

HOW TO APPLY

Candidates have to apply online from 01.10.2026 to 17.10.2026 through the link provided in the Bank's website www.canarabank.bank.in → Careers → Recruitment → Engagement of Graduate Apprentices in Canara Bank under Apprentices Act, 1961 for FY 2026-27 and no other mode of application will be accepted. Candidate will have to mention their enrollment ID generated after applying on NATS portal while applying for training seats.

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) 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. M/s 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.

Procedure for Applying Online:

Candidates should visit the Bank's website www.canarabank.bank.in and click on the careers page, then click on Recruitment, then click on link Engagement of Graduate Apprentices in Canara Bank under Apprentices Act, 1961 for FY 2026-27.

- Candidates will have to click on “CLICK HERE FOR NEW REGISTRATION” to register their application by entering their basic information in the online application form. After that 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. Candidates can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.

- 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 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.
- Candidates should fill all the fields in the on-line 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 on-line registration, candidate should take system generated print-out of Registered On-line 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 does 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 and will be rejected. No further communication will be made in this regard.
- 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.
- 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 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, 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

<u>Do's and Don'ts of Photo Capture</u>	
Dos	Don'ts
• Ensure the photo is captured against a light coloured, preferably white background and there is adequate light. • Look straight at the webcam/ camera. • Photograph should be of passport size	• Small size photograph not to be clicked/ uploaded. • Coloured glasses or sunglasses/ Cap should not be worn. • Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image. • Photo not to be taken in dark/ improper background.

Mode of Payment:

Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only:

- 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. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application form as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

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.

- 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.

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 online including payment of fees / intimation charges, the candidate should take a printout of the system generated online application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. Candidate should not send this printout to the M/s IBPS/ Bank.

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, State, Districts in which applied for etc. will be considered as final and no changes/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the 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.

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 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, 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 to apply on-line 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 website on account of heavy load on internet/website jam.

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.