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Can Fin Homes Ltd
(Sponsor: CANARA BANK)
HOME LOANS • DEPOSITS
Translating Dreams into Reality

Registered Office : No 29/1,
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Basavangudi, Bangalore – 560 004.
Website : www.canfinhomes.com
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ENGAGEMENT OF JUNIOR OFFICERS ON CONTRACT

Can Fin Homes Ltd., a leading Housing Finance Company having 198 branches/AHLC/ Satellite Offices spread across various locations in the Country, invites On-line applications for the post of Junior Officers on **Contract basis** (JOC) in places as per list given below.

Eligible candidates are requested to visit our Company's website www.canfinhomes.com and submit the application online. No other mode of submission of application will be entertained.

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

On line application
Opening date: 10.00 a.m. 26/11/2020
Closing date: 5.00 p.m. 02/12/2020

Total 50 Vacancies for Junior Officers on Contract - Location

Andhra Pradesh / Telangana Hyderabad, Vijayawada, Gollapudi, Kurnool , Mancherial , Srikakulam & Bhimavaram
Karnataka Bangalore, Belgaum & Hoskote
Tamil Nadu / Kerala Chennai, Thanjavur, Hosur, Chengalpattu, Kumbakonam & Calicut.
Maharashtra Vashi, Kalyan, Panvel, Chakan
NCR/ Rajasthan / Haryana/ MP/ UP/Uttarakhand / Orissa/West Bengal/ Chhattisgarh Ajmer, Indore, Sagar, Dharuhera Dehradun,Palwal,Karnal,Manesar,Rohtak,Allahabad,Alwar,Jaipur,Jhotwara, Lucknow, Patna, Durgapur, Bilaspur, Haridwar.

A) ELIGIBILITY (AS ON 01/10/2020):

Details	**Junior Officer**
Education Qualification	A degree in any discipline from a recognized university, proficiency in data entry / computer applications is preferred.
Age (incl. Years) Min-Max	21 -30 years
Other requirements	The candidate must be able to speak, read & write in the local language (apart from English) of the region/area of the branch for which he/she applies. He/she should hail from the same region/area of the branch for which applications are invited. Others need not apply.
Job Profile	Attending to the customers, documentation, scanning of documents, data entry operations in the computer, Marketing of Housing Loans, making phone calls to customer for business/recoveries, undertaking recovery visits etc. and such other work assigned by the Branch Manager from time to time.

B) Period of Contract and termination:

The contract shall be initially for a fixed term of **one year only**. The same may be extended for further 2 years at the sole discretion of the Company. The candidates may request renewal of contract after expiry of first year. Company may either terminate the contract or if it requires the services of the selected candidate for further period, the contract may be renewed for a further period of one year subject to satisfactory performance and conduct of the candidates.

Further either party may terminate the contract by giving one month's notice in writing/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.

C) Compensation:

	Junior Officers
Compensation	a) Rs.16000/- per month for first 12 months. In case of renewal of contract, then the consolidated compensation will be Rs.18000/- per month for the 2nd year and Rs.21000/- per month for the 3rd year. b) The contract appointee is eligible for PF. An amount Rs. 1800/- will be deducted from his /her monthly compensation and a matching amount of Rs.1800/- from the company will be contributed. c) Mobile charges of Rs. 600/- p.m. d) Conveyance expenses of Rs. 500/- p.m. e) Special allowance of Rs.1000/- p.m.
	Casual Leave – 1 day for each completed month of service, subject to a maximum of 12 days during the calendar year. Carry-over of unavailed Casual leave is permissible. Applicable Statutory deductions like Professional Tax, TDS etc., if any, shall be deducted from their compensation.

D) HOW TO APPLY

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 though company's website www.canfinhomes.com. clicking on the link. The link for registration of application will be https://www.canfinhomes.com/career.aspx

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

- All candidates should have a valid mobile number / personal mail ID for login.
- Candidates are required to upload their photograph 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 once the application is filled in completely, candidate should click on the "SUBMIT" button; candidates are advised to verify every field filled in the application.
- Candidates will get acknowledgement for having submitted the application.
- The registered e-mail id should be kept functional till completion of this recruitment. All 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 any print out of Application documents at this stage. However, if shortlisted for interview, candidates will have to submit the print out of application along with other documents / certificates at the time of interview.

Last Date: Application should be submitted on or before **02/12/2020 by 5 PM.**

E) SELECTION PROCEDURE & CALL LETTERS:

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

Candidates are advised to check Company's website for details.

a) The names of shortlisted candidates for written test and interview will be published in our Company's website. The details of venue, time & date for written test and Interview will be informed to the shortlisted candidates through e-mail only and no separate individual communication will be sent to the applicants calling for attending the Interview.

The final selection will be on the basis of rank lists drawn based on the total marks secured in the interview.

F) 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 adopting 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.

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

G) GENERAL INSTRUCTIONS:

1) 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.
2) The selected candidates are liable to be transferred to the branches / offices across the country depending upon the exigencies / requirements of the Company.
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 takes no responsibility for any delay in submission of online application.
5) 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.
6) Attending the interview by the shortlisted candidate is his/her sole responsibility. Company does not entertain anything in this regard.
7) Any application received after the last date will not be accepted / entertained.
8) 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.
9) Canvassing in any form will be treated as disqualification.
10) The company shall not entertain any request for adjournment of interviews. It is the sole responsibility of the candidates to attend the interview. Non attending of the interview for any reasons whatsoever is at their risk only.
11) 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.
12) Candidates are advised to refer our Website (**www.canfinhomes.com**) for all details / updates.
13) Company reserves the right for change of locations indicated in the notification.

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 : 25/11/2020
Place : Bangalore **General Manager –HRM**