<ul style="list-style-type: none"> • Responsible for dispute resolution and grievance redressal of all types of digital products and services. • Monitoring of marketing, promotion and publicity of digital products/services. • Compliance of all regulatory/statutory guidelines related to digital products/service. • Identify and establish partnerships with knowledge partners, technology vendors, fintech players across different use-cases like co-lending, digital verification, third party products. • Responsible for digital Lending Product and process development/improvement so as to ensure continuous improvement in overall digital lending business functions of the Bank. • To attend to all functional and business aspects of Credit card, Debit card, Domestic Prepaid Instruments (Prepaid Card/ NETC FASTag, Gift Card etc) & International travel prepaid card (ITPC) including card account management & transaction authorization/FRM review functions including card issuances. • Any other matter as may be entrusted by the Bank from time to time. <p>Reporting Relationship: The Chief Digital Officer (CDO) shall directly report to the CGM/GM of the Digital Banking Services Wing. He/she shall not represent the Bank directly in any financial or disciplinary powers. However, the proposed CDO shall Supplement/assist CGM/GM (Digital Banking Services Wing) in Board meetings, subcommittee meetings and all other functions of the wing wherever necessary.</p>
<p>Chief Technology Officer</p>	<ul style="list-style-type: none"> • The key role of the Chief Technology Officer is to develop and refine technology architecture of the Bank and implement new technologies as per business objectives/ goals. • The CTO will be responsible for preparation of Technology Vision Document for the Bank. The CTO will be the key resource person providing in-depth technical expertise to the Top Management and will be responsible for identifying and implementing new technologies and technology products which meets Bank's current & future needs. • He / She should be in a position to coordinate with IT Vendors of the Bank and he /she should be able to bring in the Industry Expertise for the digital initiatives of the Bank. • Optimizing and managing the technology network in a manner that it delivers high efficiency with sufficient resilience and yet manages costs effectively. • Identifying needs and ensuring ideal software solutions are developed in a timely manner to help increase operational efficiency. • Develop and maintain overall framework of IT policies, standards and strategies that will empower business and people to deliver on their commitments to the strategy and budgets. • Define the priorities, objectives and targets that underpin what contributes to delivery of value to business, aligned with best practices and standards. • Ensure efficiency in process / operations across the Bank. • Identify security threats, formulate strategies and methods to mitigate the threats.

- As part of business continuity plan, ensure that there is no failure in business operations and appropriate DR plans are in place and regularly tested for readiness for unforeseen and unexpected events which can impact the business continuity.
- Will have a pivotal role in supporting the business departments and meeting their needs in a time bound manner.
- Developing long term plans to sustain and support the business, anticipating future trends.
- Lead strategic insight and overview of business case justifications and ROI analysis for IT spending and initiatives.
- Ensure total quality management through uniform processes and procedures.
- CTO shall track, analyze and monitor technology performance metrics
- Review and monitoring of IT Procurement on an on-going basis. Implementation of projects/outsourced activities in a time-bound manner.
- Defining and maintaining technology related risk metrics and work in-tandem with Risk and Operations team to mitigate risks by improving processes/technology solutions.
- To ensure testing and quality assurance of product & process and seamless operations of technology products by adopting advanced testing tools and concepts like robotic processes and automation in testing.
- To provide technology support for Internet Banking, Mobile Banking, UPI, Offline OTP, Omni Channel, Candigital, and SMS services of the Bank.
- Oversee conducting feasibility study for development functions of CBS, Coordinate with CBS Functional Groups and other Groups in Updating CBS product as a whole as per New Developments, Regulatory Guidelines, Market Trends, Bank's requirements, Business Goals etc., and to provide support to CBS users in Branches / Circle Offices and Head Office, Treasury Interface, other treasury applications and to manage treasury DR functions.
- Implement, support and manage technology for Government Business solutions and Financial Inclusion including Tax Modules, OLTAS, PPF, Pension, SCSS, Relief Bonds, KVP & SSY and such other products introduced by RBI/GOI.
- Responsible for coordinating with Information Security and Audit teams and initiate necessary changes in the systems and processes.
- Any other technology enabled initiative decided by the Bank from time to time.

Reporting Relationship: The Chief Technology Officer (CTO) shall directly report to the CGM/GM of the Technology Operations Wing. He/she shall not represent the Bank directly in any financial or disciplinary powers. However, the proposed CTO shall supplement/assist CGM/GM (Technology operations wing) in Board meetings, subcommittee meetings and all other functions of the Wing wherever necessary.

4. OTHER TERMS AND CONDITIONS OF EMPLOYMENT APPLICABLE TO ALL POSTS:

Tenure of Engagement	The period of engagement shall be for a fixed contractual term of three years, extendable by one year at a time, at the sole discretion of the Bank, subject to a maximum term of five years.
Termination of Contract	<p>The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of one Month's fixed component of the compensation in lieu of such Notice.</p> <p>In case the appointee desires to terminate the contract before the expiry of the contractual period of three years, he / she will have to give to the Bank clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such Notice.</p>
Location	Canara Bank, Head Office, Bengaluru. However, the Bank reserves the rights to post the executive at any of the offices of the Bank or to any place as per requirement of the Bank.
Compensation / Perquisites	<p>Remuneration / Pay Compensation will be market linked and will not be a limiting factor for a suitable candidate and can be negotiated.</p> <p>He / She shall not be eligible for any other perks / benefits / enhancements. He / She shall be eligible for actual TA/HA expenses for outstation visits as eligible to General Manager.</p> <p>Income tax, professional tax, any other tax/statutory liability shall be borne by the engaged executives.</p>
Working hours	The working hours of the Bank shall be the usual hours as applicable on all days except 2nd / 4th Saturdays, Sundays and holidays declared under NI Act.
Leave	One (1) day leave per month will be available with an accumulation up to maximum of 12 leaves. In addition, appointee will be entitled for 15 days of leave in a calendar year. Out of the above, not more than 04 days can be taken at a time. However, if his/her absence exceeds eligible leave, proportionate amount shall be deducted for each day of his/her absence over and above the permissible leave from the consolidated payment. Balance of the leave shall not be allowed to be carried over to next calendar year. The accumulated leave will not be encashable.

<p>Other terms and conditions</p>	<p>The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.</p> <p>His/her engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.</p> <p>On completion of the contractual period, his/her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period.</p> <p>He/She will have to execute an undertaking stating that there will be no conflict of interest of any kind from their side with the Bank.</p> <p>He/she shall be required to execute the Fidelity & Secrecy Bond under which he / she shall agree not to disclose any information/data which he/she is privy to while in the contract engagement and shall take reasonable security measures to prevent accidental disclosure even after the period of contractual engagement with the Bank.</p> <p>Engagement will be full time in nature i.e. once engaged the appointee cannot involve in any other kind of employment for any other employer/take up any other assignment during the period of engagement with the Bank.</p>
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5. SELECTION PROCEDURE:

The selection is proposed to be undertaken on the basis of screening/shortlisting and interview/interaction.

However, Bank may decide the modalities of selection depending on the number/scope of applications received.

Screening/shortlisting will be based on the eligibility criteria, qualifications, suitability/experience, etc. submitted with the application. Candidates to the extent of required number only will be called for interview/interaction.

The candidature after preliminary screening and without verification of documents will be provisional and will be subject to verification of all details/documents with the originals when a candidate reports for personal interaction (if called).

Only such shortlisted candidates who qualify in personal interaction/interview and are sufficiently high in the merit list will be shortlisted for final selection.

Engagement of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank.

Decision of Bank in all matters regarding eligibility, selection etc. would be final and binding on the candidates. No representation or correspondence whatsoever will be entertained by the Bank in this regard.

Mere fulfilling minimum qualifications and experience will not vest any right in the candidate for being called for interview.

Bank reserves the right to shortlist requisite number of candidates and only those shortlisted candidates will be called for interview/interaction as decided by the Bank. No correspondence will be entertained in this regard.

The Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts. No correspondence will be entertained in this regard. If any of the above shortcoming(s) is/are detected even after appointment, his/her contract is liable to be terminated without any notice.

Final selection will be on the basis of qualifying marks secured by the candidate in the interview/ interaction.

The venue, date & time for interview/interaction, will be informed to the shortlisted candidates in the call letter and candidates have to attend the interview/interaction at their own cost. **The call letter will be sent by email only.** The details of shortlisted candidates for Interview/ Interaction or any other process will be uploaded in our website. Request for change of Centre will not be entertained.

However, the Bank reserves its right to change / add / cancel the selection process & schedule at its discretion, under unforeseen circumstances, if any. Changes, if any, will be announced in our website / by email. Bank will not be responsible for late receipt / non receipt of any communication from the Bank. Hence, candidates are requested to check their email and Bank's website regularly, to keep track of the process.

6. HOW TO APPLY:

Guidelines for filling online application:

- (i) Candidates are required to apply online through Bank's official website www.canarabank.com → Career → Recruitment → RP 1/2023 - ENGAGEMENT OF GCRO, CDO AND CTO. No other means/ mode of application will be accepted.
- (ii) Candidates are required to have a valid personal Email ID and Mobile Number. It should be kept active till completion of this selection process. All the communication will be sent to the candidates to their respective e-mail id only.
- (iii) Candidates are advised to carefully fill in the online application as no change in any of the data filled in the online application will be permitted after submission.
- (iv) After final submission, the candidates are advised to take a printout of the system generated online application form.

Guidelines for Scanning and Upload of Documents:

Before applying online, candidate will be required to have a scanned (digital) image of his/her photograph, signature and Resume as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport size colour picture. File type: jpg/ jpeg.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb-50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature:

- The applicant has to sign on white paper with Black Ink pen. File type: jpg/ jpeg.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb - 20kb
- Ensure that the size of the scanned image is not more than 20 kb

Resume:

- The document must be in pdf format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

Note:

- **Signature in CAPITAL LETTERS shall NOT be accepted.**
- **Ensure that Photo, Signature and Resume are uploaded at the specified spaces only in the online application form.**

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ resume, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Guidelines for Uploading the documents:

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, and Resume
- Click on the respective link "Upload Photograph / Signature / Resume"
- Browse and Select the location where the Scanned Photograph / Signature / Resume has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button.
- Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed.
- Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph, signature or resume is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph/ signature/ resume, prior to submitting the form.

Note:

- (1) In case the face in the photograph or signature or resume is unclear / smudged the candidate's application may be rejected.
- (2) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate's application will be rejected.
- (3) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

7. DOCUMENTS TO BE SUBMITTED WHEN CALLED FOR INTERACTION/ INTERVIEW :

When called for Interview/Interaction, candidates have to produce the originals for verification with one set self-attested photo copies of the following documents. Candidates will not be allowed to appear for Interview/Interaction without production of the original documents.

- Valid system generated printout of the online application form.
- Print-out of Interview/ Interaction Call Letter.
- Proof of Date of Birth (copy of the Date of Birth Certificate / SSC / SSLC/ X Standard/ XII Standard certificate with DOB)
- Copy of the Photo identity proof
- Certificates of Graduation.
- Certificates of other qualifications, if any.
- Copy of Professional Certification as stipulated under Eligibility Criteria - Educational Qualification.
- Copies of experience certificates specifying designation / job profile, period of service (with specific dates) from previous, present employers. **Please note that work experience certificate should contain the designation, period of service and detailed job profile.**
- Candidates serving in Government /Quasi Government offices, PSUs including Nationalised Banks/ Financial Institutions should produce “No Objection Certificate” from their employer at the time of Interview/ Interaction.
- Candidates who are retired should submit a copy of the relieving order/ Discharge Certificate.
- A copy of the Resume uploaded at the time of online registration.
- Any other relevant documents deemed fit or called for by the Bank.

8. CALL LETTERS:

The shortlisted candidates only will be called for the Interview and their details and schedule for Interview will be made available in Bank’s website www.canarabank.com - > Careers -> Recruitment -> Recruitment Project - 1/2023 - GCRO, CDO and CTO on contract basis. All the communications viz., call letters for Interview etc., will be sent **only to the e-mail id** provided by the candidate in the application.

Bank will not be responsible for late receipt / non-receipt of call letter / any communication due to technical reasons. Hence candidates are requested to keep track of their application status by visiting Bank’s website as well as checking their e-mail account from time to time during the selection process. For any queries regarding the application status, the candidate may reach us on 080 2211 6922 from 1000 hr to 1700 hr on all working days.

9. GENERAL INSTRUCTIONS:

- a) Candidates have to apply online through the link provided in the Bank's website www.canarabank.com.
- b) Before submitting the application form, the candidates must ensure that they fulfil all the eligibility criteria with respect to age, educational qualification, experience, etc.
- c) The details of the candidate should be spelt as it appears in the certificates / mark sheets. Any change / alteration found may result in disqualification of candidature.
- d) In case the candidate has changed his/her name, the changed name should be as per the Gazette Notification / Marriage Certificate.
- e) Candidates should take utmost care to furnish the details while filling in application.
- f) Bank reserves right to reject ineligible candidate's applications at any stage of the selection process.
- g) Applications which are incomplete in any respect, such as without proper passport size photograph, signature, profile uploaded in the online application form will not be considered as valid and will be rejected. No further communication will be made in this regard. Incomplete applications / applications without supporting documents will be rejected outright. Bank takes no responsibility to receive/ collect any certificate/ document sent separately.
- h) Candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Bank in future should be identical and there should be no variation of any kind.
- i) A recent, passport size photograph should be uploaded by the candidate at the time of submission of application and the candidate should ensure that copies of the same are retained for use at various stages of the process.
- j) Candidates will have to appear for the Interview/ Interaction at their own expense.
- k) Decision of the Bank 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 process will be final and binding on the candidate. Bank reserves the right to modify/ amend/ cancel any of the eligibility criteria and/or any other terms and conditions spelt out in this Notification. Further, the Bank reserves right to stall / cancel the selection process partially / fully at any stage at its discretion, which will be final and binding on the candidate.
- l) Bank may, at its discretion, hold re-interview wherever necessary.
- m) Candidates serving in Government /Quasi Government offices, PSUs including Nationalised Banks/ Financial Institutions should produce "No Objection Certificate" from their employer at the time of Interview/ Interaction, in the absence of which their candidature shall not be considered.
- n) The shortlisted candidates are required to produce original documents pertaining to Age, Qualification, Experience, etc for verification 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/ Interaction.

- o) Mere submission of application and apparently fulfilling the criteria as prescribed in the advertisement do not entitle a candidate to be called for interview.
- p) By applying for the post, candidates give their consent for making use of the information furnished in the application for Bank's internal use including shortlisting for Interview.
- q) In case of selection, candidates will be required to produce proper unconditional discharge certificate/relieving letter from the previous employer, at the time of taking up the appointment.
- r) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Bengaluru only.
- s) Canvassing in any form for candidature /post will be treated as disqualification.
- t) The Bank 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 / web site / job portal / social media. Candidates are advised not to share/ mention their application details with / to anyone.
- u) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.

Candidates in their own interest are advised to submit their applications well in time before the last date for submission and Bank 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 Bank.

Date: 15.02.2023

Place: Bengaluru

CHIEF GENERAL MANAGER