



CANBANK FACTORS LTD.

(A Subsidiary of Canara Bank)

Reg. Office: #67/1, Kanakapura Main Road (Near Lalbagh West Gate)

Basavanagudi, Bengaluru - 560 004.

Tel No: 080-22420237, 38, 39 Fax: 080-22420240, CIN: U85110KA1991PLC011960

E-mail: canfact.bgl@canbankfactors.com Website: www.canbankfactors.com

Applications are invited from Indian Citizen for post of CFO cum Company Secretary on contract basis in Canbank Factors Ltd.

Sl no	Parameter	Description
1.	Application	<p>Candidates can download the application form from Company Website WWW.CANBANKFACTORS.COM. Application form to be Properly filled up duly filling up all the columns and duly signed by the candidates himself/ herself along with applicable Demand Draft (refer point no 3 below) towards fee to be submitted in the following address :</p> <p>The Senior Executive Vice President Canbank Factors Ltd No 67/1, Kanakapura Main Road (Near Lalbagh West Gate) Basavanagudi BENGALURU - 560 004</p> <p>Simultaneously the signed copy of the application to be sent to following mail id "recruitment@canbankfactors.com Please note that submission of the hard copy of the application by Post/courier is mandatory.</p>
2.	Vacancy	<p>Vacancy: 1 post</p> <p>The decision of Management will be final in calling for interview/ Selection/ Posting of Candidates. Out of the present selection, Company at its sole discretion may maintain a waiting list from the present recruitment till 31.12.2023 for any future exigencies.</p> <p>Place of posting is in Registered Office, Bangalore. The candidate should be ready to move to any places in India as and when directed by the Competent Authority.</p>
3.	Fee	<p>DD Rs 250/-</p> <p>DD is to be drawn favoring "Canbank Factors Ltd" drawn on Bengaluru.</p>
4.	Last Date of receipt of application	<p>Duly filled in applications should reach our Registered Office, Bengaluru at the above mentioned address, on or before 12.06.2023 by 5.30 P M, duly super scribing "Application for the post of CFO cum Company Secretary on contract basis" on the envelope / cover and application received after the above date/time will not be accepted/entertained.</p>
5.	Interview	<p>The company reserves the right to shortlist a requisite number of candidates based on the academic track record of the candidate, experience, and suitability of the candidates, as decided by the company and only those shortlisted candidates will be called for interview or for any process as decided by the Company. The Company reserves the right to reject any/all applications or cancel the vacancy without</p>



		<p>assigning any reason whatsoever.</p> <p>The decision of CBFL in all matters regarding the eligibility of the candidate, screening of the application, calling for interview, documents to be produced for the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.</p> <p>Interview will be held at our Registered Office, Bengaluru. Interview letter/Mail will be sent only for the short listed candidates.</p>
6.	Contract period	<p>The appointment of the Contract Appointee will be purely contractual in nature for a period of three (3) years to be reviewed at the end of each year, depending on the performance and suitability of the Contract Appointee. A quarterly performance appraisal of the contract appointee shall be reviewed by the Competent Authority to assess his/ her performance and suitability in order to continue his/ her service in the Company as a contract appointee. The Company shall have the option to renew or not to renew the contract of service at the time of expiry of the contract period/extended period of the contract. Employee may terminate the agreement by giving Three month's notice in writing. The Company reserves the right to terminate the services of the contract employee who fail to show satisfactory performance or even without any reasons by giving one month's notice in writing.</p>
7.	Salary & emoluments	<p>Rs.60,000/- per month.</p> <p>The above consolidated pay shall remain unchanged for the entire one year.</p> <p>In addition to the above:</p> <p>Reimbursement of house rent/HRA as applicable as per company guidelines</p> <p>Conveyance: Petrol reimbursement 45 litre/month/ as per company guidelines</p> <p>Newspaper reimbursement: Presently Rs.270/- per quarter.</p> <p>Tea/coffee-Rs 300/-pm</p> <p>Mobile expenses reimbursement-Rs 399/-pm</p> <p>Medical reimbursement-Rs 7500/- per year as per company guidelines</p> <p>Inclusion under group mediclaim policy of the company as per Company guidelines</p> <p>PF & Gratuity as per guidelines.</p>
8	Other Benefits	<p>Two (2) days casual leave for every completed month of service which can be accumulated and availed within the period of one year. Out of the above, not more than 04 days leave can be taken at a time. However, if his/her absence exceeds eligible leave, proportionate amount shall be deducted for each day of his/her absence over and above the permissible leave from the consolidated payment. The accumulated leave will not be encashable.</p> <p>Considering the nature of key position there may be unavailed casual leave balance to the employee. Hence, the unavailed casual leave balance available at the end of the contract period can be carry forward to the next year if the contract is renewed/continued. The carried forward casual leave has to be availed within 1 year.</p>
9	Classification of employees, Applicability of Rules and Regulations and other	<p>The employee shall be classified as "Employees on Contract" as specified in CANBANK FACTORS LIMITED STAFF RULES of 1994.</p> <p>The designation of the Candidates shall be '<i>CFO Cum Company Secretary on Contract basis.</i>' Company Staff rules with regard to the "Code of Conduct, Disciplinary Procedure, Appeal, and Review" and the</p>

	administrative guidelines	"Staff Accountability Policy" shall be applicable to the employees on a contract basis also.
10.	Other Conditions	<ol style="list-style-type: none"> 1) This recruitment is being made in M/s Canbank Factors Ltd, a Company registered under Companies Act, 1956/2013 and the appointee shall have no lien or claim with Canara Bank or any of its other Subsidiaries / Holding companies whatsoever. 2) The Interview center shall be BENGALURU. The candidate shall attend the interview at his/her own cost. 3) The job is transferable anywhere in India to any of our branches. The selected candidates will be posted anywhere in India, depending on the requirement of the Company. 4) The Company (CBFL) reserves the right to call for interview only the requisite number of candidates based on the screening of applications 5) Incomplete applications received, applications received after the due date will be summarily rejected and the fee will be forfeited. 6) Applications once made will not be allowed to be withdrawn and fee once paid will not be refunded under any circumstances. 7) Candidates should not furnish any particulars that are false/tampered/fabricated. Suppression of any material information while submitting the application or impersonating or misbehaving or resorting to improper means during the interview shall be liable to criminal prosecution besides disqualification from the selection process. 8) Decision of CBFL in all matters regarding eligibility of the candidate, screening of the application, calling for interview, documents to be produced for conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. 9) CBFL reserves the right to stall, cancel the recruitment partially / fully at any stage at its discretion without assigning any reason and this decision shall be binding on the candidate. No correspondence or personal enquiries shall be entertained by the company. 10) The candidates called for interview shall submit all the original documents pertaining to age, qualification, experience, Computer Proficiency etc., at the time of interview for verification. Any candidate found ineligible at this stage shall not be allowed to participate in the interview. 11) Appointment of selected candidate is subject to his / her being declared medically fit and certificate in original shall be submitted from medical authority as prescribed by the company. 12) Either party may terminate the contract by giving notice in writing during the contract period. From Employee side: Three months' notice/three months' compensation From Employer side: One month notice/one month compensation The Company reserves the right to terminate the services of the contract appointee who fail to show satisfactory performance or even without any reasons by giving one month's notice at any time during the period of contract. 13) Candidates should write his/her name on the reverse of the Demand Draft sent along with the application. 14) The Company (CBFL) will not be responsible for any loss of application in transit or for non-receipt of application at our end

		<p>or any postal/ delivery delay. Applications received after 12.06.2023 will not be accepted even if the delay is due to reasons beyond control of the candidates.</p> <p>15) The Company reserves its right to change the date/ schedule of interview center/ No. of candidates to be selected after interview at its sole discretion. However, changes if any will be published in our website.</p> <p>16) At the time of interview if called, the Candidates shall produce No Objection Certificate from the current employer if the candidate is working. Upon selection, the candidate should submit "Relieving Letter" from his/her previous employer at the time of joining our company.</p> <p>17) Canvassing in any form will be treated as disqualification.</p> <p>18) The Company will not be responsible for applications being rejected/ not shortlisted for interview.</p> <p>19) Company reserves the right to shortlist requisite number of candidates based on the academic track record of the candidate, experience and suitability of the candidates, as decided by the company and only those shortlisted candidates will be called for interview or for any process as decided by the Company. The Company reserve the right to reject any/all applications without assigning any reason whatsoever.</p> <p>20) The names of candidates shortlisted for the interview for the vacancies will be published in our website along with the details of venue/date/time of interview. All candidates are advised to refer our website for all types of communication/ information on interview/ appointment etc.) Candidates who are not shortlisted for interview will not be intimated separately.</p> <p>21) Candidates are advised to refer our Website (www.canbankfactors.com) in respect to Date/ Venue of Interview/ any other communications/ information.</p> <p>22) Any dispute arising out of this advertisement/ recruitment shall be subject to the sole jurisdiction of the Courts situated in Bengaluru.</p> <p>23) Payment of application fee/intimation charges by any other mode/means will not be accepted. Apart from application, photo and Demand Draft, the candidate should not send any other documents like resume, conduct certificate, xerox copies of marks list/certificate, earlier appointment letters etc. The application along with DD shall be sent through Ordinary Post/ Courier. Online application/ application through e mail will not be entertained and will be rejected.</p> <p>The Company reserves the right to carry out operational modifications/changes with regard to recruitment.</p>
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Eligibility Criteria (Qualification, Age, Experience etc) as on 30.04.2023.

CFO cum Company

Secretary:

Qualification	He/ She must be qualified Company Secretary and Member Of the Institute of Company Secretaries of India. Preference will be given to the candidate with additional qualification of CA/ ICWA/Degree in Law
Age as on 30.04.2023	Should not exceed 40 years. Relaxation in the upper age limit of 5 years for SC/ST candidates and 3 years for OBC candidates
Experience	A minimum 2-3 years post qualification experience in Public Sector Undertaking or Reputed Private / NBFCs is desirable. The candidate should have strong communication skills (written & oral). Should have complete knowledge & experience of working in secretarial department dealing with board matters company law affairs, industrial legislation. Adequate knowledge of statutory laws, labour laws, Tax laws, Companies Act, DPE guidelines & corporate governance is essential.

**Senior Executive Vice President
Canbank Factors Ltd**

