

RECRUITMENT OF CHIEF MANAGERS AND OFFICERS

Can Fin Homes Ltd., a leading Housing Finance Company (Sponsored by Canara Bank) having 153 branches and 20 Satellite Offices spread across various locations in the Country, invites applications from eligible candidates for the posts of :

- 1) Chief Managers and
- 2) Officers

Candidates can apply only ON-LINE by clicking on the link <http://www.canfinhomes.com/job>

Candidates are advised to read the advertisement carefully and ensure their eligibility before submitting the online application.

Age, Eligibility Criteria & other details as on 01/04/18

The age, educational qualification & eligibility criteria shall be reckoned as on 01/04/18 and there is no relaxation for age & qualification.

Posts	No of vacancies	Age (Min)	Age (Max.)
Chief Manager	02	28 years	35 years
Officers	10	25 years	30 years

- The candidate applying for the post of Chief Manager must have attained the age of 28 yrs and must not have attained the age of 35 years as on 01/04/18, i.e. the candidate must have been born not earlier than 01/04/1983 and not later than 01/04/1990.
- The candidate applying for the post of Officers must have attained the age of 25 yrs and must not have attained the age of 30 years as on 01/04/18, i.e. the candidate must have been born not earlier than 01/04/1988 and not later than 01/04/1993.

Qualification & Experience:

Post	Qualification	Job Profile	Post qualification work experience
Chief Manager	Chartered Accountant. Minimum 60% marks in Graduation	Overseeing the overall accounting process, managing financial controls, investments and accounting procedures, preparation of monthly and annual financial plans and providing strategic financial support to senior management, co-ordinating and producing all tax documentation as required and any other work assigned.	7 years post qualification work experience in Accounts / Credit in reputed Public Sector/Private Sector Banks, HFI's / NBFCs.
Officers	Inter CA/ICWA / CS. Minimum 60% marks in Graduation	Attending to customers, handling of credit proposals, documentation, Pre sanction/post sanction visits, Recovery, Marketing of products, attending day to day work at branch/office, any other work assigned.	2 years post qualification work experience in Accounts/ Credit in Public / Private Sector Banks, HFIs, NBFCs.

Salary & Emoluments :

Post	Scale & Emoluments
Chief Manager	Rs.40500 – 1200/9 – 51300 Gross Pay – Rs. 79387/- (overall Annual Gross emoluments – Rs. 14.19 lakhs)
Officer	Rs. 17850/- – 875/10 – 26600 – 1050/2 – 28700 – 1200/5 – 34700 Gross Pay – Rs. 35386/- (Overall Annual Gross emoluments – Rs. 6.27 lakhs)

The Gross emoluments includes Mobile, Business Development expenses, medical benefits, Leave Fare Concession etc. Perquisites like Quarters concessional staff housing loan etc. as per norms / rules of the company.

PROBATION & SERVICE BOND

- A) The selected candidates in the cadre of "Chief Manager & Officers" will be on probation for a period one year from the date of joining which, if required, may be extendable to another one year. On satisfactory completion of probation, services will be confirmed as per CFHL Staff Service Regulations, amended from time to time.
- B) The candidates applying for the post of Chief Manager are advised to note that if selected, they will be required to execute a "Service Bond" of Rs. 1 lakh with a surety for serving the Company at least for a period of 3 years of active service. In the event of his /her resignation from the post before completion of this period, the Chief Manager / Officer will be required to indemnify and refund the bond amount to the Company.

PAYMENT OF FEE :

Application fees of Rs.100/- to be remitted through online transfer / Internet banking/ NEFT/RTGS to the credit of CAN FIN HOMES LTD, OD Account No. 2636261000147, Canara Bank, Prime Corporate Branch, Bangalore, IFSC Code -CNRB0002636 only and mention the details of UTR No under Transaction ID column

SUBMISSION OF ONLINE APPLICATION:

Candidates are once again requested to read the contents of the advertisement and ensure their eligibility before applying.

The candidates are required to apply online by clicking on the link <http://www.canfinhomes.com/job>

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

- All candidates should have a valid mobile number / personal mail ID for login and which should be kept active till the completion of this recruitment process.
- Candidates should register their mobile number through the link provided above.
- On registration of mobile number through the above link, OTP number will be generated and through the OTP number, the candidate can access the on-line application.
- Candidates are required to upload their photograph, signature and proof of payment of application fee.
- An online application, which is incomplete in all respects and uploaded in the online application link 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, duly filled- in, in the online application.
- Once the application is filled in completely, candidate should submit the data by clicking the submit button.
- All communications will be sent to the candidates in their e-mail id only.

After completion of on-line registration, take system generated print-out of Registered On-line application for submission of the same at the time of interview along with other documents / certificates.

Candidates need not send any print out of Application, documents, etc. by post or other means. However, if shortlisted for interview, candidates will have to submit the print out of the online application along with other documents / certificates at the time of interview.

Last Date for submission of application - On or before 21/04/18 by 5 PM.

SELECTION PROCEDURE:

The selection of candidates shall be by way of short-listing of the applications received for each post. It will be followed by personal interview. Due weightage will be given to the candidate's academic qualification and post qualification work experience etc.

The assessment of number of vacancies is at the sole discretion of Management. 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.

- a) The names of shortlisted candidates for interview will be published in the Company's website www.canfinhomes.com. The details of venue, time & date of Interview will be informed to the shortlisted candidates through e-mail only and **no individual communication will be sent to the applicants for attending the Interview.**

- b) Actual bus/train fare for the travel from the place of his/her domicile to the center of interview and return journey (to and fro) will be paid up to the limit of AC 2 tier / AC 3 tier (by shortest distance) to the candidates who attend the interview, on production of original tickets of the onward journey & photo copy of the return journey tickets, provided, return journey is undertaken on the date of interview itself or on the next day. No claim for reimbursement will be entertained after the interview date.
- c) Candidates are advised to check the Company's website www.canfinhomes.com for details.
- d) The final selection will be on the basis of rank lists drawn, based on the total marks secured in the interview.
- e) In case, candidates are not found suitable for the post applied for but are found fit for any other post that the Company may find them suitable for, the Company reserves the right to make offers to such candidates at the pay scales applicable to such posts, as per company norms. The right to make such suitable alternate offers is at the sole discretion of the company.

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 of using unfair means or impersonating or procuring impersonation by any person at any stage of the selection process; or misbehaving in the interview hall or resorting to any other irregular or improper means in connection with his/her candidature; or obtaining support for his/her candidature by any means, such candidate shall be liable to be disqualified from the interview / selection process.

GENERAL INSTRUCTIONS

- 1) The placement for Chief Managers will be at Bangalore and for all the Officers will be on Pan India basis.
- 2) The Company takes no responsibility for any delay in submission of online application.
- 3) Candidates should ensure that they fulfill the eligibility criteria before applying. The company reserves the right to reject any candidate's application at any stage, if they are not found suitable. At any stage of the selection process, if 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 to attend the interview.
- 4) The company reserves the right to change the date, time, 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.
- 5) Any application received after the last date will not be accepted / entertained.
- 6) The shortlisted candidates are required to submit self-attested copies of all the documents pertaining to Age, Qualification, 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 the Interview.
- 7) Canvassing in any form will be treated as disqualification.
- 8) The Company shall not be responsible for any application being rejected, which is based on wrong information provided in the application form/ unauthorized person/institution.
- 9) Candidates are advised to refer our Website (www.canfinhomes.com) for all details / updates.

Candidates in their own interest are advised to register on-line and submit their application well in advance before the expiry of last date of submission of the same.

Date : 09/04/18
Place : Bangalore

Deputy General Manager -HRM