



RECRUITMENT OF PROBATIONARY OFFICERS OF IBPS CRP XI AND CRP X (RESERVE LIST) - DATE OF JOINING - 13.06.2022

1 message

PM Section <hopm@canarabank.com>
To: PM Section <hopm@canarabank.com>

Tue, 24 May, 2022 at 9:27 pm

**CANARA BANK
PERSONNEL MANAGEMENT SECTION :: HUMAN RESOURCES WING
HEAD OFFICE :: BENGALURU**

DEAR SIR / MADAM,

This has reference to your application for the post of PROBATIONARY OFFICER (**JMG SCALE I**) in the Bank. In this connection, please be informed that Appointment Orders will be dispatched shortly.

In terms of the said offer of appointment, an induction training programme will be conducted from [13.06.2022 for a period of 3 weeks at –](#)

CANARA BANK

**LEARNING & DEVELOPMENT CENTRE KOLKATA,
NO 9 & 10/1 2ND FLOOR, JADHAVPUR,
RAJA SC MALIK ROAD, KOLKATA - 700032, WEST BENGAL.**

PHONE / LANDLINE NUMBERS - 033-24600824 8334999065

YOU ARE REQUESTED TO REPORT ON [13.06.2022 \(Monday\)](#) by 09:00 AM FOR COMPLETION OF PRE-RECRUITMENT FORMALITIES AT THE ABOVE VENUE. YOU WILL BE INFORMED REGARDING THE HOTEL ARRANGEMENTS FOR YOUR STAY ON REPORTING/COMPLETION OF THE PRE-RECRUITMENT FORMALITIES. PLEASE NOTE THAT BANK WILL PROVIDE ACCOMMODATION FACILITY ONLY TO THE CANDIDATE.

Further, during the documents verification process on **13.06.2022** at the above mentioned venue, we have also arranged for **online bio-metric verification** wherein the biometric credentials shall be verified with those obtained by IBPS during the recruitment process. The candidates will be permitted to join the Bank only after verification of documents and also confirming the identity through bio-metric verification.

On completion of the Induction training, you will be posted to a Branch/Office **anywhere in India**, which will be informed to you during the course of training.

PLEASE BRING THE FOLLOWING CERTIFICATES (ORIGINALS ONLY).

- i. Medical Certificate of physical fitness in Form F.1461 from a Govt. Medical Officer not below the rank of an Assistant Civil Surgeon along with the Self Declaration Form F.1462, duly witnessed by the medical officer (**A CANDIDATE SHOULD BE MEDICALLY FIT TO DISCHARGE HIS/HER NORMAL DUTIES. HENCE PLEASE NOTE, THAT ONLY CANDIDATES WHO ARE MEDICALLY FIT MAY REPORT ON THE ABOVE MENTIONED DATE, INCASE HE/SHE IS TEMPORARILY UNFIT HE/SHE MAY SEEK FOR EXTENSION OF JOINING TIME**).
- ii. Character & Conduct Certificates from three respectable persons **not related to you** of which, one must be from the Principal / Head of the Department of the College / University last attended and the remaining two from Gazetted Officers or Bank Officers.
- iii. Employment Exchange Registration Card (**if registered**). In case the candidate has not registered with the Employment Exchange / the card has already expired – this clause is not applicable for now.
- iv. **An unconditional relieving letter and good conduct certificate (issued by the competent authority) from your previous employer/s and also from the present employer, wherever applicable (PLEASE NOTE, UNCONDITIONAL RELIEVING LETTER (IF APPLICABLE), SHOULD BE DULY SIGNED BY THE AUTHORISED SIGNATORY OF THE HR DEPARTMENT OF YOUR CURRENT/ PREVIOUS EMPLOYER.)**
- v. **EMAILS, UNSIGNED RELIEVING LETTERS, CONDITIONAL RELIEVING LETTERS, LETTERS "NOT ISSUED BY THE COMPETENT AUTHORITY" ARE NOT ACCEPTABLE. IN THE ABOVE CASES, CANDIDATE MAY SEEK FOR EXTENSION OF JOINING TIME WHICH MAY BE CONSIDERED, DEPENDING UPON MERITS OF THE CASE. REQUEST FOR EXTENSION OF TIME SHOULD BE EITHER SENT IN WRITING TO THE ADDRESS MENTIONED BELOW OR SCANNED COPY (IN PDF FORMAT) OF THE SAME MAY BE SENT BY EMAIL TO (hopm@canarabank.com)**
- vi. "Attestation Form" in Three sets (Originals) duly mentioning the **full postal address of the Office of the Superintendent of Police** under whose jurisdiction your residence comes to enable us to call for the required report from the Police Authorities.
- vii. **As per the policy of terms and conditions you are required to execute a Bond of Rs. 100,000/- (Rupee One Lakh only) along with applicable GST and charges at the time of verification of documents (Bond format will be provided at the time of joining)**

Please bring copies of the following certificates duly attested by a Gazetted Officer along with the "original certificates" without fail for verification:

- i. SSLC Certificate certifying the Date of Birth;
- ii. Mark Sheets of Qualifying Exam(s) (from SSLC onwards);
- iii. Degree Certificate or Provisional Certificate;
- iv. Caste Certificate issued by the Competent Authority **in the proforma prescribed by the Government of India** with the correct name of the Sub Caste (in case of belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes category), if applicable.
- v. In case of OBC candidates Caste Certificate should not be older than one year as on date of joining, and should contain the creamy layer clause.
- vi. In case of candidates selected under EWS category, candidates should submit valid "Income & Asset Certificate to be produced by Economically Weaker Sections" issued by the Competent Authority in proper format.
- vii. Medical Certificate from Competent Authority in case of Persons with Disabilities in the format prescribed by Govt. of India.
- viii. If PRAN Number has already been allotted to you, self-attested copy of the PRAN CARD shall be submitted at the time of joining.

Also, note to bring the following:

1. Self attested copy of the Pan Card (mandatory). In case you are not having a Pan Card the same should be applied and the proof of acknowledgment (containing the Ack. Number) for having applied for the same shall be submitted at the time of joining and intimate the PAN number as soon as it is received by you.
2. Aadhaar Card copy.
3. 5 additional copies of passport size photographs

Further, please note that in case you do not report on the above said date at the venue mentioned, it will be presumed that you are not interested in joining the Bank and the Bank may take appropriate steps as deemed fit in this regard.

Further, Candidates to strictly note to follow the rules/guidelines as applicable for the respective states/UT issued by the Government from time to time, with respect to quarantine and travel.

In addition to the above, candidates are strictly advised to follow the below mentioned COVID 19 precautionary measures:

- **Candidates attending Document Verification process should WEAR A MASK COMPULSORILY.**
- **Candidates should maintain safe social distance with one another.**
- **A Candidate must have Aarogya Setu App installed on his/her mobile phone. The Aarogya Setu status must show candidate's risk factor. In case a candidate does not have a smart phone, he/she will have to bring a signed declaration to this effect (declaration form provided as attachment in subsequent mail). Candidates with Moderate or High Risk Status on Aarogya Setu will not be**

allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the venue.

- All candidates will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature (> 99.14° F) or displaying any symptoms of the virus, they will not be allowed entry into the venue.

For any further information/clarification, please call the contact number provided below between 10.00 A.M TO 1.00 P.M AND from 2.00 P.M TO 5.00 P.M from Monday to Saturday:

**CANARA BANK
PERSONNEL MANAGEMENT SECTION
HUMAN RESOURCES WING
HEAD OFFICE: 112, J C ROAD
BENGALURU – 560 002
Contact No. 080 – 22221581 (EXTN – 421)**



"Azadi Ka Amrit Mahotsav"

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