



Registered Office : No 29 / 1,  
1<sup>st</sup> Floor, Sir M N Krishna Rao Road,  
Basavangudi,  
Bangalore - 560 004.  
Karnataka State.  
Website : [www.canfinhomes.com](http://www.canfinhomes.com)  
Ph: 080-26564267

**APPLICATIONS ARE INVITED FOR APPOINTMENT OF 20 MANAGERS IN CAN FIN HOMES LTD**

Place: Bangalore  
Date : 03/02/14

We invite applications from the eligible candidates for the posts of 20 Managers for the following 20 branches at Karnataka (2), Tamilnadu (8), AndraPradesh (6), Goa (1), Maharashtra (2) and Rajasthan (1)

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
- He/ She should possess minimum 3 years' experience in any Nationalized or 5 years' experience in Private Sector Banks/ HFC's/similar financial institutions in the category of Officer and/or Manager.
- The candidate must be able to speak, read & write in the local language (apart from English) of the region/branch for which he/she applies for .
- He/she should hail within a radius of 100 kms of the branch for which he/she applies for.

**2. Age :**

Age should be between 28-40 years as on 01/02/2014

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

20 Vacancies are presently available for the 20 branches mentioned here below (including proposed 16 branches at Karnataka, Tamilnadu, Andra Pradesh, Maharashtra and Rajasthan). However the company reserves its rights to increase or decrease the number of vacancies at its discretion/needs, at any point of time.

Karnataka: 1) Belgaum \* and 2) Tumkur\*

Tamilnadu: 1) Tirunelveli\*\* 2) Rajapalayam\*\* 3) Namakal\*\* 4) Red Hills, Chennai\*\*  
5) Thiruvetiyur, Chennai\*\* 6) Arakonam\*\*, 7) Annasalai, Chennai\* and  
8) Tambaram, Chennai\*

AndraPradesh: 1) Tirupati\*\* 2) Ongole\*\* 3) Ramachandrapuram, Hyderabad\*\* 4) Nellore\*\* and  
5) Warangal\*\* 6) Gachibowli, Hyderabad

Goa: 1) Goa\*

Maharashtra: 1) Panvel- Navi Mumbai\*\* 2) Nagpur\*\*

Rajasthan : 1) Udaipur \*\*

(\* - existing branches - \*\* - Proposed branches)

The full Address/contact details of the above branches (except the proposed branch) 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 01/01/14, Gross Salary (Basic Pay + DA + CCA + HRA, including perquisites) is Rs.41228/- per month at Cities other than Major Cities. 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 Reimbursement of Quarters, Medical, Mobile, Business Development expenses Newspaper, hospitalization expenses, Insurance cover, PF, Gratuity, Maternity Leave (for women), as per company norms, during their period of probation.
- d. In all, each candidate will be getting around Rs.6.75 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, loans at concessional rate of interest, conveyance & Ex-gratia etc., as per company rules. Till confirmation they are eligible for 1 day casual leave on pro-rata basis for every completed month's of service.

#### **5. Probation :**

One year from the date of joining the services of the Company. Confirmation in the service will be made only after completion of satisfactory service of 1 year of active service

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

The application form is provided in annexure 1. The candidates can also down load this 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 filled application along with one recent passport size photo & Demand draft of any Nationalised Bank for Rs. 200/- (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, Ist 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, DD for Rs.200/-, one photograph, the candidate should not send any other documents like resume, conduct certificate, copies of marks list/certificate etc.

#### **7. Last date for receipt of application:**

This advertisement will be on Web for 26 days from 03/02/14 to 28/02/14.

Duly filled applications in a closed cover super scribing "Application for the post of Manager" should reach the above address of Regd. Office, Bangalore on or before **03/03/14 by 5 PM.** Application received after the above date/time will not be accepted/entertained. No other correspondence shall be entertained on the subject.

#### **8. 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 the format (as in annexure 1) will be rejected. Company reserves the right to accept/reject any application at any stage including calling for interview.

- c. A committee of Executives of the company will shortlist the candidates in the ratio of 1: 10 (i.e. 10 candidates for 1 vacancy) for the branches listed in the advertisement branch-wise, based upon candidates' performance in interview, 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.
- d. The names of 200 candidates short listed for interview for 20 vacancies for 20 identified branches will be published in **our website on or before 06/03/14** along with the details of venue/date/time for interview. All candidates are advised to refer our web site for all types of communication/ information on interview, appointment etc. No individual communication will be sent to the applicants calling for attending the interview separately. No correspondence in the matter will be entertained at Regd.Office.
- e. The tentative schedule for conducting the interview at Bangalore/Chennai/Hyderabad & Mumbai or any other suitable center shall be between 12/03/14 to 27/03/14.

By and large, the selected candidates will be posted to the branches only for which they have applied. However, it must be noted that company reserves the absolute right to post the selected candidates to nearby branches also, **in case of need, now or thereafter**. It may be noted, as per company's Staff Service Regulations, all **officers are liable for transfer to all /any branches/ existing or to be opened/ anywhere in India, during his/her tenure of service.**

- f. The list of selected / successful candidates will be published in our website by 29/03/14 and communicated to the candidates by e-mail/courier.
- g. In respect of selected candidates, the appointment orders by post is scheduled to be sent by 29/03/14. The selected candidates shall join the respective/nearby branches from 01/04/14 onwards. Wherever required joining time for the selected candidates shall be extended upto 01/07/14 with prior permission at the discretion of the company. Such request shall be made within 10/04/14.

#### **9. Action against candidates found guilty of Misconduct:**

- a) Candidates should not furnish any false particulars.
- b) At the time of interview, if a candidate is or has been found guilty of using unfair, unacceptable or improper behavior in connection with his/her candidature for the selection will be liable to be disqualified.
- c) If any of the information furnished by any candidate is found to be false / untrue at any time in his/her services, are liable to be discontinued.

#### **10. General Instructions:**

- a) The Company reserves its right to change the date/schedule of interview/center at its discretion. The changes if any will be published in Web.
- b) The selected candidates should be in a position to join the branch from 01/04/14 onwards or a maximum time of upto 3 months (i.e. 01/07/14) 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 and all the columns of application are to be filled.
- e) Any application received after 5 PM on 03/03/14 & thereafter will not be accepted / entertained.
- f) Candidates must write his/her name & date of birth 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) 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.
- i) Canvassing in any form will be treated as disqualification.

- j) Applications, which are incomplete in any respect, will be rejected.
- k) The Company shall not be responsible for an application being rejected, which is based on wrong information provided in the application form or attending the interview / applying for the post, without obtaining proper authorization from his/her employer. The company will not entertain any other correspondence from any candidates on the subject of rejection of application.
- l) Candidates are advised to refer our Website ([www.canfinhomes.com](http://www.canfinhomes.com)) with respect to date/Venue of Interview/any other communications/information.

**Assistant General Manager –HRM  
Canfin Homes Ltd, RO, Bangalore**