

Invites applications for

**Managing Director & Chief Executive Officer
of
Canara Bank**

Financial Services Institutions Bureau (FSIB) invites applications from qualified candidates for the post of Managing Director & Chief Executive Officer (MD & CEO) of Canara Bank on a full-time basis. Interested candidates who fulfil the eligibility criteria may apply online on <https://fsib.org.in/>.

The last date for submitting the complete online application is October 17, 2022 by 5:00 pm IST. Before applying candidates are advised to ensure that they fulfill the stipulated eligibility criteria. This advertisement contains the following details:

Section	Section Title	Details in Section
A	Job Profiles and competency / Skill Requirements	Details on role of post of MD & CEO, along with the desired competency/ skill for execution of said role, have been provided.
B	Eligibility Criteria	Details on the eligibility criteria such as age and requisite experience have been provided.
C	Tenure	The tenure for the position has been provided.
D	Selection Procedure	Brief on Selection Procedure has been provided.
E	Application Guidelines	Guidelines on application submission and other general instructions have been provided.

A. Job profiles and competency/skill requirement

The MD & Chief Executive Officer (MD & CEO) is a member of and simultaneously reports to the Board of Directors and is responsible for the overall strategic and operational performance of the Bank and the achievements of the Bank's Growth and Profitability agenda. A CEO is also responsible for the day-to-day operations of the Bank.

The CEO's responsibility also extends to the effective management of the enterprise in fulfilment of the declared objectives and within the framework of the policy laid down by the Board. This is an executive responsibility which is summarized in the following major items:

Duties & Responsibilities:

(i) To establish vision, mission, and values in consultation with Board of Directors

- To determine the company's vision and mission to guide and set the pace for its current operations and future development.
- To determine the values to be promoted throughout the organization.
- To determine and review organization's goals.
- To determine company policies

(ii) To set strategy and structure

- To review and evaluate present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks relating to the organization.
- To determine strategic options, select those to be pursued, and decide the means to implement and support them.
- To determine the business strategies and plans that underpin the corporate strategy.
- To ensure that the organisational structure and capability are appropriate for implementing the chosen strategies.

(iii) To monitor and control

- To delegate authority to management, and monitor and evaluate the implementation of policies, strategies and business plans.
- To determine monitoring criteria to be used by the board.
- To ensure that internal controls are effective.
- To communicate with senior management.

(iv) To exercise accountability to shareholders and responsibility towards the stakeholders

- To understand and take into account the interests of shareholders and other stakeholders.
- To monitor relations with shareholders and other stakeholders by gathering and evaluation of appropriate information.
- To promote the goodwill and support of shareholders and other stakeholders
- Responsible for ensuring that proper books of account are kept.
- Must act in good faith in what they honestly believe to be the best interests of the company, and not for any collateral purpose.
- Must act with due skill and care.
- Must consider the interests of employees of the company.

- Clarifying Board and Management responsibilities;
- Planning and managing Board and Board Committee meetings;
- Developing the effectiveness of the Board.

Any other responsibilities/duties assigned by the Board from time to time.

B. Eligibility criteria

1. **Age:** The applicant should be in the age group of 45 to 57 years as on September 23, 2022.
2. **Experience:**
 - a. The applicant should have at least 15 years of mainstream banking experience, of which at least one year should be at the Board Level as on September 23, 2022.
 - b. Person of ability, integrity and standing with knowledge and experience in Banking.
 - c. Proven management, leadership and innovative skills to build and inspire team.
 - d. Experience of institutional development in banking sector.

C. Tenure

The MD & CEO shall hold the office for a term of three years from the date on which he/she enters the office as a MD & CEO subject to the age of superannuation as 60 years.

D. Selection procedure

Selection will be based on Shortlisting and Personal Interview. Applications received shall be scrutinized and shortlisted based on experience and eligibility conditions. The candidates may be called for preliminary interactions for the purpose of determining their eligibility. Adequate number of candidates will be shortlisted based on their qualification, experience and overall suitability for Interview. Final selection of the candidate will be done by the Financial Services Institutions Bureau (FSIB).

E. Application guidelines

1. Application Procedure

All applicants are required to apply **online only** by submitting the details and scanned copies of the relevant documents. The link is available on the FSIB website www.fsib.org.in under Vacancies & Recommendations tab or directly by clicking on https://www.research.net/r/MDCEO_Canara

PLEASE DO NOT SUBMIT MULTIPLE APPLICATIONS. IN CASE OF MULTIPLE APPLICATIONS, THE LAST SUBMITTED APPLICATION WILL ONLY BE CONSIDERED BASED ON THE DATE/TIME OF SUBMISSION. IN SUCH CASES, NO PART OF THE EARLIER SUBMITTED APPLICATIONS INCLUDING UPLOADS SHALL BE CONSIDERED.

2. Documents

The following documents in original, may be called for by the FSIB. The same may be uploaded in the online application form under the relevant section.

- i) Resume in the format provided in the application form ([Annex 1](#)).
- ii) Self-Declaration of vigilance profile of candidate ([Annex 2](#))

- iii) Candidates serving in Government / quasi Government offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to upload a “No Objection Certificate” from their employer.

The following documents along with the above mentioned documents in original, may be called for by the FSIB, the same may be kept in readiness.

- i) Photo Identify Proof such as Passport/ Aadhaar/ e-Aadhaar Card/ PAN Card/ Driving Licence/ Voter's Card.
- ii) Mark sheets & certificates for educational qualifications
- iii) Work Experience: Documentary proofs such as Experience Certificates from past and current employers, Appointment letters, Relieving Letters, Pay or Salary Slips to verify the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any.
- iv) Any other relevant documents in support of eligibility.

It may be noted that incomplete applications or the applications submitted without the requisite documents in the desired format would be summarily rejected.

3. Action against candidates found guilty of misconduct

Candidates are advised in their own interest that they should not furnish any particulars/ details/ information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above-mentioned activities, he/ she will not only be disqualified, but he/ she will also be liable to be dismissed from the services of Canara Bank at any time, even after being selected and after joining Canara Bank in service. At the time of Interview, if a candidate is (or has been) found guilty of:

- i) Using unfair means during the selection process, or
- ii) Impersonating or procuring impersonation by any person, or
- iii) Misbehaving in the Personal Interview or
- iv) Resorting to any irregular or improper means in connection with his/ her candidature, including resorting to canvassing for his candidature, or obtaining support for his/ her candidature, by any means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, shall also be liable:
 - a. To be disqualified from the selection process for which he/ she is a candidate.
 - b. To be debarred, either permanently or for a specified period, from any recruitment conducted by Financial Services Institutions Bureau

4. General eligibility

The appointment of selected candidates may be subject to their being declared medically fit by a doctor or a panel of doctors.

Further, the appointment of selected candidates shall be subject to being meeting all the other requirements for position in terms of applicable statutes and guidelines.

5. General instructions

- i. Candidates should satisfy themselves about their eligibility for the post they have applied for.
- ii. Candidates may be required to execute a Non-Disclosure Agreement with the Financial Services Institutions Bureau prior to appearing for interactions.
- iii. The selected candidate shall be required to resign/ retire from and be relieved from his/ her current employment before joining the post.
- iv. Candidates serving in Govt./ Quasi Government offices, Public Sector Undertakings, including Nationalised Banks, and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of Interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- v. In case of selection, candidates may be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- vi. Candidates are advised in their own interest to fill in the application form and upload the necessary documents as per the application form much before the closing date and not to wait till the last date.
- vii. FSIB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of FSIB.
- viii. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her services are liable to be terminated.
- ix. Candidates are advised to keep their e-mail ID active for receiving advices, viz. Call Letters/ Interview date advices etc.
- x. Decisions of FSIB in all matters regarding eligibility, conduct of Interview, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by FSIB in this regard.
- xi. Appointment of selected candidate is subject to the service and conduct rules in force at the time of joining.

- xii. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

6. Announcements

All further announcements/ details pertaining to this process will only be published/ provided on our authorized website <https://www.fsib.org.in> from time to time.

7. Disclaimer

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of FSIB in all matters regarding eligibility, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by FSIB in this regard.

Secretary
Financial Services Institutions Bureau

Annex 1
Resume Format
Application for the post of MD & CEO in Canara Bank.

Photograph

1	Name	
2	Present Designation	
3	Present Organisation	
4	Date of Birth	

Educational Qualification

Degree	University / Institution	Major Subjects

Details of 15 years of experience in mainstream banking as on 23-Sept-2022

Date from	Date To	Institution	Designation	Details of experience

Details of 1 year experience in mainstream banking at Board Level as on 23-Sept-2022

Date from	Date To	Institution	Designation	Details of experience

Date:

Place:

Name and signature

Annex 2 Declaration Form

Self-Declaration for the post of MD & CEO in Canara Bank

Applicant's Name (as per official records):

Designation of the Applicant (in full):

Name of the Organisation:

2. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof

Yes	No
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i) Civil / Criminal

ii) Departmental Inquiry

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details thereof.

Yes	No
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i) Civil / Criminal

ii) Departmental Inquiry

3. I certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

I certify that the details furnished by me wherever applicable are true to the best of my knowledge & belief.

Date:

(Name & Signature of the Applicant)

To be filled by the Competent Authority (Chief Vigilance Office / Head of Organisation / Head of HR)
(Applicable in case of the applicant is serving in Government / quasi Government offices/ Public Sector Undertakings
(including Nationalised Banks and Financial Institutions)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

It is also certified that the Applicant is clear from Vigilance angle.

Signature
Name, Designation & Official Seal

Please provide email ID and Phone number / Mobile number of the signing authority

Email: _____

Phone: _____