



HRM Department  
Registered Office: No 29/1,  
Sir M N Krishna Rao Road,  
Basavanagudi, Bengaluru – 560 004.  
Website : [www.canfinhomes.com](http://www.canfinhomes.com)  
Email ID : [hrm@canfinhomes.com](mailto:hrm@canfinhomes.com)  
CIN : L85110KA1987PLC008699

## RECRUITMENT OF CHIEF MANAGERS, SENIOR MANAGERS, MANAGERS, OFFICERS & JUNIOR OFFICERS

Can Fin Homes Limited (CFHL), a listed Housing Finance Company registered with NHB and regulated by RBI, incorporated under Companies Act, 1956, with an A.U.M. of more than Rs. 36,000 Cr. is looking for recruitment of suitable candidates for the following positions: -

### **1]Chief Manager 2]Senior Manager 3]Manager 4]Officer 5]Junior Officer**

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.

**Last Date for submission of application - On or before 15/05/2024.**

### **Age, Eligibility Criteria & other details as on 01/05/2024**

The age, educational qualification & eligibility criteria shall be reckoned as on 01/05/2024.

Posts	Vacancies	Age Preference
Chief Manager	Pan India	Not more than 45 years
Senior Manager	Pan India	Not more than 42 years
Manager	Pan India	Not more than 40 years
Officer	Pan India	Not more than 35 years
Junior Officer	Pan India	Not more than 30 years

### **Qualification & Experience:**

Post	Qualification	Job Profile	Post qualification work experience
Chief Manager	Graduation/Post Graduation with MS-Office Proficiency. Preference will be given for additional Professional qualification	Oversee the functioning of assigned branches in terms of Business collections and Audit. Oversee the entire lending process Processing of loan application, Appraisal/sanctions of loans with a sanctioning power of upto 65 lakh. Conducting pre /post sanction inspection of property etc. Liaising with the client/ evaluating credit worthiness. Processing of NHL and sanctioning the same. Normal branch functions, marketing of loan products, deposits, recovery (collections), internal control etc. Any other work entrusted from time to time by the company.	Candidates having about 10-12 years post qualification work experience in Banking & Finance sector, preferably in HFC. With at least 4-6 years as Branch Head/Profit Centre Head.

Senior Manager	Graduation/Post Graduation with MS-Office Proficiency. Preference will be given for additional Professional qualification	Oversee the entire lending process. Processing of loan application, Appraisal/sanctions of loans with a sanctioning power of upto 45 lakh. Conducting pre /post sanction inspection of property etc. Liaising with the client/ evaluating credit worthiness. Processing of NHL and sanctioning the same. Normal branch functions, marketing of loan products, deposits, recovery (collections), internal control etc. Any other work entrusted from time to time by the company.	Candidates having about 6-9 years post qualification work experience in Banking & Finance sector, preferably in HFC. With at least 2-3 years as Branch Head/Profit Centre Head.
Manager	Graduation/Post Graduation with MS-Office Proficiency. Preference will be given for additional Professional qualification	Oversee the entire lending process. Processing of loan application, Appraisal/sanctions of loans with a sanctioning power of upto 35 lakh, Conducting pre /post sanction inspection of property etc. Liaising with the client/ evaluating credit worthiness. Processing of NHL and sanctioning the same. Normal branch functions, marketing of loan products, deposits, recovery (collections), internal control etc. Any other work entrusted from time to time by the company.	Candidates having about 5-8 years post qualification work experience in Banking & Finance sector, preferably in HFC. With at least 2-3 years as Branch Head/Profit Centre Head.
Officer	Graduation/Post Graduation with MS-Office Proficiency. Preference will be given for additional Professional qualification	Attending to customers, handling of credit proposals, documentation, Pre sanction/post sanction visits, Recovery (collections), Marketing of products, branch operations and any other work entrusted by the company from time to time.	About 4 years post qualification work experience in Accounts/Credit/ Recovery (collections) in Public/Private Sector Banks, HFIs, NBFCs.
Junior Officer	Graduation/Post Graduation with MS-Office Proficiency. Preference will be given for additional Professional qualification	Attending to customers, handling of credit proposals, documentation, Pre sanction/post sanction visits, Recovery (collections), Marketing of products, branch operations and any other work entrusted by the company from time to time.	About 2 years post qualification work experience in Accounts/Credit/ Recovery (collections) in Public/ Private Sector Banks, HFIs, NBFCs.

**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.

**Last Date for submission of application - On or before 15/05/2024.**

**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 along with 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.

**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) Any application received after the last date will not be accepted / entertained.
- 3) Canvassing in any form will be treated as disqualification.

**The Company reserves the right of selection of candidates.**

Date : 06/05/2024  
Place : Bengaluru

Sd/-  
General Manager

