

Recruitment of Company Secretary & IT Manager **in Cent Bank Home Finance Limited - 2016-17**

Last date of Receipt of Application:17th March,2016

A leading and reputed housing finance co. invites application for recruitment of Company Secretary & Manager IT at Bhopal

About Us

We are a leading Housing Finance company 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 31.12.2015)

S.N	Name of Designation	Post Code	Age Limit	Qualification	Experience Required.	Location
1	Company Secretary	CS-01	40Yrs	Member of Institute of Company Secretaries of India(ICSI)	Candidate should possess post qualification experience of minimum 7 Years in a reputed financial services organization/ Exposure in real Estates, <i>Candidate having Housing Finance related experience will be preferred.For Job Description pl refer 3(a)</i>	Bhopal.
2	Manager IT	ITM-02	35 Yrs	Masters/ Bachelors Degree in Computer science / information technology B. Tech (IT) / Master of Computer Application (Pref) or M Sc Computer Science	<ul style="list-style-type: none"> · Minimum 6 years of experience in IT security. · Good Experience in Windows OS (2007/ Windows 7 and Windows 8) · Possesses knowledge in LAN and WAN technologies. · Recommendation and trouble shooting for any complex operation issue. · Documenting work and providing both written and verbal communication. · Problem solving and 	Bhopal.

					<p>conflict resolution <i>Candidate having Housing Finance related experience will be preferred. For detailed Job Description pl refer 3(b)</i></p>	
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- a.) Three years 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 for the Company Secretary.
- 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 wherever applicable.**

2. REMUNERATION:

At par with the Industry Standards.

3.JOB DESCRIPTION (Least but not limited to)

3(a)Company Secretary

Company Secretary will be an HOD and responsible for Company Secretariat matters and will report to the Managing Director. The functions includes:

- To conduct Board, Committee & General Meetings and implement the decisions taken by the Board/Committee/Members.
- To ensure compliance with Corporate Governance issues and compliance requirements prescribed under the Companies Act, NHB directions and any other applicable Act/rules/regulations/ guidelines.
- Issue of Bonds/Shares under Preferential/Rights/Private placements and Liaison with Registrar of Companies, NHB, SEBI, RBI and other Government Bodies.
- Maintenance of Statutory Records and Registers
- To ensure proper control, review and feedback, analyze various business proposals/deals including acquisitions, mergers, takeovers, joint ventures in the legal context. Participate in drafting of Agreements and ensuring all compliances including legal due diligence.
- To provide legal input and advice on implementation of various policies and rules, etc.
- To advise Management appropriately on legal agreements and contracts, whenever required by coordinating and maintaining good relations with various internal and external bodies, including

statutory authorities, Government Agencies, etc. Supervise the process of managing activities related to any legal cases of the Company.

3(b)Manager IT

- a) Good domain knowledge of Financial Services or Retail Banking .
- b) Co-ordinate with Vendors for managing support systems and IT hardware of the CBHFL (network devices, desk tops, E Mail System, Web site and Application)
- c) Preparation and Evaluation of RFPs for IT Department.
- d) Conduct training to the end users (Branch operation team) at frequent intervals.
- e) Prepare incident /defect/ system gaps reports to Senior management at regular intervals.
- f) Co-ordination with branches for daily operation on Application .

4. DESIRABLE

Candidates should possess good communication and analytical skills.

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. Company reserves the right to call candidates for interview depending upon number of posts vacant in that particular grade.

6. 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

7. APPLICATION FEE

A non refundable application fees of Rs.500/- for Un-reserved (General) and Rs.100/- 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.*

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.

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.

2. 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.

3. Any resulting dispute out of this advertisement shall be subject to the sole jurisdiction of courts at Bhopal.
4. 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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Annexure-A

APPLICATION FOR THE POST OF COMPANY SECRETARY & IT MANAGER **IN CENT BANK HOME FINANCE LIMITED**

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

Past Passport Size
Photograph

Please sign across the
Photograph

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)**

Age in completed years as on 01/___/2016 : _____

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	Duration	Key Responsibilities	Payroll Partner

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)

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 17th March,2016..

(SIGNATURE OF APPLICANT)

Place : _____ Date : _____

Enclosures :

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