

The engagement on contract is for a specific period as stated above. As such should not be construed as an offer of employment or a regular employment in the Bank.

**14) APPLICATION FEE & INTIMATION CHARGES:**

Category	Amount of Fees / Intimation Charges
SC/ST/PwBD	NIL
All Others	

**15) HOW TO APPLY:**

Candidates are requested to read the contents of the advertisement and ensure their eligibility before applying.

The eligible candidates are required to apply **online** through bank's website [www.canarabank.com](http://www.canarabank.com). The link for registration of application will be open in our website on the dates indicated at the top of this advertisement.

All applicants should have a valid personal email ID. The registered email id should be kept functional till completion of this engagement project. All the communications will be sent to the candidates to this email ID only.

**Pre-Requisites for Applying Online:**

Before applying online, candidates should—

- a) scan:
  - photograph (4.5cm × 3.5cm)
  - signature
  - left thumb impression (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).
  - Hand written declaration (text given below) {In case of candidates who cannot write may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications}. ensuring that all these scanned documents adhere to the required specifications as given in this Notification.
- a) Signature in CAPITAL LETTERS will NOT be accepted.

- b) The photograph/ signature/ left thumb impression/ handwritten declaration/ should be properly scanned and should not be smudged/ blurred.
- c) The text for the hand written declaration is as follows –  
“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- d) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid.
- e) Have a valid personal email ID/Mobile number, which should be kept active till the completion of the process. IBPS/Bank may send intimation regarding call letters through the registered e-mail ID/Mobile number. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new email ID before applying online and must maintain that email account.

**Guidelines for scanning and upload of documents**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression, hand written declaration, as per the specifications given below.

**Photograph Image: (4.5cm × 3.5cm)**

- Photograph must be a recent passport style colour picture.
- 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.

- Photo uploaded should be of appropriate size and clearly visible.

**Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.

a) Dimensions 140 x 60 pixels (preferred)

b) Size of file should be between 10kb – 20kb

c) Ensure that the size of the scanned image is not more than 20kb

d) Signature uploaded should be of appropriate size and clearly visible.

- The applicant has to put his left thumb impression on a white paper with black or blue ink.

a) File type: jpg / jpeg

b) Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3cm \* 3 cm (Width \* Height)

c) File Size: 20 KB – 50 KB

- The applicant has to write the declaration in English clearly on a white paper with black ink.

a) File type: jpg / jpeg

b) Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)

c) File Size: 50 KB – 100 KB

- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.

- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

- **Ensure that the photo, signature, left thumb impression and hand written declaration, are uploaded at the specified spaces only in the online application form.**

**Scanning the documents:**

a) Set the scanner resolution to a minimum of 200 dpi (dots per inch)

b) Set Colour to True Colour

c) File Size as specified above

d) Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

e) 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.

f) Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office 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.

#### **Procedure for uploading the documents**

a) While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration

b) Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration,"

c) Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration, file has been saved.

d) Select the file by clicking on it

e) Click the 'Open/Upload'

f) If the file size and format are not as prescribed, an error message will be displayed.

g) Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged image, the same may be re-uploaded to the expected clarity /quality.

**Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration, as specified.**

#### **Note:**

a) In case the face in the photograph or signature or left thumb impression or the hand written declaration, is unclear / smudged the candidate's application may be rejected.

b) After uploading the Photograph / signature / left thumb impression / hand written declaration, in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration– if applicable, is not prominently visible, the candidate may edit his/ her application and re-

upload his/ her photograph or signature or left thumb impression or the hand written declaration– if applicable, prior to submitting the form.

c) 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 will not be shortlisted for further process.

d) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

e) Candidates should ensure that the signature uploaded is clearly visible.

**GUIDELINES FOR FILLING ON-LINE APPLICATION ARE AS FOLLOWS:**

- Candidates are required to visit the Bank's website [www.canarabank.com](http://www.canarabank.com) → Careers → Recruitment → "Recruitment Project – 1/2025 – Engagement of Specialist Officers on contract basis".
- Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- Candidates while filling their online application, the name of the candidate and his / her father / husband etc. should be spelt correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found may disqualify the candidature.
- The candidates name in the online application should be as it appears in SSC/SSLC/X Standard Marks Card. In case the candidate has changed his/her name, the changed name should be as per the Gazette Notification/ Marriage Certificate.
- Candidates should fill all the fields in the online application.
- Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button. Submission of incorrect / false information in the online application will render the candidature invalid.
- After completion of online registration, candidate should take system generated print-out of Registered Online Application.
- An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidate do not receive the email and SMS

intimation at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

- An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form will not be considered as valid.
- Retain a copy of the final online application print out along with Registration Number & Password safely for your records.
- A candidate should submit only one application. In case of multiple applications only the latest valid complete application will be retained.
- Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.
- Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

### **Guidelines for Compensatory time and using Scribe (in case Online Test is conducted)**

#### **(i) Guidelines for Persons with Benchmark Disabilities using a Scribe**

The facility of scribe would be allowed to a person who has disability of 40% or more if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form.

Both the candidate and the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe at the time of online examination. Such candidates who are eligible to use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.

Candidate will have to arrange his/ her/ their own scribe at his/ her/ their own cost.

Any candidate who is not eligible to use scribe as per guidelines, as referred above, uses scribe in the online examination shall be disqualified to participate further in the process of engagement.

If it is found/ reported that scribe is solving the papers himself /herself (independently), the candidature of the candidate is liable to be cancelled.

The scribe arranged by the candidate should not be a candidate for this online examination. If violation of the above is detected at any stage of process candidature of both the candidate and the scribe may be cancelled for the process.

The scribe arranged by the candidate should not be a scribe to any other candidate in the same examination process. In the event of such appearance of the scribe, candidature of both the candidate and the scribe will be cancelled for the process and the scribe may be debarred to appear as scribe for future examinations

Any candidate who is using scribe should ensure that he is eligible to use scribe in the examination as per the guidelines mentioned above. Any candidate using scribe in violation of the above guidelines shall stand disqualified and can be removed from the subject engagement process without notice.

Scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice & Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Deptt. of Financial Services vide letter No. F. No. 3/2/2013-Welfare dated 26.04.2013.

**Use of Scribe & Compensatory time (persons having less than 40% disability)**

Further in terms of Office Memorandum F. No .29-6/2019-DD-III dated 10/08/2022 of Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of persons with Disabilities(Divyangjan), In addition to the instructions applicable to PwBD candidates (who have disability 40% or more) the facility of scribe and /or compensatory time shall be granted solely to the persons with disabilities covered under section 2(s) of the RPwD Act 2016 but not covered under the definition of section 2(r) of the said act ( i.e persons having less than 40% disability and having difficulty in writing ), to those having difficulty in writing, subject to

- i) production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from the competent medical authority of a Government healthcare institution as per prescribed Proforma at Appendix-I.
- ii) In case the candidate opts to bring his / her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. Candidate opting for own scribe should submit details of the own scribe as per Proforma at Appendix-II.

**(ii) Guidelines for candidates with locomotor disability and cerebral palsy**

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**(iii) Guidelines for Visually Impaired candidates**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised for every hour of the examination.

- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

**(iv) Guidelines for Candidates with Intellectual Disability (ID)**

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

**(v) Guidelines for person with specified disabilities having less than 40% disability and having difficulty in writing:**

A compensatory time of not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

**These guidelines are subject to change in terms of Government of India guidelines / clarifications, if any, from time to time.**

**Documents to be produced at the time of interview:**

The candidates who are shortlisted for Interview, will have to submit the print out of application along with other documents / certificates as mentioned below:

- Print-out of online application
- Print-out of Interview Call Letter
- Proof of Date of Birth along with proof of certificate for applicable age relaxation, if any
- Certificates and Mark lists of SSC / SSLC / X Std., 10+2 / PUC / Intermediate, Graduation, Post-Graduation etc. Proper document from Board/ University for having declared the result of **Graduation** on or before 01.12.2024 has to be submitted.
- Caste Certificate in case of SC/ST/OBC category candidates & Disability Certificate in case of PwBD candidates, issued by competent authority, strictly in the prescribed format.
- Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General (UR) in the online application form.
- Income and Asset Certificate issued by any one of the Competent Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.



## Public

- An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
- Persons eligible for age relaxation under “Persons affected by 1984 riots” must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services Communication No.F.No.9/21/2006-IR dated 27.07.2007.
- Candidates serving in Government / quasi Govt offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered.
- Experience Certificate, if any
- Photo Identity proof
- Any other relevant documents in support of candidature.

When called for Interview, candidates have to bring the originals of the above documents along with self-attested copies of the documents, for verification. Candidates will not be allowed to appear for Interview without production of original & copies of the documents as above and shall make the candidate ineligible for further process of selection.

### **16) 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 examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

- i. using unfair means or
- ii. impersonating or procuring impersonation by any person or
- iii. misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- iv. resorting to any irregular or improper means in connection with his/ her candidature or
- v. obtaining support for his/ her candidature by unfair means, or
- vi. carrying mobile phones or similar electronic devices of communication in the examination/ interview hall,