

RECRUITMENT OF DRIVER CUM PEON ON CONTRACT

Can Fin Homes Ltd., a leading Housing Finance Company (Sponsored by Canara Bank) having 143 branches and 33 Satellite Offices spread across various locations of the Country.

Applications are invited for the post of Driver cum Peon on contract from the eligible candidates.

Please read the advertisement carefully and ensure your eligibility before submitting the application.

Following are the eligibility conditions for the post of Driver cum Peon on contract

1. Number of Vacancies : 2 vacancies at Bangalore

2. Age limit : Minimum 26 years and Maximum 36 years as on 01/08/17. Candidates should be born on or after 01/08/1981 and on or before 01/08/1991

3. Educational Qualification : Pass in 8th standard.

4. Eligibility :

- Should hold a valid driving license for motor cars
- Should have worked as a staff driver in any nationalized Banks /Regional Rural Banks/ Public Sector Undertakings for a minimum period of 5 years
- Should be able to work in flexible timings
- Physically fit with excellent eyesight
- Should be a native of Bangalore City
- Knowledge motor mechanism (Candidate should be able to set right minor defects in vehicle)
- Should be able to write and read Kannada

5. Responsibilities

- **Driving**
 - Driving vehicle for travel of the Executive
 - Maintain high standard of service to both internal and external guests
 - Ensure punctuality and safe transport
 - Observing the road and traffic laws
 - Alcohol must not be consumed or present whilst on duty
- **Car Security & Maintenance**
 - Ensure vehicle is kept clean, tidy and in good working condition at all times
 - Ensure vehicle is kept secure at all times
 - Perform minor repairs and arrange for other reports
 - Ensure vehicle insurance and registration is updated according to schedule
 - Ensure to maintain log book, daily mileage, oil changes etc.

Drivers will be required to perform other sundry office works as may be assigned from time to time when not on driving duty.

6. Contract : The selected candidate will be on contract for one year from the date of joining. Company may either terminate the contract or if it requires the services of the selected candidate for further period, the contract may be renewed for a further period of one year, subject to satisfactory performance and conduct of the candidates.

Further either party may terminate the contract by giving one month's notice in writing/by remitting one month's compensation amount. The company reserves the right to terminate the services of contract appointee who fails to show satisfactory performance or even without assigning any reasons by giving one month's notice at any time during the contract period.



- a) **Compensation** : Rs.15000/- per month plus Provident Fund, Overtime allowance and other allowances amounting to approximately Rs.2000/- pm.

Applicable Statutory deductions like Professional Tax, ESI etc., if any, shall be deducted from their compensation.

7. Leave : Only following types of leave are permissible.

- **Casual Leave** - 1 day for each completed month of service, subject to a maximum of 12 days during the calendar year.
- **Annual Leave** - 20 days in a calendar year on pro-rata basis.

Carry-over of leave is not permissible.

8. Method of selection : Selection for Interview shall be made from amongst candidates possessing the requisite qualifications and valid driving license.

The names of shortlisted candidates for interview will be published in our Company's website. The details of venue, time & date for Interview will be informed to the shortlisted candidates through SMS and mail only and no individual communication will be sent to the applicants calling for attending the Interview.

Candidates are advised to check Company's website for details.

9. Last date for receipt of application: Application should be submitted on or before 16/08/2017 by 5 PM.

Instructions to Candidates :

1. Application on plain paper in the prescribed format should be filled in by the candidate either in English or in Kannada correctly and completely.
2. One passport size photograph should be affixed at the place meant for the purpose on the application and should be duly signed by the candidate.
3. Application should be sent in an envelope to the above mentioned address and the candidates should superscribe on the application and envelope as "Application for the post of "Driver cum Peon on contract".
4. Application should reach this office on or before 16/08/2017 by 5 PM.
5. The Company will not be responsible for any loss of application in transit or for non-receipt of application at our end.

Date : 03/08/17
Place : Bangalore

Deputy General Manager -HRM

Please affix your recent
Passport size photograph
And sign it across

SUB: APPLICATION FOR THE POST OF DRIVER CUM PEON ON CONTRACT

With reference to the above, I am submitting my application for the post of Driver cum Peon on contract

1. Name of the applicant (in capitals letters)					
2. Correspondence Address					
3. Permanent Address					
4. Phone No with STD Code					
5. Mobile No					
6. Email					
7. Aadhaar Number					
8. Date of Birth	DD	MM	YYYY		
	Years	Months	Days		
9. Religion					
10. Nationality	Indian				
11. Marital Status					
12. Father's Name					
13. Native Place					
14. Mother Tongue					
15. Language Known					
	Read	Write	Speak		
16. Educational qualification					
Sl. No	Examination passed	Name of the Board	Month & Year of passing	% of Marks	Class/Grade
1	8 th Std				
2	10 th Std/SSC/SSLC				
3	12 th Std/PUC/HSC				

17. Details of Driving experience

Name of the Employer	Designation	From Date	To Date	Duration of Service (Y/M/D)	Nature of the work handled	Reasons for leaving

18. Whether any case / traffic offence pending in any court of Law/PS

19. If selected, probable date of joining

20. Declaration :

I _____ hereby declare that I have read the advertisement published in Company's website fully and understood the contents therein . I undertake to abide by all the terms & conditions. Further I certify that all the information furnished in this application are true and correct to the best of my knowledge, belief and conscience. I am aware that in case I have given any wrong information or suppressed any material fact or factual information which will not satisfy the eligibility criteria according to the advertisement, then my candidature will be rejected / services will be annulled even after joining without giving any notice or reasons thereof.

Place :

Date :

Signature of the Applicant