

## RECRUITMENT OF SPECIALIST OFFICERS

Can Fin Homes Ltd., a leading Housing Finance Company (Sponsored by Canara Bank) having 120 branches and 50 Satellite Offices spread across various locations of the Country, invites applications from the eligible candidates for the posts of ;

### **"Specialist Officers in Junior Management Grade [No. of Posts – 07]"**

Eligible candidates are requested to visit our Company's website [www.canfinhomes.com](http://www.canfinhomes.com) and submit the application online by paying a fee of Rs.100/- through any of the Canara Bank branches to the credit of "CAN FIN HOMES LTD –Current Account No. 0684201001486 and the counterfoil to be uploaded in the application. No other means/mode of application will be accepted. Candidates can apply for only one post.

Please read the advertisement carefully and ensure your eligibility before submitting the online application.

#### **1.DETAILS OF POSTS:**

Post Code	Post	Age as on 01.07.2016 (incl.) (Years) min – max	Total number of posts
1	Chartered Accountant	21- 30	01
2	Company Secretary	21-30	01
3	Law Officers	21-35	02
4	Network Administrator	21-30	01
5	System Administrator	21-30	01
6	Database Administrator	21-30	01
<b>TOTAL POST :</b>			<b>07</b>

NOTE: There is no relaxation for age and qualification.

#### **2. ELIGIBILITY CRITERIA & OTHER DETAILS:**

##### **AGE:-**

- Candidate should have attained 21 years and should not have completed 30 years as on 01/07/2016 for the post mentioned at Sl. No. 1,2,4,5 & 6 (should have born between 01/07/1995 & 01/07/1986)
- Candidate should have attained 21 years and should not have completed 35 years as on 01/07/2016 for the post at Sl.No.3(should have born between 01/07/1995 & 01/07/1981)

## Qualification, Experience and other details:

Post Code	Post	Qualification	Job Profile	Post qualification work experience
01	Chartered Accountant	Graduation with CA	<ul style="list-style-type: none"> <li>➤ Project Appraisal; Financial Modeling;</li> <li>➤ Financial &amp; Balance Sheet Analysis;</li> <li>➤ Taxation</li> <li>➤ Liaising with the Clients &amp; Bankers; Marketing of the debt as a part of Syndication etc., and</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	Candidates with experience in the relevant field will be given preference
02	Company Secretary	ACS from The Institute of Company Secretaries of India.	<ul style="list-style-type: none"> <li>➤ Preparation and filing of various forms with the Registrar of Companies Filing, registering document including forms, returns and applications</li> <li>➤ Maintenance of secretarial records, statutory books and registers</li> <li>➤ Ensuring Legal or Statutory compliances of the organization under the Companies Act.</li> <li>➤ Arranging board/general meetings and preparing minutes thereof</li> <li>➤ All work relating to shares and their transfer and transmission</li> </ul>	Candidates with experience in the relevant field will be given preference
03	Law Officers (2 Nos)	LLB (3 years or 5 years) / LLM	<ul style="list-style-type: none"> <li>➤ Conversant with Civil, Criminal &amp; Company laws having sound exposure to the law of contract, NI Act, Sarfaesi Act, TP Act, Industrial disputes Act etc. and having practical experience in the court proceedings.</li> <li>➤ A good drafting skill in legal matters is essential</li> <li>➤ Any other work entrusted by the Company from time to time.</li> </ul>	Candidates with 2-3 years experience in the relevant field will be given preference
04	Network Administrator	Minimum 60% or Equivalent Grade in 4 years BE/B.Tech degree in Telecommunications/Electronics & Communication Engineering and A Valid CCNP/CCNA certification in Network switching & Routing certification	<ul style="list-style-type: none"> <li>➤ Maintaining Network &amp; Network equipment's;</li> <li>➤ Network Monitoring and trouble shooting;</li> <li>➤ Adding Network Equipment's to Network;</li> <li>➤ Liaisoning with telecom service provider</li> <li>➤ Ensuring maximum uptime of the network;</li> <li>➤ Working knowledge in HP OPEN VIEW etc., and</li> <li>➤ Any other work relating to Network Administrator.</li> </ul>	Candidates with experience in the relevant field will be given preference
05	System Administrator	Minimum 60% or Equivalent grade in 4 years BE/B.Tech Degree in Computer Science/ Information Technology / Electronics & Communication Engineering or MCA  <u>and</u>  should possess a valid OS Certification like Red Hat Certified Engineer (RHCE) / Microsoft certified solutions Associate (MCSA) or equivalent	<ul style="list-style-type: none"> <li>➤ Maintenance, Monitoring and Management of Software and Hardware.</li> <li>➤ Applying patch; Drive a project assigned;</li> <li>➤ Be a Project Manager for CBS / Network etc. and</li> <li>➤ Any other work relating to System administrator.</li> </ul>	Candidates with experience in the relevant field will be given preference
06	Database Administrator	First Class / equivalent Grade in MCA / BE / B.Tech (Computer Science / Information Technology / Electronics) from a recognized University, <u>and</u>  Valid RDBMS Certification issued by Microsoft.	<ul style="list-style-type: none"> <li>➤ Database Administration Preferably MS SQL; Maintaining Database; Report Generation; Rectification of problems in database; Trouble Shooting, Purging, Archiving, Backup, Re-organization of database; Performance Tuning; Defining Oracle Parameters etc., and any other work relating to Database Administrator.</li> </ul>	Candidates with experience in the relevant field will be given preference

NOTE: All the educational qualifications mentioned should be from a recognized University / Institution and the result should have been declared on or before 01/07/2016 for computing eligibility, stipulated for each post.

### **3. SALARY & EMOLUMENTS:**

- a) Pay Scale: Rs.17850 – 875/10 – 26600 – 1050/2 – 28700 – 1200/5 – 34700
- b) Gross Pay (Basic +DA+CCA+HRA+ Variable Pay) is Rs. 32542/- per month at Metros cities . Dearness Allowance is being revised once in a quarter based upon CPI Index.

Apart from the above Gross Pay, the candidates are eligible for other perquisites like Mobile charges, conveyance, Quarter facility, Medical Aid, Medi-claim, Leave Fare Concession etc. as per rules.

### **4. PROBATION:**

The selected candidate will be on probation for one year from the date of joining which may be extendable to another one year. On satisfactory completion of probation, services will be confirmed as per CFHL Staff Service Regulations, amended from time to time.

### **5. SUBMISSION OF ONLINE APPLICATION & PAYMENT OF FEE:**

Candidates are requested to read the contents of the advertisement and ensure their eligibility before applying.

The eligible candidates are required to apply ON-LINE through company's website [www.canfinhomes.com](http://www.canfinhomes.com) by clicking on the link. The link for registration of application will be <http://www.canfinhomes.com/jobapplication.php>

The guidelines for filling 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/ e-mail id through above link.
- On registration of mobile /e-mail id through the above link, OTP number will be generated and through the OTP number, the candidate can access On-line application
- Candidates are required to upload their photograph, counterfoil challan and signature.
- An online application which is incomplete in any respect such as without proper passport size photograph, counterfoil and signature uploaded in the online application form/ unsuccessful fee payment 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 filled in the application.
- Once the application is filled in completely, candidate should submit the data.
- The registered e-mail id should be kept functional till completion of this recruitment. All the communications will be sent to the candidates to this e-mail id only.

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.

### **6. PAYMENT FEE :**

Application fees can be remitted in any Canara bank to credit of CAN FIN HOMES LTD Current Account No. 0684201001486 only and the counterfoil can be scanned and uploaded in the application.

**Last Date:** Application should be submitted on or before **08/09/16 at 5 PM.**

### **7. SELECTION PROCEDURE & CALL LETTERS:**

The selection shall be by way of Short-listing + Interview basing on the applications received for individual posts @ (1:10) for each post 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.

#### **8. 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.

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 selection process; or misbehaving in the interview hall or taking away any documents from the venue ; or resorting to any other irregular or improper means in connection with his/her candidature for the selection ; or obtaining support of his/her candidature by any means, such a candidate shall be liable to be disqualified from the interview / selection process.

#### **9. GENERAL INSTRUCTIONS**

- 1) Initial placement will be at Registered Office of the Company at Bengaluru. However, candidates willing to serve anywhere in India only should apply for the posts advertised.
- 2) 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. If at any stage of the selection process, 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 for interview.
- 3) The company reserves its 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.
- 4) Any 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 Interview.
- 6) 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.
- 7) Canvassing in any form will be treated as disqualification.
- 8) 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.
- 9) Candidates are advised to refer our Website ([www.canfinhomes.com](http://www.canfinhomes.com)) with respect for all details / updates.

Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date for submission.

Date : 22/08/16  
Place : Bangalore

Assistant General Manager -HRM