
RECRUITMENT OF BRANCH MANAGERS FOR VARIOUS LOCATIONS

Can Fin Homes Ltd. a leading Housing Finance Company having 198 Branches and Offices spread across various locations in the Country, invites applications from eligible candidates for the post of Branch Managers (Branch Heads).

The placements for the above post are for Pan India and vacancies are in the following States:

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| 1) Karnataka | 6) Telangana | 11) Uttarkhand |
| 2) Haryana | 7) Maharashtra | 12) West Bengal |
| 3) Uttar Pradesh | 8) Madhya Pradesh | 13) Punjab |
| 4) Tamil Nadu | 9) Chhattisgarh | 14) Rajasthan |
| 5) Andhra Pradesh | 10) Delhi | |

Profile for Branch Head : To Head the Branch and manage all areas of branch functioning such as sourcing of business, operations, collections/ recovery, internal control and ensuring profitability of branch, etc.

Eligibility :

1. Age not exceeding 35 years (Minimum 25 years) as on 01-12-2020
2. Any Graduation from an UGC recognized University. Post-graduation & professional qualification shall be given additional weightage.
3. Minimum 4 to 6 years experience (age not exceeding 35 years), working as Branch Head (Minimum) handling Housing Finance / Retail Lending / Marketing of financial products (Home Loan)/ branch operations in HFCs / FIs/ Banks. Exposure in housing finance is a must. Experience of heading a branch will be preferred.
4. Extensive in-depth knowledge of local housing finance market with good networking capacity with builders /developers is a must.
5. Fluency in local language (read, write & speak) besides English is must.
6. Early joining will be preferred.

Job Description :

1. To source qualitative business (Housing Loans/ Non housing Loans) as per target given in conformity with the credit policy of the company.
2. To carry out works pertaining to branch sales operation such as customer service, ensuring branch business development, meeting business targets of the branch, marketing, publicity, conduct loan camps and other works.
3. To check preliminary due diligence & credit limits of the customers and scrutinize all the documents pertaining to the property (property visits etc.).
4. To validate the genuineness of the customer by verifying his KYC and other related documents.
5. To handle lending operations of branch, which requires speedy processing of loan applications/initial credit appraisal at branch level /follow up of loan approvals with sanctioning authority / documentation/ disbursements/post disbursal monitoring.
6. To achieve the targets set for recovery /delinquency.
7. Timely achievement of business targets set under different parameters and make the branch a profit center.
8. To ensure prompt and best customer service.
9. To co-ordinate with the Controlling Office of Company and carry out their instructions, promptly, etc.
10. Transferable job – Pan India

Key Competencies Required

- Good communication skills – verbal and written
- Inter-personal skills, leadership qualities and team management
- Multi-tasking ability
- Target orientation

Pay & Perquisites :

- Gross Pay – Rs. 64985/- . (Both fixed and variable pay). CTC – Rs.11.40 lakhs

The above CTC includes Mobile expenses, Business Development expenses, medical benefits, Leave Fare Concession etc. Perquisites like Quarters concessional staff loans etc. as per norms / rules of the company.

Probation and Service Bond

- A) The selected candidates will be in the cadre of "Manager" and will be on probation for a period of one year from the date of joining which, if required, may be extended by another year. Only on satisfactory performance & completion of probation, services will be confirmed as per CFHL Staff Service Regulations, amended from time to time.
- B) The candidates applying for the above posts are advised to note that if selected, they will be required to execute a "Service Bond" of Rs. 1 lakh with a surety for serving the Company at least for a period of 3 years of active service. In the event of his /her resignation from the post before this period, he / she, shall indemnify and refund the bond amount to the Company.

How to Apply :

Eligible candidates are requested to apply ON-LINE by clicking on the link <https://www.canfinhomes.com/career.aspx>.

The guidelines for filling the on-line application are as follows:

- All candidates should have a valid mobile number / personal mail ID for login and which should be kept active till the completion of this recruitment process.
- Candidates are required to upload their photograph 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.
- All communication will be sent to the candidates vide their e-mail ids only.

After completion of on-line registration, take system generated print-out of Registered On-line application. The process of selection is by way of Interview of the selected candidates. The decision of the Company is final in this regard.

Last Date for submission of application - on or before 04/01/2021 by 5 PM.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application.

Candidates who wish to apply shall have unblemished service record (clean record) in the present and previous Organizations.

If a candidate is or has been found guilty of using unfair means or impersonating or procuring impersonation by any person at any stage of the selection process; or resorting to any other irregular or improper means in connection with his/her candidature; or obtaining support for his/her candidature by any means, such candidate shall be liable to be disqualified from the interview / selection process.

GENERAL INSTRUCTIONS

- 1) The placement for all the above posts will be on **Pan India basis**.
- 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. The decision of the Company is final and binding on the candidates.
- 4) Any online application received after the last date will not be accepted / entertained.
- 5) 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.
- 6) Attending the interview by the shortlisted candidate is his /her sole responsibility. Company does not entertain anything in this regard.
- 7) Canvassing in any form will be treated as disqualification.
- 8) 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.
- 9) The selected candidates after joining are governed by CHFL Staff Service Regulations.
- 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 : 24/12/2020
Place : Bangalore

General Manager -HRM