

RECRUITMENT

Can Fin Homes Limited (CFHL), is a listed Company with AUM of more than Rs.32,000 Cr, incorporated under Companies Act, 1956. The Company is a Housing Finance Company, registered with National Housing Bank and regulated by Reserve Bank of India. The Company is looking for recruitment of suitable candidates in the cadre of **Managers**.

Candidates can apply **ON-LINE** by clicking on the link <https://www.canfinhomes.com/career.aspx>

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

Age, Eligibility Criteria & other details as on 31/03/2024

The age, educational qualification & eligibility criteria shall be reckoned as on 31/03/2024.

Qualification & Experience:

Role	Assistant Company Secretary/Board Secretariat	
Grade	Senior Manager/Manager	
Experience	Minimum 3-7 years post qualification experience as Company secretary and Board Secretariat Department in Banking Sector/HFCs.	
Age	About 35 years	Location: Bengaluru
Educational Qualification	Candidate should be qualified Company Secretary with post qualification experience as Assistant Company Secretary/ Board Secretariat for 3-7 years.	
Job Description	<ul style="list-style-type: none"> • Prepare agendas and papers for Board meeting, committees & annual general meetings, take minutes and follow up on action points • Maintain statutory books, including registers of members & directors. • Issuance of NCD/CP and all work related to the same and liasoning with NSDL/CDSL and regulators etc. • Develop and oversee the systems that ensure the company complies with all applicable codes • Liaise with external regulators. • Compliances related to Appointment, resignations, change in any Director/KMP/Auditors. • Any other work entrusted by Company Secretary from time to time. 	

SUBMISSION OF ONLINE APPLICATION:

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 the same should be kept active till the completion of this recruitment process.
- Candidates are required to upload their photograph and signature.
- Incomplete application will not be valid.
- Candidates should fill in the details in the On-line application at the appropriate places and click on the "SUBMIT" button. Application no. shall be generated. Candidates are advised to verify every field for any correction before submission.
- All communication will be sent to the candidate by e-mail only.

Candidates need not send any print out of Application, documents, etc. by post or other means.

SELECTION PROCEDURE & CALL LETTERS:

The selection shall be by way of Short-listing of the online applications received for the required location. Depending upon the number of vacancies, Company reserves the right to shortlist the candidates, based on their academic qualification score & experience in the relevant field and only those shortlisted candidates will be called for Virtual Interview.

The shortlisted candidates will be informed by email for Virtual interview. The details of time & date alongwith the link to log in for Virtual Interview will be informed to the shortlisted candidates through e-mail only and no separate communication will be sent to the applicants.

The final selection will be on the basis of rank lists drawn based on the total marks secured in the interview and other criteria. The selection of the candidates by the Company is final and binding on the candidates.

ACTION SHALL BE TAKEN AGAINST CANDIDATES IF FOUND GUILTY OF MISCONDUCT:

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

GENERAL INSTRUCTIONS

- 1) 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.
- 2) Canvassing in any form will be treated as disqualification.

The Company reserves the right of selection/rejection of candidates.

Date : 25/04/2024

Place : Bengaluru

Sd/-

Dy. General Manager