

# **Recruitment of Chief Finance Officer (CFO) in Cent Bank Home Finance Limited -2014-15**

**Last date of Receipt of Application: 21.12.2014**

A leading and reputed housing finance co. invites application for recruitment of Chief Finance Officer at its Registered Office, Bhopal.

## **About Us**

We are a leading Housing Finance co. and subsidiary of Central Bank of India, jointly promoted by NHB, HUDCO & SUUTI, for providing long term housing finance for construction /purchase of residential houses/flats, Top-up Loan, Mortgage Loan, Loan Against Property and Loan for Purchase of Commercial Property. The Company has 18 Branches all over India.

## **How to Apply**

- You are required to fill the application form along with a Demand Draft (DD) worth Rs. 1000/- for General category and Rs. 50/- for SC/ST/OBC/PWD category in favour of Cent Bank Home Finance Limited and submit the application to our Registered Office at Central Bank of India Building, 9 Arera Hills, Mother Teresa Road, Bhopal 462011. On or before **21.12.14**, the application form is attached at the end of this advertisement.
- Please note that this application fee is non refundable.
- You must write your name and designation applied for, on the reverse side of DD.
- You must paste your latest colour passport size photograph and sign across it.
- Applications received after expiry of application date will not be considered for recruitment.

## **1. Job Description (Least but not limited to)**

### **JOB DESCRIPTION**

<b>Position title :</b>	<b>Chief Finance Officer (CFO)</b>
<b>Age:</b>	<b>The applicant should be between 35-50 years of age.</b>
<b>Location :</b>	<b>Bhopal</b>
<b>Reporting Authority :</b>	<b>Managing Director</b>

Experience	Minimum 10 years(post qualification) experience in overseeing financial operations including accounting and taxation matters in a medium/large financial firm, of which at least five years should have been in Senior Management positions (Deputy General Manager or equivalent or above). Prior experience as CFO in a financial firm would be desirable.
Job Responsibilities	Financial Planning and Strategy, Accounting & Taxation, Managing Profitability, Strategic Planning, Vision, Quality Management, Promoting Process Improvement, Forecasting, Corporate Finance, Financial Skills, Dealing with Complexity, Developing Budget, monitoring and control.
Qualification:	A CA with minimum 10 years of post qualification experience with medium/big size organizations.
Selection Procedure	Selection will be done through interview only by Interview Committee appointed by the Board
Remuneration	Remuneration will be on CTC basis and commensurate with deliverables and present drawings

## **2. 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 vacancy.

## **3. SUBMISSION OF THE APPLICATION:**

Eligible candidates have to submit the application in the given format (Annexure –A). Last date of submission of the application will be **21.12.14**. No application shall be entertained beyond the stipulated date. The application super scribing “Application for the post of \_\_\_\_\_ must reach to:

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

## **4. APPLICATION FEE**

A non refundable application fee for Rs.1,000/- 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 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 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. Candidate must be a citizen of India.
3. Government guidelines in respect of Reservation norms shall be followed.
4. 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.
5. Mere submission of application against the advertisement and apparently fulfilling the criterion 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.

6. Any resulting dispute out of this advertisement shall be subject to the sole jurisdiction of courts at Bhopal.
7. 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 CHIEF FINANCE OFFICER** **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**

Paste 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** \_\_\_\_\_.

**(TO BE FILLED IN CAPITAL LETTERS ONLY)**

1. NAME :

\_\_\_\_\_  
\_\_\_\_\_

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 01/04/2014: \_\_\_Yr. & \_\_\_Months.

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 :

\_\_\_\_\_ DD No. \_\_\_\_\_

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 :

\_\_\_\_\_

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14. EDUCATIONAL QUALIFIACATIONS :

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

15. EXPERIENCE : Total Experience \_\_\_\_\_ YY \_\_\_\_\_ MM

S. No.	Name of Company	Designation	Duration (In Years & Months)	Key Responsibilities	Achievements

16. DETAILS OF PRESENT EMPLOYMENT and ASSIGNMENTS :

(a) Organisation :

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(b) Full Address :

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\_\_\_\_\_  
\_\_\_\_\_  
Experience of working : From \_\_\_\_\_ to

(c) Position :

\_\_\_\_\_  
\_\_\_\_\_

(d) Reporting to :

\_\_\_\_\_  
\_\_\_\_\_

(e) Assignment :

\_\_\_\_\_  
\_\_\_\_\_

17. Present Responsibility :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 **21.12.14**

**(SIGNATURE OF APPLICANT)**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Enclosures :

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