

ENGAGEMENT OF JUNIOR OFFICERS ON CONTRACT

Can Fin Homes Ltd., a leading Housing Finance Company (Sponsored by Canara Bank) having 133 branches, 20 AHLCS and 20 Satellite Offices spread across various locations of the Country, invites applications from the eligible candidates for the post of Junior Officers on contract.

Eligible candidates are requested to visit our Company's website www.canfinhomes.com (link <http://canfinhomes.com/job/>) 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 -OD No. 2636261000147 Canara Bank, Prime Corporate Branch, Bangalore through NEFT/Internet banking (IFSC No. CNRB0002636) and mention the details of UTR No under Transaction ID 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.

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

On line application

Opening date: 05/05/18

Closing date: 15/05/18

Total Vacancies : 125

Location	Vacancies
Karnataka (Bengaluru, Dharwad, Hubli, Mandya, Mysore)	20
Andhra Pradesh (Guntur, Kurnool, Ongole, Vijayawada, Bhimavaram (Proposed), Kadapa (Proposed), Mangalagiri, Nellore, Tirupati)	10
Chhattisgarh (Bhilai, Bilaspur)	2
Gujarat (Ahmedabad, Rajkot (Proposed), Bhavnagar (Proposed), Jamnagar (Proposed), Mehsana (Proposed))	8
Haryana (Ambala, Dharuhera, Palwal, Karnal, NCR – Gurgaon, NCR – Sonapat, NCR – Faridabad, NCR – Rohtak)	10
Jharkhand (Ranchi (Proposed), Jamshedpur (Proposed))	2
Kerala (Cochin, Trivandrum)	2
Madhya Pradesh (Bhopal, Indore, Mandideep, Gwalior, Hoshangabad (Proposed), Rewa (Proposed), Sagar (Proposed))	7
Maharashtra (Mumbai, Nagpur, Chakan (Proposed), Wakad (Proposed), Ahmednagar (Proposed), Aurangabad (Proposed), Kolhapur (Proposed), Kalyan, Nashik)	14
Pondicherry	1
Punjab (Ludhiana (Proposed), Jalandhar (Proposed))	2
Rajasthan (Ajmer, Jaipur, Udaipur, Bhilwara (Proposed), Alwar (Proposed))	6
Tamil Nadu (Coimbatore, Chennai, Dindigul, Gobichettipalayam, Erode, Karur, Kumbakonam, Madurai, Namakkal, Salem, Tirunelveli, Trichy, Tirupur)	17
Telangana (Hyderabad, Khammam, Siddipet (Proposed), Nizamabad (Proposed), Zaheerabad (Proposed), Guntur)	11
Uttarakhand (Haridwar (Proposed))	1
Uttara Pradesh (Agra, Kanpur, Meerut, NCR – Noida, NCR–Greater Noida, Moradabad (Proposed), Modinagar (Proposed), Jhansi (Proposed), Mathura (Proposed), Allahabad)	12
Total	125

A) ELIGIBILITY :

Educational Qualification as on 01/05/2018.	A degree in any discipline from a recognized university, proficiency in data entry / computer applications is preferred.
Age as on 01/02/2018.	Minimum 21 and Maximum 30 years as on 01/05/2018 <u>Candidates should be born on or after 01/05/1988 and on or before 01/05/1997.</u>
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. <u>Others need not apply.</u>

B) JOB PROFILE

Attending to the customers, documentation, scanning of documents, data entry operations in the computer, Marketing of Housing Loans, making phone calls to customer for business/recoveries, undertaking recovery visits etc. and such other work assigned by the Branch Manager from time to time.

C) Period of Contract and termination:

The contract shall be initially for a fixed term of **one year only**. The same may be extended for further 2 years at the sole discretion of the Company.

The contract shall be for **one year only**. The candidates may request renewal of contract after expiry of first year. 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.

D) Compensation:

Selected candidates will get overall Gross emoluments of Rs 2.50 lakhs pa during I year, Rs 2.72 lakhs pa during II year and Rs 3.08 lakhs pa during III year subject to Management's decision to renew the contract for II and III years, depending on merits.

Compensation details:

- a) Rs.16000/- per month for first 12 months. In case of renewal of contract, then the consolidated compensation will be Rs.18000/- per month for the 2nd year and Rs.21000/- per month for the 3rd year.
- b) The contract appointee is eligible for PF. An amount Rs. 1800/- will be deducted from his /her monthly compensation and a matching amount of Rs.1800/- from the company will be contributed.
- c) Mobile charges of Rs. 600/- p.m.
- d) Conveyance expenses of Rs. 500/- p.m.
- e) Special allowance of Rs.1000/- p.m.
- f) An Ex-gratia amount upto Rs.10,000/- (@ Rs.833/- p.m on pro-rata basis from the date of joining) will be paid each year during April – May, subject to necessary approvals from Competent Authority.

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

E) 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 completion of 11 months.

Carry-over of unavailed Casual leave is permissible.

F) 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://canfinhomes.com/job/>

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 Written test followed by interview along with other documents / certificates.

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

Last Date: Application should be submitted on or before **15/05/18 by 5 PM.**

G) SELECTION PROCEDURE & CALL LETTERS:

The selection shall be by way of Short-listing of the applications received for individual branch. 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 a Written test followed by Interview.

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

- a) The names of shortlisted candidates for written test and interview will be published in our Company's website. The details of venue, time & date for written test and 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 Written test followed by Interview.
- b) Actual bus/train fare for the travel from the place of his/her domicile to the center of Written test & 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 Written test & interview, on production of original tickets for onward journey & Xerox copy of return journey tickets, provided return journey is undertaken on the date of written test & interview or the immediate next day. No claim for reimbursement will be entertained after the written test & interview date.

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

H) 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 Written test & Interview, his/her candidature will be rejected and the candidate will not be allowed for Written Test & Interview.
- 2) The company reserves its right to change the date, time, and venue of the Written Test & Interview at its discretion, under unforeseen circumstances, if any. Change of Written Test & 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 Written test & 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 Written test & Interview.
- 5) Candidates serving in Government/Public Sector Undertakings should submit "No Objection Certificate" from their employer at the time of Written test & 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) Selected candidates shall also submit police verification certificate from the police of the locality where he resides along with other required documents as per the requirements of the Company.
- 9) The company also reserves its right to post the selected candidates to any of the branches in the respective state for which the candidate applied for depending upon the vacancy / requirement / exigency, if any.
- 10) **This is not an offer for Regular employment in the Company, but only engagement on contract basis for a fixed term of one year. Further Renewal is solely at the discretion of the Company.**
- 11) Candidates are advised to refer our Website (www.canfinhomes.com) with respect for all details / updates.

I) 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 **Written test & 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 : 05/05/18
Place : Bangalore

DEPUTY GENERAL MANAGER -HRM