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ಕೆನರಾ ಬ್ಯಾಂಕ್ केनरा बैंक Canara Bank
ಭಾರತ ಸರ್ಕಾರದ ಒಂದು ಉದ್ಯಮ
भारत सरकार का उपक्रम
A Government of India Undertaking
ಸಿಂಡಿಕೇಟ್ सिंडिकेट Syndicate

CB / RP / 3 /2024

RECRUITMENT OF SPECIALIST OFFICERS (COMPANY SECRETARY) IN MIDDLE MANAGEMENT GRADE (MMG) SCALE II & SCALE III ON REGULAR BASIS

Canara Bank, a leading Public Sector Bank with Head Office in Bengaluru and global presence with over 9600 branches, invites online applications from the eligible candidates for:

"Recruitment of Specialist Officers (Company Secretary) in Middle Management Grade (MMG) Scale II & Scale III on regular basis"

Eligible candidates are requested to apply ON-LINE through link given in our Bank's website www.canarabank.com. No other means / mode of Application will be accepted. Please read this advertisement carefully and ensure your eligibility before paying fees / submitting application.

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Important Dates	
Event	**Tentative Dates**
Payment of Application Fee / Intimation Charges	From **30.09.2024 to 20.10.2024** [both days inclusive]
Opening Date and closing date for Online registration in Website	
Online Test	The date of Online Test shall be intimated shortly.

Please note that:

a) A candidate can apply for only one post under this project.
b) The process of Registration of application is complete only when fee is deposited through On-line mode on or before the last date of fee payment.
c) Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on date of eligibility.
d) Candidates are advised to check Bank's website www.canarabank.com for details and updates.

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1) DETAILS OF POSTS & RESERVATIONS:

Post Code	Scale	SC	ST	OBC	EWS	UR	Total number of posts	Of which PWBD			
								VH	HH	OH	ID
1	MMG Scale II	1	0	0	0	2	**3**	0	0	0	0
2	MMG Scale III	0	0	1	0	2	**3**	0	0	0	0

* For relaxation in upper age limit, refer Point No. 2

NOTE:

i) Reservations are applicable as per prevailing government guidelines.
ii) The number of posts and the reservations provided are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
iii) For relaxation in upper age limit, refer Point No. 2
iv) The above reservation is inclusive of shortfall / backlog reservation.
v) The selected candidates will be posted anywhere in India, depending on the requirement of the Bank.

Abbreviations:

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MMGS – Middle Management Grade Scale; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; EWS – Economically Weaker Section; UR – Un-Reserved; PwBD – Persons with Benchmark Disabilities; HH –Hearing Handicapped; OH – Orthopedically Handicapped; VH – Visually Handicapped; FY – Financial Year;

2) ELIGIBILITY

Nationality/ Citizenship:

A candidate must be either -

(i) a Citizen of India or
(ii) a subject of Nepal or
(iii) a subject of Bhutan or
(iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
(v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories **(ii), (iii), (iv) & (v)** above shall be a person in

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whose favor a certificate of eligibility has been issued by the Government of India.

Date of Reckoning for eligibility	All the eligibility (Age, Qualification, Experience, etc.) shall be computed as on 01.06.2024 (inclusive).

SL NO	POST	AGE (in years)	EDUCATIONAL QUALIFICATION	WORK EXPERIENCE
1	**Company Secretary (MMGS II)**	Minimum - 25 Maximum - 30	**Minimum Qualification:** Member of Institute of Company Secretaries of India (ICSI) **Desirable Qualification:** Preference will be given to candidates with additional Qualification of LLB/CA/ICWA	**Mandatory Experience:** Minimum 2 years' experience (as on 01.06.2024) after obtaining membership of ICSI in a listed Company. Proficiency in MS Office suite will be an added advantage.
2	**Company Secretary (MMGS III)**	Minimum – 28 Maximum - 35	**Minimum Qualification:** Member of Institute of Company Secretaries of India (ICSI) **Desirable Qualification:** Preference will be given to candidates with additional Qualification of LLB/CA/ICWA	**Mandatory Experience:** Minimum 5 years' experience (as on 01.06.2024) after obtaining membership of ICSI in a listed Company. Proficiency in MS Office suite will be an added advantage.

RELAXATION IN UPPER AGE LIMIT:

Sl. No.	Category	Age Relaxation
(i)	Scheduled Caste / Scheduled Tribe candidates	5 years
(ii)	Other Backward Classes (Non-Creamy layer) candidates	3 years
(iii)	Persons with Benchmark Disabilities	10 years
(iv)	Ex-Servicemen, Commissioned Officers, including Emergency Commissioned Officers (ECOs/Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years' military	5 years

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	service and have been released on completion of assignment (Including those whose assignment is due to be completed within one year from the date of notification) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	
(v)	Persons affected by 1984 riots	5 years

NOTE:

a] The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. (iii) to (v).

b] The maximum age limit specified is applicable to General (UR) Category candidates and Economically Weaker Section (EWS) Category Candidates.

c] Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by the Bank.

d] Persons eligible for age relaxation under (v) above 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.

e] There is no reservation for Ex-servicemen in Officer Cadre Posts.

f] Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

g] Candidates belonging to OBC category but coming under creamy layer and / or if their caste does not find place in the Central OBC List for the State in which candidate belongs to are not entitled to OBC reservation. They should indicate their category as General (UR) in the online application form.

h] Please note that Caste (SC/ST/OBC) name appearing on the Caste Certificate should match letter by letter with the caste name available in the Central List for the State in which candidate belongs.

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HINDI KNOWLEDGE:

The candidates shall acquire working knowledge of Hindi, if not possessed already, before completion of probationary period.

CREDIT HISTORY:

The candidates shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining the Bank. The minimum credit score will be as per the Recruitment policy of the Bank, amended from time to time.

Those candidates whose CIBIL status has not been updated before the date of joining, have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer may be withdrawn / cancelled. The final discretion in this regard remains with the Bank

3) RESERVATION:

Reservation for candidates belonging to categories SC/ST/OBC/EWS/PwBD – as per Govt. guidelines.

4) ROLES & RESPONSIBILITIES:

a] Ensuring Compliance under relevant laws and regulations, Regulatory Reporting & Returns, Investor Relations and Grievance Redressal, reporting to Appropriate authorities, Conducting Shareholders Meeting.
b] Preparation/Design & printing of Annual Reports including Corporate Governance Reports.
c] Ensuring Compliances with regard to capital raising activities – Qualified Institutional Placements (QIP), Right Issue, Employees Stock Purchase Scheme (ESPS) and Preferential Allotment etc.
d] Ensuring compliance with regard to Issuance and Listing of Bonds/Debt Securities. Corporate Actions- Amalgamation, Dividend etc
e] Handling the matters related to compliance activities, MIS management, Record maintenance.
f] Investor Education and Protection Fund (IEPF) related activities pertaining to Shares, Bonds, interest, Dividend etc.
g] Ensuring compliances in a time bound manner.

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h] Ensuring various regulatory filings (SEBI, Stock Exchanges, RBI etc.) Maintenance of compliance calendar and its regular upkeep.
i] Liaison with Registrar and Transfer Agents (RTA), legal advisor, arranger to issue, regulator, stock exchanger, various internal departments of the Bank.
j] Ensuring data integrity.
k] Any other Roles and Responsibilities assigned by the Bank from time to time.

5) LOCATION:

Canara Bank, Head Office, Bengaluru. However, the Bank reserves the right to post at any Office/Branch of the Bank or to any place as per requirement of the Bank.

6) COMPENSATION/ PERQUISITES:

Scale	Salary & Emoluments
MMGS-II	₹ 64,820 – 2,340/1 – 67,160 – 2,680/10 – 93,960
MMGS-III	₹ 85,920 – 2,680/5 – 99,320 – 2,980/2 – 1,05,280

* As per salary revision Joint Note dated 08.03.2024

DA, HRA, CCA, Provident Fund, Contributory Pension Fund i.e. NPS, Medical Facility, Leave Fare Concession and other perquisites etc. as per rules in force from time to time.

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7) PROBATION & BOND:

Scale	Probation Period (Active service)	Bond	
		Amount	Minimum Service Period
MMGS-II	One Year	₹ 1 Lakh + GST	3 Years
MMGS-III	One Year	₹ 1 Lakh + GST	3 Years

8) APPLICATION FEE & INTIMATION CHARGES (NON REFUNDABLE):

Category	Amount of Fees / Intimation Charges
SC/ST/PWBD	₹ 100+ GST [Intimation Charges only]
All Others	₹ 600 + GST

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PROCEDURE FOR MAKING PAYMENT OF APPLICATION FEE / INTIMATION CHARGES:

Kindly ensure the eligibility for the post, before paying the application fees / intimation charges as the same is not refundable.

Application fees / intimation charges shall be paid through online mode only.

PAYMENT OF APPLICATION FEES/ INTIMATION CHARGES VIA ONLINE MODE

a) Candidates should carefully fill in the details in the Online Application form at the appropriate places very carefully and click on the "COMPLETE REGISTRATION" button at the end of the Online Application format. Before pressing the "COMPLETE REGISTRATION" button, candidates are advised to verify every field filled in the application form.

   In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration Number and Password will also be sent. They can reopen the saved data using Provisional Registration Number and Password and edit the particulars, if needed. Once the application form is filled in completely, candidate should submit the data.

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b) The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

c) The payment can be made by using Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

d) After Final Submit, an additional page of the online application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

e) If the online transaction has not been successfully completed, then candidates are advised to login again with their Provisional Registration Number and Password and pay the Application Fees/ Intimation Charges online.

f) On successful completion of the transaction, an e-receipt will be generated.

g) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated then online transaction may not have been successful.

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Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your Bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the online application form.

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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 candidates do not receive the email and SMS intimations on 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, signature, left thumb impression and the hand written declaration, uploaded in the online application form/ unsuccessful fee/intimation charges payment will not be considered as valid.

Candidates are advised in their own interest to apply Online much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the authorized Banks website www.ibps.in on account of heavy load on internet/website jam.

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Canara Bank does not assume any responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by the candidate in his/ her online application form 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.

Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc will not be accepted and such applications will be summarily rejected.

9) SELECTION PROCEDURE:

The selection shall be by way of Online Test and Interview. The Online Test will be only for shortlisting candidates. Suitable number of candidates from the list of successful candidates in the Online Test in the order of merit will be shortlisted for interview.

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The Online Test pattern for examination and other details are mentioned here below:

Subject	No. of Questions	Marks	Time
Professional Knowledge in the area of specialization	50	100	2 hours
Test of English	50	50	
Latest Developments in Banking Industry	50	50	
Total	**150**	**200**	

- Bank will decide the minimum cut-off marks for each subject as well as Total Score. Each candidate will be required to obtain a minimum score in each subject and also a minimum total score as decided by Bank to be considered for Interview.
- Bank reserves the right to modify the structure of the examination which will be intimated through Bank's website.
- Candidates reporting late i.e. after the reporting time specified on the Call Letter for Examination will not be permitted to take the examination.
- Depending on the number of vacancies, such of those candidates who rank sufficiently high in the order of merit in the online test as per the cut-off marks decided by the Bank and number of candidates required for Interview in certain ratio decided by the Bank, will only be called for interview.

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Penalty for Wrong Answers

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is given by the candidate; there will be no penalty for that question.

Suitable number of candidates in the ratio of up to 1:6 from the list of successful candidates in the Online Test in the order of merit will be shortlisted to attend the interview. The Online test will be only for shortlisting candidates.

The interview committee shall select the required number of candidates based on the performance of the interview.

However, the selection for the post will be based on their position in respective category rank list for that post. The final rank lists shall be prepared on the basis of performance in Interview.

Sufficient number of suitable candidates will be maintained in the waitlist which may be utilized in the event of non-joining or resignation of selected candidates. The validity of the waitlist shall be for one year.

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The candidates who do not score the cut-off marks as stipulated above are found to be not eligible / unfit for the subject selection process. In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before / above the candidate junior in age), as per the prevailing practice.

The total marks allotted for Interview are 100. Candidates have to secure minimum qualifying marks as decided by the Bank at each level of selection process and only those candidates will be considered for preparation of final rank lists.

The call for Online Test/ interview will be on the basis of the details provided by the candidates in the application. If at any stage of the selection process, the details provided in the application are found to be false or, if the candidate fails to submit the required documents to prove his/her eligibility at the time of interview, his/her candidature will be summarily rejected and the candidate will not be allowed to attend Interview.

Request for change of Online Test / Interview centre will not be entertained. However, the Bank reserves its right to change/add/cancel the date, time, centre, venue of the Online Test/Interview and to call the candidates for the Online Test/ Interview at any other Centre or hold supplementary selection process for particular

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date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any. Change of interview schedule, if any, will be announced in our website / by email.

Mere eligibility / admission to the Online Test / Interview or, pass in Online Test / Interview does not imply that the Bank is satisfied beyond doubt about the candidates' eligibility and shall not vest any right on a candidate for selection. 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; and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

Examination Centers for Online Test:

(i) Bank will be holding Online Test at Ahmedabad/Gandhinagar, Bareily, Baroda, Bhopal, Bengaluru, Bhubaneswar, Chennai, Mohali, Delhi/Delhi NCR, Dehradun, Ernakulam, Panaji, Guwahati, Hyderabad/Secunderabad, Jaipur, Jalandhar, Kolkata, Lucknow, Mumbai/MMR/Navi Mumbai/Thane, Nagpur, Patna, Pune, Raipur Vishakhapatnam and Gurugram.

(ii) Candidates are advised to give their preference of Online Test centre. The address for the Online Test and timing will be advised in the online call letters available at Bank's website.

(iii) Candidates may select any one centre from the list of centres and indicate the same in his or her application. Request for change of Centre will not be entertained. The exact address of the venue will be advised in the call letters.

(iv) The Bank, however, reserves the right to add or change or cancel any of the Centres for Online Test depending on the response, number of applications for a particular centre, administrative feasibility, etc.

(v) As far as possible candidates will be allotted to a centre of his/her choice, however, Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

(vi) Candidate will have to appear for the examination at the Examination Centre at his / her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

(vii) Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature.

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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 recruitment/appointment.

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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 recruitment/ appointment 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.

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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-II.

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-III.

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

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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).

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(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

While appearing for the Online Test, the candidate should produce original and a copy of the photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card / Passport / Driving License / Voter's ID / Bank Pass Book with Photograph / Photo identity proof issued by a Gazzetted Officer / People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar /E-Aadhar card with a photograph / Employee ID for verification.

If the identity of the candidate is in doubt, the candidate will not be allowed for Online Test.

In case of candidates who have changed their name, they will be allowed only if they produce Gazette notification / their marriage certificate in original.

Ration Card and Learner's Driving License will not be accepted as valid id proof for this project.

Important:

Please take a note that in case a candidate is found adopting/ abetting use of unfair means, either during the Online Test or at any time before or after the same, then the candidate shall be debarred from the recruitment process.

10) CALL LETTERS:

The candidates who have been shortlisted / who score the requisite cut-off marks stipulated in the Online Test will only be called for the Interview and their details and schedule for Interview will be made available in Bank's website. Candidates are advised to check Bank's website for details and updates of this project.

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Intimations will be sent by email/SMS to the email ID/mobile number registered in the online application form for this project. Request for sending to different email ID subsequently will not be entertained. The call letter for Interview can be downloaded from the Bank's website.

Bank will not take responsibility for late receipt / non-receipt of call letter / any communication emailed due to technical reasons or whatsoever to the candidate. Hence, candidates are requested to keep track of their application status by visiting Bank's website as well as checking their registered email account from time to time till the subject recruitment process is completed.

11) 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. The link for registration of application will 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 recruitment project. All the communications will be sent to the candidates to this email ID only.

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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

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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) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

f) 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 on-line and must maintain that email account.

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

- Candidates are required to visit the Bank's website www.canarabank.com → Careers → Recruitment → "RP-3/2024 - Recruitment of Specialist Officers (Company Secretary) in Middle Management Grade (MMG) Scale II & Scale III on regular 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 (Annexure).
- Candidates while filling their on-line 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.

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- 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 final submission. 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/ unsuccessful fee payment will not be considered as valid.
- Retain a copy of the final on-line 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 completed application will be retained and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited.
- 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.

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

i. using unfair means or

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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,

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 Bank.
(c) for termination of service, if he/ she has already joined the Bank.

IBPS would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

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13) GENERAL INSTRUCTIONS:

a) Candidates have to register on-line through Bank's website only. No other means of applications shall be entertained.

b) 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.

c) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

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d) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of Online examination and interview.

e) Calling / admission to the Online Test/ Interview is purely provisional without verification of age / qualification / category etc. of the candidates. Mere receipt of call letter for Online Test / Interview does not imply that the Bank is satisfied about the candidate's eligibility. Bank reserves right to reject ineligible candidate's applications at any stage and the fee paid by ineligible candidates shall be forfeited.

f) The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded to any account nor would this fee be held in reserve for future examination / selection. In the event of multiple applications, only one of the applications as mentioned earlier will be considered. Fee paid in respect of rejected applications shall be forfeited.

g) A 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.

h) Recent recognizable photographs (4.5cm × 3.5cm) are to be retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification. The same photograph to be used in online application form as per guidelines given in the Annexure.

i) Applications which are incomplete in any respect will be rejected and the fee will be forfeited.

j) Candidates will have to appear for the Online Examination and interview at their own expenses. However, Outstation SC/ST/PWBD category candidates, called for Interview will be paid Second class to & fro train fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel.

The above concession will not be admissible to SC / ST / PWBD category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.

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k) Candidates serving in Government / Public Sector Undertakings (including Banks) should submit "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.

l) The selected candidates who are presently / previously employed will have to submit proper unconditional relieving letter / order.

m) Multiple attendance/ appearances in the online examination and/ interview will be summarily rejected/ candidature cancelled.

n) Candidates willing to serve anywhere in India only should apply for the posts advertised.

o) 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 recruitment will be final and binding on the candidate. Further, the Bank reserves right to stall / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.

p) No correspondence or personal enquires shall be entertained by the Bank.

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q) Bank may, at its discretion, hold re-examination / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s. Conduct of re-exam is at the absolute discretion of the Bank. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

r) The shortlisted candidates are required to submit self-attested copies of all the documents pertaining to Age, Qualification, Experience, Caste etc at the time of Interview. The originals of all the documents are to be made available for cross verification along with the copies. If any candidate is found ineligible while verifying the documents, he / she shall not be allowed to take up interview.

s) Candidates belonging to reserved category including Person with Disabilities for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category, provided they fulfill all the eligibility criteria applicable to unreserved category.

t) Candidates belonging to SC/ ST/ OBC/ EWS/ PWBD categories should keep ready an attested copy of Caste / Income and Asset Certificate / Disability certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category,

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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 as on date of application. Candidates belonging under EWS category should submit Income and Asset Certificate issued by any one of the Competent Authorities as notified by the Government of India, in the prescribed format. SC/ST/OBC/EWS/PWBD certificates should be in prescribed format as stipulated by Government of India. Originals are to be produced for verification.

THE COMPETENT AUTHORITY FOR THE ISSUE OF CERTIFICATE TO SC / ST / OBC / EWS / PERSONS WITH BENCHMARK DISABILITIES IS AS UNDER (as notified by GOI from time to time):

I) 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 / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class stipendiary 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 Tehsildar (iv) Sub-Divisional Officer of the Area where the candidate and or his family normally resides.

II) For Economically Weaker Section:

(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

III) For Persons with Benchmark Disabilities:

Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate Government.

u) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank & receiving satisfactory report from referees / police authorities.

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v) Appointment of selected candidates for the posts are subject to the Service and Conduct Rules of the Bank

w) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Bengaluru.

x) Canvassing in any form will be treated as disqualification.

y) 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.

z) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.

aa) No candidate is permitted to use Calculator, Mobile Phone or any other instruments in the Test / Interview hall during selection process.

Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date for submission, to avoid the possibility of disconnection / inability / failure to log on the Bank's website on account of heavy load on internet / website jam. The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the Bank.

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14) ANNOUNCEMENTS:

All further announcements / details pertaining to this selection process will only be published / provided on Canara Bank authorised website www.canarabank.com from time to time.

Date: 30.09.2024
Place: BENGALURU **CHIEF GENERAL MANAGER**

********Bank is not responsible for printing error or omissions if any ********

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ANNEXURE

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.

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- 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

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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:

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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

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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, 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.

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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

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APPENDIX- II

Certificate for person with specified disability covered under the definition of 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.

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o / D/o ....., a resident of ..... (Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition, He / She requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of Medical Authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer / Civil Surgeon / Chief District Medical Officer ..... Chairperson				

Date :
Place :

Name of Government Hospital / Health Care Centre with Seal

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APPENDIX III

Letter of Undertaking by the person with specified disability covered under the definition of 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

1. I _____, a candidate with _____ (nature of disability/ condition) appearing for the _____ (name of the examination) bearing Roll No._____ at _____ (name of the centre) in the District,_____, _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his/her qualification is _____ In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

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Place:
Date:

Signature of the candidate

Note: The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

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