

Recruitment of Officers and Executives in Cent Bank Home Finance Limited- 2011-12
(Published on 15/02/2012)

Last date of Receipt of applications:- 10th March 2012

Company Profile

Cent Bank Home Finance Limited is a Housing Finance Company, with 12 branches spread all over India. Being a subsidiary of Central Bank of India, having 59.50% shareholding, CBHFL is looking for officers and Executives for its Registered Office/Corporate Office, existing branches as well as proposed branches across India under expansion plan of the company, the details of which are as follows:

1. AGE, QUALIFICATION & EXPERIENCE (AS ON 31-12-2011)

Sr. No.	Name of the Post	Post Code	No. of Posts \$	Maximum Age	Qualifications	Experience
1.	Officer	OF-01	22	27 Yrs	<p><u>Essential:</u></p> <p>A Graduate in any discipline from recognized University with minimum 55 percentage of marks.</p> <p><u>Desirable:</u></p> <p>Degree/diploma/certificate course in computer applications.</p>	<p><u>Essential:</u></p> <p>i) Candidate should possess experience of working of at least one year in any Public/Private Sector Bank/Housing Finance Company in Junior Management Cadre.</p> <p>ii) Candidates having Experience in housing</p>

						finance will be preferred.
2.	Sr.Officer	SO-02	15	30 Yrs	<p><u>Essential:</u></p> <p>A Post Graduate in any discipline from recognized University with minimum 55 percentage of marks.</p> <p><u>Desirable:</u></p> <p>Degree/diploma/certificate course in computer applications.</p>	<p><u>Essential:</u></p> <p>i) Candidate should possess experience of working of at least 2 years in any Public/Private Sector Bank/Housing Finance Company in Junior Management cadre.</p> <p>ii) Candidates having Experience in housing finance will be preferred.</p>
3.	Executive	EX-03	15	32 Yrs	<p><u>Essential:</u></p> <p>MBA from recognized University with minimum 60 percentage of marks.</p>	<p><u>Essential:</u></p> <p>i) Candidate should possess experien</p>

					<p><u>Desirable:</u></p> <p>Degree/diploma/certificate course in computer applications.</p>	<p>ce of working of at least 3 years in any Public/Private Sector Bank/Housing Finance Company in Junior/Middle Management cadre.</p> <p>ii) Candidates having Experience in housing finance will be preferred.</p>
4.	Sr.Executive	SE-04	13	35 Yrs	<p><u>Essential:</u></p> <p>MBA/Any Professional degree holder from recognized University with minimum 60 percentage of marks.</p> <p><u>Desirable:</u></p> <p>Degree/diploma course in computer applications.</p>	<p><u>Essential:</u></p> <p>i) Candidate should possess experience of working of at least 5 years in any Public/Private Sector Bank/Housing</p>

						<p>Finance Company in Middle Management cadre.</p> <p>ii) Candidates having Experience in housing finance will be preferred.</p>
5.	Sr.Executive (Specialist – IT)	SEIT-05	1	35 Yrs	<p>Essential:</p> <p>MCA/BE/B-Tech/M.sc (Computer Science)/Any Professional degree holder in IT from recognized University with minimum 60 percentage of marks.</p>	<p>Essential:</p> <p>i) Candidate should possess experience of working of at least 5 year in any Public/Private Sector Bank/Housing Finance Company in Middle Management cadre.</p> <p>ii) Experience should be of handling</p>

						IT projects on Core Banking platform iii) Candidates having Experience of handling or involved in process of implementation of centralized solution in respect of housing loan modules will be preferred.
6.	Sr.Executive (Specialist – HR)	SEHR-06	1	35 Yrs	<p>Essential:</p> <p>MBA/MSW with specialization in Personnel Management/Human Resource Management from recognized University with minimum 60 percentage of marks.</p> <p>Desirable:</p>	<p>Essential:</p> <p>i) Candidate should possess experience of working of at least 5 years in any Public/P</p>

					Degree/diploma course in computer applications.	private Sector Bank/Home Finance Company in Human Resource department, in Middle Management Cadre. ii) Handling HRMS independently or through team will be given added advantage. iii) Candidates having Experience in housing finance will be preferred.
--	--	--	--	--	---	---

\$ - a) The total no. of vacancies mentioned above are provisional and may vary depending upon actual requirement of the company. Cent Bank Home Finance Reserves the right to draw wait list of candidates and consider such wait listed candidate(s) for meeting actual requirement.

b) Three years relaxation in Age criteria for ST/SC/OBC/PWD Candidates.

c) 5% relaxation in minimum percentage of marks for ST/SC/OBC/PWD candidates.

d) Candidate must be a citizen of India.

e) Working knowledge of computers is essential for all the above posts.

- f) The Company reserves the right to raise/modify/relax the eligibility criteria in minimum educational qualification, percentage of marks and desirable post qualification work experience depending upon the response, experience of candidate and knowledge.
 - g) All educational qualification should be from a recognized Board/University/Institute. The educational qualification prescribed for the post is minimum requirement for eligibility.
 - h) The post qualification experience should be full time.
 - i) Candidate should ensure that he/she fulfills the eligibility criteria for the post applied.
 - j) Candidates are allowed to apply for only one post. Company at its sole discretion accept or reject application, if any candidate has applied for more than one post.
 - k) Candidates may be posted any where across India.
- l) GOVT Guidelines in respect of Reservation shall be followed.**

2. Remuneration:

At par with the Industry Standards.

3. Job Description (Least but not limited to)#

Officer:-

The official will be responsible for managing the pre-post sanction activities. Key responsibilities include managing of queries related to loan & deposit, accounting, collection, managing customer service and vendors etc.,

Sr.Officer:-

The official will be responsible to oversee the branch day to day operations. Co-ordinate with the RO/Branches for credit monitoring, mobilization of loan proposals and deposits. Management of collections, accounting operations, etc.,

Executive:-

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

Sr.Executive:-

Apart from managing day to day activities and achieving targets in respect of business mobilization and recoveries, the key responsibilities also includes liaisoning with Govt. Departments, statutory compliances etc.

Note:- The above mentioned are the key responsibilities if the officer is posted at Branch level. The delegation of key responsibilities will depend at Top Management if posted at Registered office of the company.

Sr.Executive (IT):-

To manage the entire IT operations of the company including implementation of new software. Any matter related to IT/Systems.

Sr.Executive (HR):-

To manage the entire HR operations of the company.

Or as may be delegated by the Management from time to time.

4. Desirable:

Candidates should possess good communication skills, analytical mind, be 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.

5. Selection procedure:

The eligible candidates will be called for the personal interviews and the decision of the company in this regard shall be final.

6. Submission of the application:

Eligible candidates have to submit the application in the given format (Annexure-I) . Last date of submission of the application will be 10th March 2012. No applications shall be entertained beyond the stipulated date. The application superscribing “Application for the post of _____ Post Code ()” must reach to:

General Manager
Cent Bank Home Finance Limited,
2nd Floor, Central Bank of India Building,
9, Arera Hills Jail Road,
Bhopal

7. Application fees:

Application fees is Rs.400/- for Un-reserved and Rs.50/- for SC/ST/OBC/PWD candidates payable by way of Demand Draft drawn on any Nationalized /Scheduled Bank favouring “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.

8. 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(s) 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(including Banks) should send their application through proper channel and produce a "No Objection Certificate from their 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 Organization.

Annexure-I

APPLICATION FOR THE POST OF OFFICERS AND EXECUTIVES
IN CENT BANK HOME FINANCE LIMITED

To,
General Manager,
Cent Bank Home Finance Limited,
Registered Office,
2nd Floor,
Central Bank of India Building,
9, Arera Hills,
BHOPAL - 462 011.

Past Passport Size
Photograph

Please sign across
the Photograph

With reference to your advertisement on Company's website/News
Paper dated _____, I submit my application in prescribed
format.

Post applied for _____ **Post Code().**

1. NAME (in full) : _____

2. ADDRESS FOR CORRESPONDENCE :

3. CATEGORY : GEN / SC / ST / OBC

4. IF PERSON WITH DISABILITY : YES / NO

TYPE OF DISABILITY : _____ Percentage of Disability

5. DATE OF BIRTH (As per School Leaving Certificate)
Age in completed years as on 31-12-2011 : _____

D	D	M	M	Y	Y

6. Details of Non-refundable Application Fee :

Name of DD issuing Bank :

Place of Issue : _____ Date of Issue : _____ Amount :
` _____

7. Contact Details :

MOBILE No. _____ LANDLINE

No. _____

E-MAIL ID :

8. GENDER : Male / Female

9. NATIONALITY : _____

10. RELIGION : _____

11. MARTIAL STATUS : _____

12. FATHER's/HUSBAND/s NAME :

13. PERMANENT ADDRESS :

14. EDUCATION QUALIFICATION :

Qualification	Board/University	Year of Passing	%age of Marks	Subject

15. EXPERIENCE

S. No.	Name of Company	Designation	Duration	Responsibilities	Achievements

16. DETAILS OF PRESENT EMPLOYMENT and ASSIGNMENT :

(a) Organisation :

(b) Full Address :

(c) Position :

(d) Reporting to :

(e) Assignment :

17. Present Responsibility :

—

—

-

18. Name and addresses of two references :

1) _____

2) _____

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment for the said post is liable to be cancelled/terminated at any stage and if appointed, my service are liable to be terminated. I am willing to serve anywhere in India. I agree that Company has right to transfer me to any part of the country at its discretion.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Bhopal and Courts/tribunals/Forums at Bhopal undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Company's website dated _____.

(Signature of applicant)

Place : _____ Date : _____

Enclosures :

- 1.
- 2.
- 3.
- 4.