

Recruitment of Officers and Executives in Cent Bank Home Finance Limited -2015-16

Last date of Receipt of Application: 6th November, 2015

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, SUUTI & NHB, for more details you can refer our website www.cbhfl.com

AGE, QUALIFICATION & EXPERIENCE (As on 30.09.2015)

S. N	Name of Designation	Post Code	Age Limit	Qualification	Experience Required.	Location
1	Officer	OF-01	27 Yrs	Qualified Chartered Accountants/Company Secretary	Experience of upto 2 Years.	All branch locations.

- a.) Government guidelines shall be observed for relaxation in age criteria for ST/SC/OBC/PWD candidates.
- b.) Candidate must be a citizen of India.
- c.) Working knowledge of computers is essential.
- 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.) **Government guidelines in respect of Reservation norms shall be followed.**

2. REMUNERATION:

At par with the Industry Standards.

1. 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 and deposit, accounting, credit underwriting , Credit management & collection, managing customer service and vendors etc.

2. 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.

3. SELECTION PROCEDURE

The eligible candidates will be called for group Discussion followed by 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.

4. SUBMISSION OF THE APPLICATION:

Eligible candidates have to submit the application in the given format (Annexure –I) **(Kindly type this form and submit)**. Last date of submission of the application will be. No application shall be entertained beyond the stipulated date. The application super scribing “Application for the post of _____ Post Code ()” must reach to:

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

5. APPLICATION FEE

A non refundable application fees of Rs.500/- for Un-reserved (General) and Rs.50/- for SC/ST/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.

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. *Incomplete Applications shall not be entertained and may be liable for rejection.*

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.

Candidates serving in Government / Public Sector Undertaking (including Banks) 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.

4. Any resulting dispute out of this advertisement shall be subject to the sole jurisdiction of courts at Bhopal.
5. 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.

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

HRO
Cent Bank Home Finance Limited
Registered Office
Central Bank of India Building
9, Arera Hills
Mother Teresa Road
BHOPAL - 462011

Past Passport Size Photograph Please sign across the Photograph
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With reference to your advertisement on Company's website dated _____, I submit my application in prescribed format.

Post applied for _____.

1. **NAME (CAPITAL ONLY) :**

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)**

D	D	M	M	Y	Y

Age in completed years as on 30/09/2015 : _____

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. MARITAL 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	From DATE OF JOINING	To DATE OF RELIEVING	Duration	Key Responsibilities	Achievements

16. DETAILS OF PRESENT EMPLOYMENT and ASSIGNMENT :

(a) Organisation :

(b) Full Address :

Experience of working : From _____ to

(c) Position :

(d) Reporting to :

(e) Assignment :

17. Present Responsibility :

18. Name and addresses of two references :

1)

2)

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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 ..5th November,2015.

(SIGNATURE OF APPLICANT)

Place : _____ Date : _____

Enclosures :

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