

RECRUITMENT OF PROBATIONARY ASSISTANTS IN CLERICAL GRADE

Can Fin Homes Ltd., a leading Housing Finance Company (Sponsored by Canara Bank) having 142 branches and 33 Satellite Offices spread across various locations of the Country, invites applications from the eligible candidates for the post of Assistants.

Eligible candidates are requested to visit our Company's website www.canfinhomes.com and submit the application online by paying a fee of Rs.100/- through any of the Canara Bank branches to the credit of "CAN FIN HOMES LTD –Current Account No. 0684201001486, Canara Bank, Lalbagh West branch, Bangalore IFSC Code CNRB0000684 and the counterfoil can be scanned and uploaded in the application. Candidates can also pay the amount to the above account with Canara Bank through NEFT/Internet banking and mention the details of UTR No under Transaction ID column.

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

A) Number of Vacancies : Total 30 vacancies

1. Bangalore (Karnataka) - 8 vacancies
2. Chennai (Tamil Nadu) – 4 vacancies
3. Hyderabad (Telengana) - 5 vacancies
4. Mumbai (Maharashtra) – 4 vacancies
5. Jaipur (Rajasthan) - 2 vacancies
6. Bhopal (M P) – 1 vacancy
7. Indore (M P)- 1 vacancy
8. Delhi / Noida / Greater Noida (NCR) – 5 vacancies

On line application

Opening date : 07/08/17
Closing date : 14/08/17

B) ELIGIBILITY :

Educational Qualification as on 01/05/17	A degree in any discipline from a recognized university, proficiency in data entry / computer applications is preferred.
Age as on 01/05/17	Minimum 21 and Maximum 28. Not more than 28 yrs as on 01/05/2017. Candidates should be born on or after 01/05/1989 and on or before 01/05/1996
Other requirements	The candidate must be able to speak, read & write in the local language (apart from English) of the region/area of the branch for which he/she applies for. He/she should hail from the same region/area of the branch for which applications are invited. Others need not apply.

C) PROBATION

The selected candidates will be on probation for one year from the date of joining. Confirmation will be subject to satisfactory performance during the period of probation.

During the period of probation, if the appointing authority is of the opinion that the staff is not fit for confirmation, the services will be terminated by giving 1 month notice or payment of 1 month emoluments in lieu of notice.

D) SALARY

Probationary Assistant	Rs. 9200 – 550/5 – 11950- 690/8 – 17470 – 840/4 – 20830 – 990/8 – 28750
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Apart from the above basic pay, candidates will be paid DA, HRA, and other allowances as per the rules of the Company in force from time to time, depending upon the place of posting.

E) 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 ON-LINE through company's website www.canfinhomes.com clicking on the link. The link for registration of application will be <http://www.canfinhomes.com/jobapplication.php>

The guidelines for filling on-line application are as follows:

- All candidates should have a valid mobile number / personal mail ID for login.
- Candidates should register their mobile number/ e-mail id through above link.
- On registration of mobile /e-mail id through the above link, OTP number will be generated and through the OTP number, the candidate can access On-line application
- Candidates are required to upload their photograph, counterfoil challan and signature.
- An online application, which is incomplete in any respect such as without proper passport size photograph, counterfoil and signature, uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- Candidates should carefully fill in the details in the On-line application at the appropriate places and click on the "SUBMIT" button; candidates are advised to verify every field filled in the application.
- Once the application is filled in completely, candidate should submit the data.
- The registered e-mail id should be kept functional till completion of this recruitment. All communications will be sent to the candidates to this e-mail id only.

After completion of on-line registration, take system generated print-out of Registered On-line Application and the same has to be submitted at the time of interview along with other documents / certificates.

Candidates need not send any print out of Application documents at this stage. However, if shortlisted for interview, candidates will have to submit the print out of application along with other documents / certificates at the time of interview.

Last Date: Application should be submitted on or before 14/08/2017 by 5 PM.

F) SELECTION PROCEDURE & CALL LETTERS:

The selection shall be by way of Short-listing of the applications received for individual posts @ (1:5) for each posts followed by personal interview.

Depending upon the number of vacancies, Company reserves the right to shortlist requisite number of candidates and only those shortlisted candidates will be called for Interview.

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

- a) 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 e-mail only and no individual communication will be sent to the applicants calling for attending the Interview.
- b) Actual bus/train fare for the travel from the place of his/her domicile to the center of interview will be paid up to the limit of AC 3 tier (by shortest distance) for to & fro journey to the eligible candidates who attend the interview, on production of original tickets for onward journey & Xerox copy of return journey tickets, provided return journey is undertaken on the date of interview or the immediate next day. No claim for reimbursement will be entertained after the interview date.

The final selection will be on the basis of rank lists drawn based on the total marks secured in the interview.

G) GENERAL INSTRUCTIONS:

- 1) Candidates should ensure that they fit into the eligibility criteria before applying. The company reserves the right to reject ineligible candidate's application at any stage. If at any stage of the selection process, the details provided in the application is 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 rejected and the candidate will not be allowed for interview.
- 2) The company reserves its right to change the date, time, and venue of the interview at its discretion, under unforeseen circumstances, if any. Change of interview schedule, if any, will be announced in our website / by email.
- 3) Any application received after the last date will not be accepted / entertained.
- 4) The shortlisted candidates are required to submit self-attested copies of all the documents pertaining to Age, Qualification, and Experience etc. at the time of interview. The original 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.
- 5) Candidates serving in Government/Public Sector Undertakings should submit "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
- 6) Canvassing in any form will be treated as disqualification.
- 7) The Company shall not be responsible for an application being rejected, which is based on wrong information provided in the application form/unauthorized person/institution.
- 8) Candidates are advised to refer our Website (www.canfinhomes.com) with respect for all details / updates.

H) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application.

If a candidate is or has been found guilty or improper means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such a candidate shall be liable to be disqualified from the interview / 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.

Date : 04/08/17
Place : Bangalore

Deputy General Manager -HRM