
Engagement of Senior Managers on contract for Inspection & Audit.

Can Fin Homes Ltd., a leading Housing Finance Company having 187 branches /AHLC/Satellite Offices spread across various locations in the Country, invites applications from eligible Retired Bank Officers from Banks / FIs for the post of **Senior Manager on contract for Inspection & Audit:**

Vacancies are in the following branches and interested persons from the below mentioned places may apply :

- a) Delhi for NCR region branches (1 vacancy)
- b) Jaipur for North-Western region branches (1 vacancy)
- c) Kanpur or Bhopal for Central – Eastern branches (1 vacancy)

Candidates are advised to read the advertisement carefully and ensure their eligibility before submitting the online application.

The details of number of vacancies / age / Compensation and other details are provided in the annexure to this notification.

Procedure for engagement

- a) The interested and eligible retired officers should submit the online application by clicking on the link <http://www.canfinhomes.com/job>
- b) The concerned retired officer must clearly mention the name of the location where he / she wants to carry out the audit work.
- c) The concerned retired officer shall also be willing to undertake Inspection & Audit work in other location apart from the preferred location in case of exigencies & as per the requirement of the Company.

Period of Contract

The initial period of contract will be for a period of 1 year from the date of joining and can be extended up to a maximum period of 3 years.

Termination of contract :

Either party may terminate the contract by giving one month's notice in writing or 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.

The guidelines for filling the 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 through the link provided above.
- On registration of mobile number through the above link, OTP number will be generated and through the OTP number, the candidate can access the on-line application
- Candidates are required to upload their photographs and signature.
- An online application, which is incomplete in all respects and uploaded in the online application link 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, duly filled-in, in the online application.
- Once the application is filled in completely, candidate should submit the data by clicking the submit button.

- The e-mail id of the candidate should be kept functional till completion of the recruitment process. All communications will be sent to the candidates in their e-mail id only.

Last Date for submission: Online application should be submitted on or before **08/12/2018 by 5 PM.**

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.

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.

- a) Actual bus/train fare for the travel from the place of his/her domicile to the center of interview and return journey (to and fro) will be paid up to the limit of AC 3 tier (by shortest distance) to the candidates who attend the interview, on production of original tickets of the onward journey & photo copy of the return journey tickets, provided, return journey is undertaken on the date of interview itself or on the next day. No claim for reimbursement will be entertained after the interview date.
- b) Candidates are advised to check the Company's website www.canfinhomes.com for details.
- c) The final selection will be on the basis of rank lists drawn, based on the total marks secured in the interview.
- d) In case the candidates are not found suitable for the post applied for but are found fit for any other post that the Company may find them suitable for, the company reserves the right to make offers to such candidates at the pay scales applicable to such posts, as per company norms. The right to make such suitable alternate offers is at the sole discretion of the Company.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates should not furnish any particulars that are false while submitting the online application. In case any of the details furnished are found to be incorrect at a later date, the Company has right to terminate the contract, without giving any notice.

GENERAL INSTRUCTIONS

- 1) The placement for all the above posts as per the vacancies mentioned above.
- 2) The Company takes no responsibility for any delay in submission of online application.
- 3) Candidates should ensure that they fulfill the eligibility criteria before applying. The company reserves the right to reject any candidate's application at any stage, if they are not found suitable. At any stage of the selection process, if 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 to attend the interview.
- 4) The company reserves the 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 cross verification along with the copies. If any candidate is found ineligible while verifying the documents, he /she shall not be allowed to take up the Interview.
- 7) The company shall not entertain any request for adjournment of interviews. It is the sole responsibility of the candidate to attend the interview. Non attending of the interview for any reasons whatsoever is at their risk only.
- 8) Canvassing in any form will be treated as disqualification.
- 9) The Company shall not be responsible for any 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) for all details / updates.

Candidates in their own interest are advised to register on-line and submit their application well in advance before the expiry of last date of submission of the same.

Date : 23/11/2018
Place : Bangalore

General Manager -HRM

Annexure - Age, vacancies and other details

No of vacancies	Age and eligibility criteria	Remuneration & other emoluments
03	<ul style="list-style-type: none"> • The retired officers of the Bank /Financial Institutions (either on Superannuation or on Voluntary Retirement) and not below the rank of Senior Manager (Scale III) at the time of retirement. • Age not more than 62 years as on 01/11/2018 (should have born after 01/11/1956) • No punishment under major penalties against the officer during the tenure in active service. • Should possess adequate computer knowledge and should be able to handle computers independently. • <u>Should have work experience in Credit and Inspection / Audit in any Bank /FIs..</u> • Should possess the requisite aptitude, analytical ability and flair to take up Inspection assignment. • Candidates should be having sound health and should be able to travel to distance branches / places for inspection/ security verification etc. 	<ul style="list-style-type: none"> • A consolidated monthly remuneration of Rs. 35000/- with an annual increase of Rs. 5000/- in case of renewal. • TA/HA/hotel reimbursement as applicable to Scale III officers (Senior Manager) of the Company, wherever applicable. • 12 days casual leave in a year • No local conveyance will be paid for the local branches. • Applicable TDS shall be deducted.
