

**APPLICATIONS ARE INVITED FOR APPOINTMENT OF MANAGERS IN CAN FIN HOMES LTD.**

**Place: Bangalore**  
**Date : 31/07/13**

We invite applications from the eligible candidates for appointment of 10 Managers for the following 10 branches.

Sl. No.	Name of the Branch	Sl. No.	Name of the Branch
1	NCR – Faridabad (Haryana)	6	Hyderabad – Kukatpally
2	NCR – Gurgaon (Haryana)	7	Vishakapatnam Steel Plant *
3	Bhopal	8	Erode (Tamil Nadu) *
4	Rotak (Haryana)*	9	Dindigul (Tamil Nadu)*
5	Indore	10	Tiruvallur (Tamil Nadu)*

\*Proposed branches

The terms & conditions for appointment 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.
- He /She should possess minimum 3 years' experience in any Nationalized Banks or 5 years' experience in Private Sector Banks / HFC's /similar financial institution.
- 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 or within a radius of 100 kms of the branch for which they apply. **Others need not apply.**

**2. Age :**

Age should be between 25-40 years as on 01/08/2013.

**3. Vacancies/places of work:**

10 vacancies are presently available at the above 10 branches.

The full Address/contact details of the above branches (except the proposed branches) are available in our website [www.canfinhomes.com](http://www.canfinhomes.com).

**4. Salary & emoluments :**

- a. Applicable Scale of pay is Rs. 20060 – 800/12 – 29660/-
- b. As on 01/08/13, Gross Salary (Basic Pay + DA + CCA + HRA, excluding perquisites) is Rs.38820/- per month. Dearness Allowance is being revised once in a quarter based upon CPI Index.
- c. Apart from the above gross salary, the candidates are eligible for other perquisites viz. Quarters, hospitalization expenses, Insurance cover, PF, Gratuity, Maternity Leave (for women), Medical, Business development expenses, Telephone expenses etc., as per company norms, during their period of probation.
- d. In all, each candidate will be getting around Rs.6.63 lacs per annum on Cost To Company (CTC) basis, as of now during the probationary period.
- e. After confirmation upon completion of probation as per company norms, the candidates will be thereafter eligible for Privilege Leave, Sick Leave, Leave Fare Concession, and loans at concessional rate of interest, conveyance, as per company rules.

## **5. Probation :**

One year from the date of joining the services of the Company.

## **6. Application/ Fee :**

The application form is provided in annexure 1. The candidates can download 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. 200/- (non-refundable) 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.200/-, 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 31 days from 01/08/13 to 31/08/13.

Duly filled applications should reach the above address of Regd. Office, Bangalore on or before **02/09/13 by 5 PM**, duly super scribing "Application for the post of Managers " 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 Managers 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 100 candidates short listed for interview for 10 vacancies will be published in **our website on or before 05/09/13** 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 at Delhi, Chennai, Bangalore & Bhopal will be **between 08/09/13 to 15/09/13**.
- g. By and large, the selected candidates will be posted to the branch only for which they have opted now. It must be noted that company reserves the absolute right to post the selected candidates to other branches of the Company across the country also.
- h. The list of selected candidates will be published in our Web on **16/09/13** and appointment letter will be communicated to the selected candidates by e-mail/courier.
- i. Selected candidates should join the respective branch from **01/10/13** onwards. For Joining the branch maximum time upto 3 months will be permitted at the discretion of the Company.

- j. If the selected candidate does not join within the stipulated date, appointment order will be automatically stands 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) 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.
- b) The selected candidates should be in a position to join the branch from 01/10/13 onwards or maximum time upto 3 months at the discretion of the company.
- c) 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.
- d) Candidates have to send their hard copy of the application in the prescribed format only to the address mentioned in the Para 6 of this advertisement and all the columns of application are to be filled.
- e) Any application received after 5 PM on 02/09/13 & thereafter will not be accepted / entertained.
- f) Candidates must write his/her name on the reverse of the Demand Draft of Rs.200/- sent along with application.
- g) The Company will not be responsible for any loss of application in transit or for non-receipt of application at our end.
- h) 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.
- i) Canvassing in any form will be treated as disqualification.
- j) The Company shall not be responsible for an application being rejected/Candidate not shortlisted for interview.
- k) Candidates are advised to refer our Website ([www.canfinhomes.com](http://www.canfinhomes.com)) in respect to the date/Venue of Interview/any other communications/information, since all our communications will be through our web site.

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