

Recruitment of Officers and Managers in Cent Bank Home Finance Limited - 2016-17

Last date of Receipt of Application: 24th June 2016

A leading and reputed housing finance co. invites application for recruitment in its various cadres and locations.

About us:

We are a leading Housing Finance co. and subsidiary of Central Bank of India, jointly promoted by HUDCO, UTI & NHB, for more details you can refer our website www.cbhfl.com

AGE, QUALIFICATION & EXPERIENCE (As on 1st June 2016)

Sr. No	Name of Designation	Post Code	Age Limit	Qualification	Experience Required.	Location
1	Officer - Legal	OF-01	29 Years	Law Graduates from recognized university	Candidate should possess Post Qualification experience of minimum 2 Years in a reputed financial services organization/ NBFC/ HFC in mortgage, <i>Candidate having Housing Finance experience will be preferred.</i>	All branch locations.
2	Assistant Manager - Legal	AML-02	34 Years	Law Graduates from recognized university	Candidate should possess Post Qualification experience of minimum 8 Years in a reputed financial services organization/ NBFC/ HFC in mortgage, <i>Candidate having Housing Finance experience will be preferred.</i>	All branch locations.
3	Assistant Manager	AM-03	35 Years	Graduates and Post Graduates from recognized university	Candidate should possess Post Qualification experience of minimum 8 – Years in a reputed NBFC/ HFC/Banks dealing in Home Loan/ Mortgages Loan department.	Registered Office – Bhopal

4	Manager	MA-04	40 Years	Graduates and Post Graduates from recognized university.	Candidate should possess Post Qualification experience of minimum 10 Years in a reputed NBFC/ HFC/Banks dealing in Home Loan/ Mortgages/ Loan department.	All branch locations.
5	Manager - HR	MA-05	40 Years	Two years Full Time PG degree OR PG Diploma in HR/Personnel Management/IR from recognized university.	Candidate should possess Post Qualification experience of Minimum 10 Years in HR Department and exposure to HRD systems, handling recruitment, IR matters and establishment matters etc. in Housing Finance company.	Registered Office – Bhopal

- a.) Relaxation in age criteria for ST/SC/OBC/PWD candidates as per Government guidelines.
- b.) Candidate must be a citizen of India.
- c.) Working knowledge of computers is essential for all the above posts.
- d.) Based upon the interview performance the company reserves the right to raise/modify/relax the eligibility criterion of minimum educational qualification, percentage of marks and desirable post qualification work experience, experience of candidate and knowledge.
- e.) All educational qualifications should be from a recognized Board/ University/ Institution.
- f.) The educational qualification prescribed for the post is minimum requirement for eligibility.
- g.) The post qualification experience should be full time.
- h.) Designation depends on the job assigned to the candidates according to their experience in housing finance.
- i.) Candidates are allowed to apply for one post only. If any candidate has applied for more than one post, Company at its sole discretion will reject such applications. Candidate may be posted any where across India.
- j.) **Government guidelines in respect of Reservation norms shall be followed.**

1. REMUNERATION:

At par with the Industry Standards.

2. JOB DESCRIPTION (Least but not limited to)

Officer/Sr. Officer:

Provide advice, guidance and directions to the company in legal matters and take steps to comply with all legal requirements.

Assistant Manager/ Manager:

The candidate apart from supervising and managing the day to day operations should have the ability to commit and deliver targets, Strong analytical and communication skills. Should be pro active and customer oriented. Business mobilization, sales and recoveries are the major responsibilities etc.

Manager – HR:

Candidates should have experience in HR Department and exposure to complete gamut of HRD, Grievance matters, IR , DAD matters and establishment matters etc..

3. DESIRABLE

Candidates should possess good communication skills, analytical mind, pro-active, creative and have flair for marketing of products and services offered by the company and an aptitude for recovery of advances. Candidates from local areas and having sufficient knowledge of local language will be preferred where CBHFL branches are operating.

4. SELECTION PROCEDURE

The eligible candidates will be called for the personal interviews and the decision of the company in this regard shall be final. Company reserves the right to call candidates for interview depending upon number of posts vacant in that particular grade.

5. SUBMISSION OF THE APPLICATION:

Eligible candidates have to submit the application in the given format (Annexure –A). Last date of submission of the application is 24th June 2016. No application shall be entertained beyond the stipulated date. The application super scribing “Application for the post of _____ Post Code ()” must reach to:

**HRD
Cent Bank Home Finance Limited
Registered Office
Central Bank of India Building
9, Arera Hills
Mother Teresa Road
BHOPAL – 462011.**

7. APPLICATION FEES

A non refundable application fees of Rs.500/- for Un-reserved (General) and Rs.50/- for SC/ST/OBC/PWD candidates payable by way of Demand Draft drawn on any Nationalized /Scheduled Bank favoring “ Cent Bank Home Finance Limited ” payable at Bhopal. The candidate must write his/her full name/post applied for on the reverse of the Demand Draft.

GENERAL INSTRUCTIONS

1. Before filling the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, work experience etc. In case it is observed at any stage of recruitment that a candidate does not fulfill any of the eligibility criteria, and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/ her candidature will be automatically cancelled. If any of the above shortcoming is/are detected even after appointment, his/her services are liable to be terminated without any notice.

2. In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management. The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
3. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for the interview.
4. Candidates serving in Government / Public Sector Undertakings should send their application through proper channel and produce a No Objection Certificate from their present employer at the time of interview in the absence of which their candidature may not be considered.
5. Any resulting dispute out of this advertisement shall be subject to the sole jurisdiction of courts at Bhopal.
6. Appointment of selected candidates will be subject to his/her being declared medically fit, satisfactory reports from his/her previous employer and referees. Further, such appointment shall also be subject to Service and Conduct Rules of the Company.

CANDIDATES THOSE WHO HAVE APPLIED EARLIER NEED NOT APPLY.

***** ** *****

ANNEXURE – A

BIO-DATA CUM ATTESTATION FORM

(THE CANDIDATE SHOULD PROPERLY FILL THE ATTESTATION
FORM WITH HIS / HER OWN HAND WRITING)

Affix recent
passport
size
photograph
duly
Signed.

Post applied for _____

1	Name of the applicant: (BLOCK LETTERS)							
2	Father's name:							
3	Mother's Name:							
4	Occupation / Business of the Father: / Annual Income							
5	Gender (Male / Female/Others):							
6	Date of Birth: Age as on 01.06.2016	DD MM YY <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr></table> Years Months Days <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="width: 40px; height: 20px;"></td><td style="width: 40px; height: 20px;"></td><td style="width: 40px; height: 20px;"></td></tr></table>						
7	Place of Birth:							
8	Place of Domicile:							
9	Present Place of Stay:							
10	Religion:							
11	Category (tick appropriate one and strike off others):	Gen / SC / ST / OBC / Others						
	If you are handicapped, please tick appropriate box:	OC <input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> Percentage of Disability :-						
12	PAN CARD No. & AADHAR CARD NO :-	PAN CARD:- AADHAR CARD:-						
13	Permanent Address:							
14	Address for communication:							
15	Phone : Landline (with STD Code): Mobile No: E-mail ID:							

16	Languages Proficiency: a) b) c)	<u>TO SPEAK</u>	<u>TO READ</u>	<u>TO WRITE</u>

17	Marital Status: (If Married, name of the spouse, occupation & Annual Income)							
18	Educational Qualification:							
	Examination / Course	Discipline	University / Board	Subject	Year of Passing	% of marks	Regular/ Correspondence	
	SSLC / SSC							
	Pre-University / Intermediate							
	Graduation							
	Post-Graduation							
	JAIIB/ CAIIB							
	CA/ ICWA							
19	Other Skill:							
	Computer Knowledge: MS Office (Word , Excel, Computer Typing)	(Tick appropriate) <input type="checkbox"/> YES <input type="checkbox"/> NO						
	Others (Specify):							
20	Extra-curricular activities & certificates obtained, if any							
21	Details of previous experience , Start from present employment							
	From	To	Name of the employer (Also mention the company name if on Third party payroll)	Designation	Nature of appointment	Salary per month		
22	Details of Non-refundable Application Fee: Name of DD issuing Bank: _____ Place of Issue: _____ Date of Issue: _____ Amount _____							

23	Miscellaneous :-			
a	Whether any of your relatives / is / are working in Central Bank or its subsidiaries. If so give full details			
b	What are your strong points / strengths, please mention:-			
c	What are your weak points, if any, please mention:-			
24	Have you been at any time dismissed / removed from service? If yes, provide the details:-	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			
25	<p>Have you ever been arrested by the police, convicted by a Court of law or detained under any State / Central preventive detention laws for any offence? Whether such conviction sustained in the Court of Appeal or set aside by the Appellate Court if appealed against.</p> <p>(Note: if detained, convicted, debarred etc., subsequent to the completion and submission of this form, the details should be communicated immediately to the concerned Department or the authority to whom the Attestation Form has been sent earlier, as the case may be, failing which it will be deemed to be suppression of factual information). If the answer is 'Yes', the full particulars of the conviction, sentences and detention should be given.)</p> <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> <p>If yes, provide the details:-</p>		YES	NO
YES	NO			
26	Name and complete address of two responsible persons of your locality to whom you are known or two references to whom you are known. (Persons shall not be blood relatives).			
	Reference I			
	Reference II			

Other informations:


- Before appearing for the interview applicants are advised to ensure that they fulfill all the criterions with respect to Age, Qualification and Experience as mentioned in our advertisement as on **01.06.2016**. Applicants are requested to please carry all the relevant documents in order to substantiate the details as mentioned by them in the Application Form.
- Candidates belonging to OBC category must bring their OBC (NCL) certificate which should not be issued earlier than **1st June, 2015**.
- In case during any stage of Recruitment it is found that the candidate does not fulfill any of the criterion of the advertisement, his application shall not be considered/may be rejected for further stages of Recruitment.
- Any requests for changing the interview venue/time shall not be entertained.

DECLARATION SHOULD BE SIGNED BY THE CANDIDATE

1. I hereby declare that the statements made in this form are true to the best of my knowledge and belief.
2. I am married / unmarried and have only one wife living (delete which is not applicable).
3. I am fully aware that furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render me unfit for employment
4. I am also fully aware that if it comes to notice at any time during my service that false information has been furnished or that there has been suppression of factual information In the Attestation Form, my services would be liable to be terminated solely on this ground.

Place:

Date:



Right Thumb Impression

Signature of the candidate
