



Registered Office : No 29 / 1,
1st Floor, Sir M N Krishna Rao Road,
Basavangudi,
Bangalore - 560 004.
Karnataka State.
Website : www.canfinhomes.com
Ph: 080-26564267

APPLICATIONS ARE INVITED FOR APPOINTMENT OF 25 PROBATIONARY OFFICERS IN CAN FIN HOMES LTD.

Place: Bangalore
Date : 17/02/12

Earlier our company has recruited 30 & 45 probationary officers during 2010 & 2011 respectively. Now we invite applications from the eligible candidates for the posts of 25 probationary officers for 21 branches, details of which are given below:-

Sl. No	State/Union Territory	Name of the branch	No of vacancies
1	Andhra Pradesh	1. Nampally, Hyderabad	03
		2. Tarnaka, Hyderabad (Proposed)	01
		3. Kukatpally, Hyderabad	02
		4. Gachi Bowli, Hyderabad(Proposed)	01
2	Tamil Nadu	5. Karur (Proposed)	01
		6. Salem (Proposed)	01
		7. P N Palyam, Coimbatore (Proposed)	01
3	Karnataka	8. Hesarghatta, Bangalore (Proposed)	01
		9. Hulimavu, Bannerghatta Rod Bangalore (Proposed)	01
4	Maharashtra	10. Pune	02
		11. Borivilli, Mumbai	01
		12. Vashi, Mumbai	01
5	Gujarat	13. Baroda	01
		14. Ahmedabad	01
6	Madhya Pradesh	15. Indore	01
		16. Bhopal	01
7	Orissa	17. Bhubaneswar	01
8	Uttaranchal	18. Dehradun(Proposed)	01
9	Uttar Pradesh	19. Meerut (Proposed)	01
10	Goa	20. Goa	01
11	Chandigarh U T	21. Chandigarh	01
Total			25

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.
- The candidate must be able to speak, read & write in the local language of the region/branch for which he/she applies for and he/she should hail from the same region/branch. **Others need not apply.**
- Candidates should have flair for marketing.

2. Age :

Age should be between 21-30 years as on 01/02/2012

3. Vacancies/places of work:

25 Vacancies are presently available at the above 21 branches. However the company reserves its rights to increase or decrease the number of vacancies at its discretion/needs, at any point of time. The full Address/contact details of the above branches (except the proposed branches) are available in our website www.canfinhomes.com.

4. Salary & emoluments :

- a. Applicable Scale of pay is Rs.12200-600/10-18200-700/2-19600-800/5-23600
- b. As on 01/02/12 , Gross Salary (Basic Pay + DA + CCA + HRA, excluding perquisites) is Rs.21063/- per month at Mumbai City. 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, etc., as per company norms, during their period of probation .
- d. In all, each candidate will be getting around Rs.3.78 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.

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 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 Bank for Rs. 100/- (non refundable) favouring '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.100/-, 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 16 days from 17/02/12 to 03/03/12.

Duly filled applications should reach the above address of Regd. Office, Bangalore on or before **05/03/12 by 2 PM**, duly super scribing "Application for the post of Probationary Officer" on the envelope /cover and application received after the above date/time will not be accepted/entertained.

8. Selection Procedure :

- a. The selection for the post of Probationary officers 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 @ 1: 7 (i.e 7 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.
- d. The names of 175 candidates short listed for interview for 25 vacancies will be published in **our website on or before 06/03/12** 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.
- e. The tentative schedule for conducting the interview is as below:

Sl. No	State/Union Territory	For branches	Dates of proposed Interview	Proposed Centers for Interview
1	Andhra Pradesh	1. Nampally, Hyderabad 2. Tarnaka, Hyderabad (Proposed) 3. Kukatpally, Hyderabad 4. Gachi Bowli, Hyderabad(Proposed)	12th & 13 th March 2012	Hyderabad
2	Maharashtra, Gujarat & Goa	5. Pune 6. Borivilli, Mumbai 7. Vashi, Mumbai 8. Baroda 9. Ahmedabad 10. Goa	14 th & 15 th March 2012	Mumbai
3	Madhya Pradesh/Oriassa/ Uttaranchal/UP/ Chandigarh	11. Indore 12. Bhopal 13. Bhubaneswar 14. Dehradun (Proposed) 15. Meerut (Proposed) 16. Chandigarh	16 th & 17 th March 2012	Delhi
4	Tamil Nadu/ Karnataka	17. Karur (Proposed) 18. Salem (Proposed) 19. P N Palyam, Coimbatore (Proposed) 20. Hesarghatta, Bangalore (Proposed) 21. Hulimavu, Bannerghatta Road (Proposed)	19 th March 2012	Bangalore

- f. No correspondence from any applicant, in respect of their applications, will be entertained.
- 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/s for placement, 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 branches of the company, during his/her tenure of service.**
- i. The list of selected candidates will be published in our web on 21/03/12. No communication will be sent to the non selected candidates.
- j. In respect of selected candidates, the appointment orders by post is scheduled to be sent by 22/03/12.

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.

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) upto 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 at its discretion. The changes if any, will be published in Web.
- c) The selected candidates should be in a position to join a branch from 02/04/12 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 6 and all the columns of application are to be filled.
- f) Any application received after 2 PM on 05/03/12 & thereafter will not be accepted / entertained.
- g) Candidates must write his/her name & date of birth 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) 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.
- j) Canvassing in any form will be treated as disqualification.
- k) Applications, which are incomplete in any respect, will be rejected.
- l) 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.
- m) Candidates are advised to refer our Website (www.canfinhomes.com) with respect to date/Venue of Interview/any other communications/information.

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