

RECRUITMENT OF AGM- F&A, SENIOR MANAGER –LEGAL & PROBATIONARY OFFICERS

Can Fin Homes Ltd., a leading Housing Finance Company having 186 branches/AHLC/ Satellite Offices spread across various locations in the Country, invites On-line applications for the following posts:

- 1) Assistant General Manager –Finance & Accounts for Bangalore
- 2) Senior Manager Legal for Bangalore & Delhi location
- 3) Probationary Officers for All India basis

Eligible candidates are requested to visit our Company's website www.canfinhomes.com and submit the application online by clicking on the link <http://www.canfinhomes.com/job>.

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

Age, Eligibility Criteria & other details :

The age, educational qualification & eligibility criteria shall be reckoned as on 01/08/2018.

Posts	No of vacancies	Age as on 01.08.2018 (incl.) (Years) min - max
AGM – Finance & Accounts	01	28 to 40 years
Senior Manager – Legal	02	25 to 35 years
Probationary officer	25	21 to 30 years

Qualification & Experience:

Post	Qualification	Job Profile	Post qualification work experience
AGM –F &A (1 vacancy)	Chartered Accountant	Overseeing the overall accounting process, managing financial controls, finalization of accounts, Borrowings, Investments and Accounting procedures, preparation of monthly and annual financial plans and providing strategic financial support to senior management, coordinating all tax documentation as required and any other work assigned.	6 years post qualification work experience in Accounts finalization, Treasury Management, Direct and indirect taxation in reputed Public /Private Sector Banks, HFI's / NBFC's. Exposure in Account Finalisation in IND-AS preferred.
Senior Manager – Legal (2 vacancies)	Graduate holding LLB degree or equivalent from recognized University / Institution / Board recognized by GOI Minimum educational qualification should be either full time 5 year LLB degree or full time 3 year LLB degree or equivalent.	All legal matters relating to Civil, Criminal and Company's Law etc. with sound exposure to law of contract, NI Act, SARFAESI Act, TP Act, Industrial Dispute Act, etc. Any other work entrusted by the Company from time to time.	4 year's post qualification work experience in the Legal Department of any Bank / FI's/ NBFC. Good drafting skills in legal matters is essential. Practical experience in the Court proceedings preferable
Probationary Officers – 25	1. A degree of any Discipline from a	Loan Processing, attending routine queries of	Candidates who cannot join on short

	<p>recognized University with a <u>minimum of 60% marks</u>.</p> <p>2. Should be willing to work in any Centre within the country. <u>Candidates not willing to work anywhere in India need not apply.</u></p> <p>3. Proficiency in data entry/ computer applications is preferred.</p> <p>4. Knowledge of driving two wheeler is desirable.</p>	customers, business mobilization, supervision, managing cash balances, preparing vouchers etc. and other branch works assigned by branch Manager from time to time .	notice (within 2 weeks) need not apply.
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There is no relaxation for age & qualification

Salary & Emoluments :

Post	Scale & Emoluments
Assistant Manager General	Rs.46500 – 1200/5 – 52500 – 1350/1 – 53850 Gross pay – Rs. 88070/- per month (overall annual gross emoluments – Rs. 16.50 lakhs)
Senior Manager	Rs.33300 – 1200/12 – 47700 Gross Pay – Rs.65540/- per month (overall annual gross emoluments – Rs. 11.50 lakhs)
Probationary Officer	Rs.17850 – 875/10 – 26600 – 1050/2 – 28700 – 1200/5 – 34700 Gross Pay – Rs. 35430/- per month (overall annual gross emoluments – Rs.6 lakhs)

The gross emoluments includes Mobile, Business Development Expenses, Medical benefits, etc. Perquisites like Quarters, Fuel expenses etc. as per norms/rules of the company.

Probation Period:

The selected candidates for the post of Senior Manager and Probationary Officers will be on probation for one year from the date of joining. Their confirmation in the Company will be decided in terms of provision of the Company's Service Regulations.

The candidate applying for the post are advised to note that if selected, they will be required to execute a "Service Bond" of Rs. 1 lakh for serving the company at least for a period of 3 years of active service in case of AGM and Senior Manager and 2 years of active service in case of Probationary Officer.

SUBMISSION OF ONLINE APPLICATION & PAYMENT OF FEE:

Candidates are 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>.

PAYMENT OF FEE :

Eligible candidates are requested to visit our Company's website www.canfinhomes.com and submit the application online by clicking on the link <http://www.canfinhomes.com/job> and by paying a fee of Rs.100/- through any of the Commercial Bank to the credit of "CAN FIN HOMES LTD –OD No. 2636261000147, Canara Bank, Prime Corporate Branch, Bangalore (IFSC Code No. CNRB0002636) through NEFT/Internet banking and mention the details of UTR No under Transaction ID in online application in the specified column.

Payment of application fee by any other mode /means will not be accepted. If any candidate is found to be ineligible, the application fee will not be refunded.

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 and signature.
- 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.
- 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 be submitted at the time of interview along with other documents / certificates, if shortlisted.

Last Date for submission of application - On or before 31/08/2018 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 for AGM & SM's posts and written test and personal interview for PO's post. Due weightage will be given to the candidate's academic qualification and post qualification work experience (wherever applicable) etc.

The availability 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 the shortlisted candidates will be called for Written Test / 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 other 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 interview Centre and return journey (to and fro) will be paid up to the limit of AC 2 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 for AGM/SM and written test & Interview for POs.
- 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 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 the AGM post is at Registered Office, Bangalore, Senior Managers for Bangalore & Delhi location. Probationary officers for any of our branches in the country.
- 2) The selected candidates are liable to be transferred to the branches / offices across the country (PAN India) depending upon the exigencies / requirements of the Company.
- 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 takes no responsibility for any delay in submission of online application.
- 5) 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.
- 6) Any application received after the last date will not be accepted / entertained.
- 7) 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.
- 8) Canvassing in any form will be treated as disqualification.
- 9) The company shall not entertain any request for adjournment of interviews. It is the sole responsibility of the candidates to attend the interview. Non attending of the interview for any reasons whatsoever is at their risk only.
- 10) 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.
- 11) 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 : 20/08/18

Place : Bangalore

General Manager –HRM