

APPLICATIONS ARE INVITED FOR APPOINTMENT OF 04 JUNIOR OFFICERS (ON CONTRACT) IN CAN FIN HOMES LTD.

**Place: Bangalore
Date : 21/02/13**

We invite applications from the eligible candidates for appointment of 04 Junior Officers on Contract basis for the following 04 branches.

Sl. No	State	Name of the branch	No of vacancies
1	Kerala	1. Trivandrum	01
		2. Calicut	01
		3. Trichur	01
		4. Cochin	01
Total			04

The terms & conditions for engagement are furnished below:-

1 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.
- 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. He/she should hail from the same region/area of the branch. **Others need not apply.**
- Knowledge of driving two wheeler is desirable.

2. Age :

Age should be between 21-30 years as on 01/03/2013.

3. Job Profile:

Doing recovery visits, post sanction field visits for disbursement, Marketing of Housing Loans, making phone calls to customer for business/recoveries, scanning of documents, data entry operations in the computer, attending to the customers, documentation etc. and any such other works assigned by the Branch Manager from time to time.

4. Period of Contract and termination:

The contract shall be for **one year only**, and may be renewed for another year at the sole discretion of the company.

In case if company requires the services of the selected candidate for further period, the contract may be renewed for further period up to 2 more years with renewals after each year.

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 fail to show satisfactory performance or even without any reasons by giving one month's notice at any time during the contract period.

5. Compensation:

Selected candidates will be paid a consolidated amount of Rs.15,200/- per month for first 12 months. In case of renewal of contract, then the consolidated compensation will be Rs.18,000/- per month for the 2nd year and Rs.23,000/- per month for the 3rd year.

Statutory deductions Income Tax, Professional Tax etc., if any, shall be deducted as per the provisions of the respective Acts.

6. Other benefits:

Casual Leave – 10 days per calendar year

Annual Leave – 20 days in a calendar year @ pro-rata basis, after completion of 1 year of contract.

Carry-over of unavailed Casual/Annual Leave is not permissible.

7. Application/ Fee :

The application form is provided in annexure 1. The candidates can down load the application form from our website & get the same printed or neatly typed. All the columns of the application should be filled without fail and must be signed by candidate himself/herself. If any column is not applicable the same should be recorded as "Not applicable". The application form duly filled along with one recent passport size photo & Demand draft of any Bank for Rs. 100/- (nonrefundable) favoring 'CAN FIN HOMES LTD., drawn on Bangalore should be sent to the following address:-

The Asst. General Manager – HRM
Can Fin Homes Ltd.,
Registered Office: No.29/1, 1st floor,
Sir. M N Krishna Rao Road, Basavangudi
Bangalore – 560 004.
Karnataka State.

Payment of application fee by any other mode /means will not be accepted. Apart from application, photo and Demand Draft for Rs.100/-, the candidate should not send any other documents like resume, conduct certificate, Xerox copies of marks list/certificate, earlier appointment letters etc.

8. Last date for receipt of application:

This advertisement format /application form will be available in our Web for 21 days from 21/02/13 to 13/03/13.

Duly filled applications should reach the above address of Regd. Office, Bangalore on or before **14/03/13 by 5 PM**, duly super scribing "Application for engagement of Junior Officers on contract" on the envelope /cover and application received after the above date/time will not be accepted/entertained.

9. Selection Procedure :

- a. The selection for the post of Junior Officers on contract shall be by way of Interview only.
- b. The applications not in conformity/as per terms of application (format as in annexure 1) will be rejected.
- c. Company reserves the right to accept/reject any application at any stage including calling for interview.
- d. A committee of Executives of the company will shortlist the candidates @ 1: 10 (i.e. 10 candidates for 1 vacancy) for interview branch-wise, based upon candidates' performance in their academic career, qualification, his/her ability to speak, read or write local language, nearness of his/her domicile to branch, experience in the previous assignment etc.
- e. The names of 40 candidates short listed for interview for 04 vacancies will be published in **our website on or before 16/03/13** along with the details of venue/date/time for interview. Candidates shall note that no individual communication will be sent to the applicants calling for attending the Interview. All candidates are advised to refer our web for all types of communication/information on interview, appointment etc.
- f. The tentative schedule for conducting the interview will be on **22/03/13** at Cochin or Bangalore.
- g. By and large, the selected candidates will be posted to the branches only for which they have opted (I or II choice) now. Even though choice is given for the candidates now to opt branch for placement, it must be noted that company reserves the absolute right to post the selected candidates to nearby branches (of the same region/state) also.
- h. The list of 04 selected candidates will be published in our Web on **23/03/13** and our offer letters will be communicated to the selected candidates via e-mail.

- i. Selected candidates should join the respective branch from **01/04/13** onwards
- j. If the selected candidate does not join within a week from the stipulate dates, offer of contract will be automatically cancelled.
- k. If a candidate is found guilty of using unfair, unacceptable or improper behavior in connection with his/her candidature / or furnishing any false particulars for the selection will be liable to be disqualified.

10. General Instructions:

- a) Actual bus/train fare for the travel from the place of his/her domicile to the center of interview will be paid (by way of cheque/cash) up to the limit of AC 3 tier (by shortest distance) to & fro to the eligible candidates who attend the interview, on production of original ticket for onward journey & Xerox copy of return journey, on the date of interview only. No claim for reimbursement will be entertained after the interview date.
- b) The Company reserves its right to change the date/schedule of interview center/No. of Candidates to be selected after interview at its sole discretion. However, changes if any, will be published in our Web.
- c) The selected candidates should be in a position to join the branch from 01/04/13 onwards.
- d) 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.
- e) Candidates have to send their hard copy of the application in the prescribed format only to the address mentioned in the Para 7 of this advertisement and all the columns of application are to be filled.
- f) Any application received after 5 PM on 14/03/13 & thereafter will not be accepted / entertained.
- g) Candidates must write his/her name on the reverse of the Demand Draft of Rs.100/- sent along with application.
- h) The Company will not be responsible for any loss of application in transit or for non-receipt of application at our end.
- i) Upon selection, candidate should submit "No Objection Certificate" from his/her previous employer at the time of joining our company, in the absence of which they will not eligible to join us. However this may be waived by the Company, at its discretion, upon request.
- j) Canvassing in any form will be treated as disqualification.
- k) The Company shall not be responsible for an application being rejected/Candidate not shortlisted for interview.
- l) Candidates are advised to refer our Website (www.canfinhomes.com) in respect to date/Venue of Interview/any other communications/information, since all our communications will be through our web site only.

With Best of Luck,

**Assistant General Manager –HRM
CAN FIN HOMES LTD.**