

RECRUITMENT OF OFFICER (ASSISTANT SYSTEM ADMIN) AND MANAGER- SYSTEM ADMIN

Can Fin Homes Ltd., a leading Housing Finance Company (Sponsored by Canara Bank) having 180 branches and 14 Satellite Offices spread across various locations in the Country, invites applications from eligible candidates for the posts of :

- 1) Officers (Assistant System Administrator) and
- 2) Manager (System Administrator)

Candidates can apply only ON-LINE by clicking on the link <http://www.canfinhomes.com/job>

Candidates are advised to read the advertisement carefully and ensure their eligibility before submitting the online application.

Age, Eligibility Criteria & other details as on 01/09/2019

The age, educational qualification & eligibility criteria shall be reckoned as on 01/09/19 and there is no relaxation for age & qualification.

Posts	No of vacancies	Age (Min)	Age (Max.)
Officer (Assistant System Administrator)	01	24 years	27 years
Manager (System Administrator)	01	28 years	35 years

- The candidate applying for the post of Officer must have attained the age of 24 years and must not have attained the age of 27 years as on 01/09/2019.
- The candidate applying for the post of Manager must have attained the age of 28 years and must not have attained the age of 35 years as on 01/09/2019.

Qualification & work experience for the post of Officer.

Position : Officer (on probation)

Qualification: Minimum 60% or Equivalent Grade in 4 years B.E. / B. Tech Degree in Computer Science/ IT / Electronics & Communication Engineering OR M .Tech in Computer Science/ IT / Electronics & Communication Engineering and should possess a valid OS certification like Red Hat Certified Engineer (RHCE)/ Microsoft Certified solutions Associate (MCSA) or equivalent.

Job Profile :

1. Strong trouble shooting skills in Windows Server and Linux server administration.
2. Experience with virtualization technologies such as VM Ware, KVM, Hyper V etc.
3. Windows cluster implementation and administration, configuration and maintenance.
4. Should have experience in DNS, DHCP, NTP, SMTP, SNMP, SSH, FTP, Active Directory.
5. Working knowledge of back up strategy and experience of large data backups.
6. Should have experience in managing antivirus server, email server.
- 7.To effectively perform duties on Policy Planning, Strategic Planning, Information Security Auditing , Information Security Management.
- 8.Hands on experience on techniques like risk assessment, security architecture, vulnerability assessment, forensic assessment
- 9.Strong technical capabilities in multiple security solution areas such as firewalls, IDS/IPS, Load Balancers, SIEM, Vulnerability Management etc.
- 10.Ensure firewall services and systems are always available and reliable.
11. Maintenance, Monitoring and Management of Software and Hardware.
12. Drive a project assigned as a project manager
13. Applying patches across related IT infrastructure
- 14.Deep understanding of AAA, TACACS+ and Radius protocols
- 15.Participates in network infrastructure security audit activities and provides evidence as required.
16. Should have experience in Virtualization and HCI.
17. Researches new technology and evaluates viability to meet business requirements and goals.
18. Maintenance and administration of Servers and Operating Systems e.g. Windows, Linux, Unix.
19. Liason with various service provider and get the projects implemented.
20. Monitor, track and ensure various project implementations with in timeline.
21. Follow all the internal processes, make documentations and keep the records upto date.
22. Implement various technology initiatives and application software's with related hardwares.
23. Should have ability to work under pressure and should be able to handle multiple tasks simultaneously.

24. Should be willing to work in shifts as per project requirements.
25. Any other work entrusted by the Company from time to

Work Experience: Minimum 3+ years experience in Banking Financial Services & Insurance (BFSI) / Government/ Reputed Private Organizations with relevant field experience.

Post	Scale & Emoluments
Officer	Rs.17850 – 875/10 – 26600 – 1050/2 – 28700 – 1200/5 – 34700 Gross pay : Rs.37913/- Overall Annual gross emoluments : Rs. 6.50 lakhs

Qualification & work experience for the post of Manager.

Position : Manager (on probation)

Qualification: Minimum 5 + years’ experience in BFSI/Govt/ Reputed Private Organization in the relevant field

Job Profile :

1. Strong trouble shooting skills in Windows Server and Linux server administration.
2. Experience with virtualization technologies such as VM Ware, KVM, Hyper V etc.
3. Windows cluster implementation and administration, configuration and maintenance.
4. Should have experience in DNS, DHCP, NTP, SMTP, SNMP, SSH, FTP, Active Directory.
5. Working knowledge of back up strategy and experience of large data backups.
6. Should have experience in managing antivirus server, email server.
- 7.To effectively perform duties on Policy Planning, Strategic Planning, Information Security Auditing , Information Security Management.
- 8.Hands on experience on techniques like risk assessment, security architecture, vulnerability assessment, forensic assessment
- 9.Strong technical capabilities in multiple security solution areas such as firewalls, IDS/IPS, Load Balancers, SIEM, Vulnerability Management etc.
- 10.Ensure firewall services and systems are always available and reliable.
11. Maintenance, Monitoring and Management of Software and Hardware.
12. Drive a project assigned as a project manager
13. Applying patches across related IT infrastructure
- 14.Deep understanding of AAA, TACACS+ and Radius protocols
- 15.Participates in network infrastructure security audit activities and provides evidence as required.
16. Should have experience in Virtualization and HCI.
17. Researches new technology and evaluates viability to meet business requirements and goals.
18. Maintenance and administration of Servers and Operating Systems e.g. Windows, Linux, Unix.
19. Liason with various service provider and get the projects implemented.
20. Monitor, track and ensure various project implementations with in timeline.
21. Follow all the internal processes, make documentations and keep the records upto date.
22. Implement various technology initiatives and application software’s with related hardwares.
23. Should have ability to work under pressure and should be able to handle multiple tasks simultaneously.
24. Should be willing to work in shifts as per project requirements.
25. Any other work entrusted by the Company from time to time.

Work Experience Minimum 5+ years experience in Banking Financial Services & Insurance / Government / Reputed Private Organizations with relevant field experience.

Salary & Emoluments :

Post	Scale & Emoluments
Manager	Rs.28000 – 1050/1 – 29050 – 1200/12 – 43450 Gross Pay : Rs.59,172/- Overall Annual gross emoluments: Rs. 10.60 lakhs.

The Gross emoluments include Mobile, Business Development expenses, medical benefits, Leave Fare Concession etc. Perquisites like Quarters, concessional staff housing loan etc. as per norms / rules of the company.

PROBATION & SERVICE BOND

- A) The selected candidates in the cadre of “Officer & Senior Manager” will be on probation for a period one year from the date of joining which, if required, may be extended to another one year at the sole discretion of the company. On satisfactory completion of probation, services will be confirmed as per CFHL Staff Service Regulations, amended from time to time.

- B) The candidates applying for the above posts are advised to note that if selected, they will be required to execute a "Service Bond" of "Rs. 1 lakh for Officer post" and "Rs.2 lakhs for Manager post " with a surety for serving the Company at least for a period of 2 years of active service in case of Officer and 3 years of active service in case of Senior Manager. In the event of his /her resignation from the post before this period, the Officer /Senior Manager will be required to refund the bond amount to the Company.

PAYMENT OF FEE :

Application fees of Rs.100/- to be remitted through online transfer / Internet banking/ NEFT/RTGS to the credit of CAN FIN HOMES LTD Current Account No. 0684201001486 , Canara Bank, Lalbagh West branch, Bangalore IFSC Code -CNRB0000684 only and mention the details of UTR No under Transaction ID column and fees paid will be not be refunded.

SUBMISSION OF ONLINE APPLICATION:

Candidates are requested to read the contents of the advertisement and ensure their eligibility before applying.

The eligible candidates are required to apply ON-LINE through company's website www.canfinhomes.com clicking on the link. The link for registration of application is

<http://www.canfinhomes.com/job>

The guidelines for filling on-line application are as follows:

- All candidates should have a valid mobile number / personal mail ID for login.
- Candidates are required to upload their photograph and signature.
- An online application, which is incomplete in any respect such as without proper passport size photograph, counterfoil and signature, uploaded in the online application form/unsuccessful fee payment will not be considered as valid.
- Candidates should carefully fill in the details in the On-line application at the appropriate places and once the application is filled in completely, candidate should click on the "SUBMIT" button; candidates are advised to verify every field filled in the application.
- Candidates will get acknowledgement for having submitted the application.
- The registered e-mail id should be kept functional till completion of this recruitment. All communications will be sent to the candidates to this e-mail id only. After completion of on-line registration, take system generated print-out of Registered On-line Application and the same has to be submitted at the time of interview along with other documents / certificates.

Candidates need not send any print out of Application documents at this stage. However, if shortlisted for interview, candidates will have to submit the print out of application along with other documents / certificates at the time of interview. Last Date: Application should be submitted on or before **20th September 2019 by 5 PM.**

Candidates are once again requested to read the contents of the advertisement and ensure their eligibility before applying.

After completion of on-line registration, take system generated print-out of Registered On-line application for submission of the same at the time of interview along with other documents / certificates.

Candidates need not send any print out of Application, documents, etc. by post or other means. However, if shortlisted for interview, candidates will have to submit the print out of the online application along with other documents / certificates at the time of interview.

SELECTION PROCEDURE:

The selection of candidates shall be by way of short-listing of the applications received for each post. It will be followed by personal interview. Due weightage will be given to the candidate's academic qualification and post qualification work experience etc.

The assessment of number of vacancies is at the sole discretion of Management. Depending upon the number of vacancies, Company reserves the right to shortlist requisite number of candidates and only those shortlisted candidates will be called for Interview.

- a) The names of shortlisted candidates for interview will be published in the Company's website www.canfinhomes.com. The details of venue, time & date of Interview will be informed to the shortlisted candidates through e-mail only and no **individual communication will be sent to the applicants for attending the Interview.**

- b) Actual bus/train fare for the travel from the place of his/her domicile to the center of interview and return journey (to and fro) will be paid up to the limit of AC 2 tier (by shortest distance) to the candidates who attend the interview, on production of original tickets of the onward

journey & photo copy of the return journey tickets, provided, return journey is undertaken on the date of interview itself or on the next day. No claim for reimbursement will be entertained after the interview date.

- c) Local conveyance will not be paid for local candidates.
- d) Candidates are advised to check the Company's website www.canfinhomes.com for regular details.
- e) The final selection will be on the basis of rank lists drawn, based on the total marks secured in the interview.
- f) In case, candidates are not found suitable for the post applied for but are found fit for any other post that the Company may find them suitable for, the Company reserves the right to make offers to such candidates at the pay scales applicable to such posts, as per company norms. The right to make such suitable alternate offers is at the sole discretion of the company.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates should not furnish any particulars / documents that are false, tampered, fabricated or suppress any material information while submitting the application.

If a candidate is or has been found guilty of using unfair means or impersonating or procuring impersonation by any person at any stage of the selection process; or misbehaving in the interview hall or resorting to any other irregular or improper means in connection with his/her candidature; or obtaining support for his/her candidature by any means, such candidate shall be liable to be disqualified from the interview / selection process.

GENERAL INSTRUCTIONS

- 1) The placement for all the above posts will be at Registered Office, Bangalore.
- 2) The selected candidates are liable to be transferred to the branches across the country depending upon the exigencies / requirements of the Company.
- 3) The Company takes no responsibility for any delay in submission of online application and fees paid will not be refunded.
- 4) Candidates should ensure that they fulfill the eligibility criteria before applying. The company reserves the right to reject any candidate's application at any stage, if they are not found suitable. At any stage of the selection process, if the details provided in the application is found to be false or, if the candidate fails to submit the required documents to prove his/her eligibility at the time of interview, his/her candidature will be rejected and the candidate will not be allowed to attend the interview.
- 5) The company reserves the right to change the date, time, venue of the interview at its discretion, under unforeseen circumstances, if any. Change of interview schedule, if any, will be announced in our website / by email.
- 6) Any application received after the last date will not be accepted / entertained.
- 7) The shortlisted candidates are required to submit self-attested copies of all the documents pertaining to Age, Qualification, and Experience etc. at the time of interview. The original of all the documents are to be made available for cross verification along with the copies. If any candidate is found ineligible while verifying the documents, he /she shall not be allowed to take up the Interview.
- 8) Canvassing in any form will be treated as disqualification.
- 9) The Company shall not be responsible for any application being rejected, which is based on wrong information provided in the application form/unauthorized person/institution.
- 10) Candidates are advised to refer our Website (www.canfinhomes.com) for all details / updates.

Candidates in their own interest are advised to register on-line and submit their application well in advance before the expiry of last date of submission of the same.