

**APPLICATIONS ARE INVITED FOR APPOINTMENT OF 30 JUNIOR OFFICERS
(ON CONTRACT) IN CAN FIN HOMES LTD.**

Place: Bangalore
Date : 20/05/17

We invite applications from eligible candidates for 30 vacancies for the post of Junior Officers on Contract basis for the following 30 branches (Existing & proposed) situated in Karnataka, Andhra Pradesh, Kerala, Tamil Nadu, Rajasthan, Haryana, Gujarat, Chhattisgarh, Orissa, Uttarakhand, Madhya Pradesh and Uttar Pradesh.

Karnataka: 1) Davangere 2) Devanahalli

Andhra Pradesh: 1) Tirupati 2) Warangal 3) Eluru (P)* 4) Mangalagiri

Kerala : 1) Calicut 2) Trichur

Tamil Nadu: 1) Erode 2) Karur 3) Porur 4) Salem 5) Virudhunagar

Rajasthan: 1) Jodhpur 2) Kota 3) Udaipur 4) Bhilwara (P) *

Haryana : 1) Rohtak

Gujarat : 1) *Surat (P) (2) Baroda

Punjab : 1) Ludhiana (P)

Chhattisgarh : (1) Bhilai (P)* (2) Raipur

Orissa : 1) Bhubaneswar

Uttarakhand : 1) Dehradun

Madhya Pradesh : 1) Jabalpur (P) *

Uttar Pradesh : 1) Meerut 2) Varanasi 3) Ghaziabad 4) Agra

*Proposed

The full Address/contact details of the above branches are available in our website www.canfinhomes.com

The terms & conditions for engagement are furnished below:-

1. Number of Vacancies : 30 (for the branches listed above)

2. Eligibility :

- The candidate must be a citizen of India.
- He /She should be graduate in any discipline from a recognized University/Institution with knowledge of computer operations. Preference will be given to candidates with PG /MBA degree.
- The candidate must be able to speak, read & write in the local language of the region/area of the branch for which he/she applies for apart from English. He/she should hail from the same region/area of the branch for which applications are invited. **Others need not apply.**
- Knowledge of riding two-wheeler is desirable.

3. Age :

Age should be between 21 and 28 years as on 01/04/17 (should have born on or before 01/04/1989)

4. Job Profile:

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

5. Period of Contract and termination:

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.

In deserving cases, renewal may be permitted but total contract period shall not exceed 3 years. If contract is not renewed, the service will be automatically terminated.

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.

6. Compensation:

Selected candidates will have an overall Gross emoluments of Rs 2,52,300/- pa during Ist year, Rs 2,76,300/- pa during IInd year and Rs 3,36,300/- pa during III rd 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.23000/- per month for the 3rd year.
- b) The contract appointee is eligible for PF. Towards this, 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) Reimbursement of Mobile charges of Rs. 600/- p.m.
- d) Reimbursement of Conveyance expenses of Rs. 500/- p.m.
- e) Reimbursement of 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.
- g) They will also be covered under Mediclaim Insurance Policy upto a maximum of Rs.300000/- (Rupees Three Lakhs only).

Applicable Statutory deductions like Professional Tax, TDS 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 unavailed Casual leave is permissible.

8. Application/ Fee :

Application fees of Rs. 100/- can be remitted in any branches of Canara bank to the credit of CAN FIN HOMES LTD Current Account No. 0684201001486 only 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.

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 process. All communication will be sent to the candidates to this e-mail id only and no physical / correspondence will be entertained.

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 Application Print/Documents at this stage. However if shortlisted for Interview, at the time of interview, candidates will have to submit the print out of application along with other documents / certificate.

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

9. Last date for receipt of application:

Last Date: Application should be submitted on or before **06/06/2017 by 5 PM.**

10. Selection Procedure :

The selection shall be by way of Short-listing + Interview basing on the applications received for individual posts based upon their academic qualification and post qualification work experience etc.

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.

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. Candidates have to attend the interview at their own cost. Candidates are advised to check Company's website for details.

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

11. SUBMISSION OF ONLINE APPLICATION & PAYMENT OF FEE:

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 though company's website www.canfinhomes.com. by clicking on the link. The link for registration of application will be <http://www.canfinhomes.com/jobapplication.php>

GENERAL INSTRUCTIONS

- 1) 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 entertained after the interview date.
- 2) The Initial placement for the above post will be at respective branch. However, candidates willing to serve anywhere in India only should apply for the posts advertised.
- 3) 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.
- 4) The company reserves its 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 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.
- 7) 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.
- 8) Canvassing in any form will be treated as disqualification.
- 9) 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.
- 10) Candidates are advised to refer our Website (www.canfinhomes.com) with respect for all details / updates.

Assistant General Manager

