



HRM Department

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ENGAGEMENT OF SENIOR MANAGERS ON CONTRACT (SMC) FOR INSPECTION & AUDIT

Can Fin Homes Ltd., a leading Housing Finance Company having presence in 205 locations (branches/AHLC/Satellite Offices) spread across various locations in the Country, invites applications for the following posts on contract basis.

Senior Managers on Contract for Inspection & Audit

Eligible candidates are requested to send resume to recruitment@canfinhomes.com

Please read the contents carefully and ensure your eligibility before submitting the resume/application. Kindly quote the state preferred. The last date for submission is 31/01/2023.

Locations

Karnataka, Andhra Pradesh, Telangana, Tamil Nadu, NCR

A) ELIGIBILITY (AS ON 01/01/2023):

Details	Senior Manager on Contract (SMC) – Inspection & Audit
Education Qualification & eligibility	<ul style="list-style-type: none">Retired officers of Banks/Financial Institutions (either on Superannuation or on Voluntary Retirement Scheme) and not below the rank of Senior Manager (Scale III) at the time of retirement.Candidates retired from service on or after 31/12/2020 and retirement period not exceeding 2 years, subject to fulfillment of age criteria.
Age(incl. Years) Min-Max	<ul style="list-style-type: none">Age not more than 62 years as on 01/01/2023 (should have born on or after 01/01/1961).
Other requirements	<ul style="list-style-type: none">No punishment imposed under major penalties against the officer during the tenure of service.Should possess adequate computer knowledge and should be able to handle computers independently.
Job Profile	<ul style="list-style-type: none">Should have work experience in Credit and Inspection/Audit in Bank/FI.Should possess the requisite aptitude, analytical ability and flair to take up inspection assignments.Candidates should have sound health and should be able to travel to distance branches/places for inspection/security verification etc.

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 Company may terminate the contract without assigning any reasons. If the Company requires the services of the selected candidate the same may be renewed for further period of one year only at a time, subject to satisfactory performance and conduct of the candidates. The candidates may request renewal of contract after expiry of the period annually.

Further either party may terminate the contract by giving one months' notice in writing or by remitting one month's compensation amount subject to acceptance of the same by the Company. The Company reserves the right to terminate the services of contract appointee without assigning any reasons by giving one month's notice or by paying one months' compensation at any time during the contract period.

C) Compensation:

	<u>Senior Manager on Contract (SMC)</u>
Compensation	<p>A consolidated monthly remuneration of Rs. 35000/-with an annual increase of Rs. 5000/- in case of renewal.</p> <p>In the event of SMC has not worked or absent from the work or the Company has not assigned any audit/work, the monthly Compensation payable will be proportionately deducted.</p> <p>TA/HA/hotel reimbursement as applicable to Scale III officers (Senior Manager) of the Company, wherever applicable.</p> <p>Applicable TDS shall be deducted.</p>
Leave	<p><u>Casual Leave</u> – 1 day for each completed month of service, subject to a maximum of 12 days during the calendar year.</p> <p>Carry-over of unavailed Casual leave is not permissible.</p>

D) HOW TO APPLY

Eligible candidates are requested to send resume to recruitment@canfinhomes.com

Please read the contents carefully and ensure your eligibility before submitting the resume/application. Kindly quote the state preferred. The last date for submission is 31/01/23.

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.

E) SELECTION PROCEDURE & CALL LETTERS:

The selection shall be by way of Short-listing of the resume/applications received for individual location/Unit. 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 others. The selection of the candidates by the Company is final and binding on the candidates.

(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 candidature for the selection; or obtaining support of his 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 submit their resumes/application 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 Company takes no responsibility for any delay in submission.
- 3) The Company reserves the right to change the date & time, of the Virtual Interview at its discretion, under unforeseen circumstances, if any. Change of interview schedule, if any, will be intimated by email.
- 4) Attending the Virtual Interview by the shortlisted candidate is his/her sole responsibility. Company does not entertain anything in this regard.
- 5) Any resume/application received after the last date will not be accepted / entertained.
- 6) The shortlisted candidates are required to submit self-attested copies of all the documents pertaining to Age, Qualification, Experience etc. before interview. If any candidate is found ineligible while verifying the documents, he /she shall not be allowed to take up the Interview. The original of all the documents are to be made available for cross verification along with the copies at the time of joining, if selected.
- 7) Canvassing in any form will be treated as disqualification.
- 8) 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.
- 9) 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.
- 10) Company reserves the right for change of locations indicated in the notification.

Date : 12/01/2023
Place: Bengaluru

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General Manager