

ENGAGEMENT OF DRIVER CUM PEON (DCP) ON CONTRACT

Can Fin Homes Ltd., a leading Housing Finance Company (Sponsored by Canara Bank) having 153 branches and 17 Satellite Offices spread across various locations of the Country.

Applications are invited for the post of Driver cum Peon on contract from the eligible candidates.

Please read the advertisement carefully and ensure your eligibility before submitting the application.

Following are the eligibility conditions for the post of Driver cum Peon on contract

1. Number of Vacancies : 2 vacancies at Bangalore.

2. Age limit : Minimum 21 years and Maximum 32 years as on 01/05/18. Candidates should be **born on or after 01/05/1986 and on or before 01/05/1997.**

3. Educational Qualification : SSLC / 10TH Passed.

4. Eligibility :

- Should hold a valid driving license for motor cars
- Should have worked as a staff driver in any nationalized Banks /Regional Rural Banks/ Public Sector Undertakings / Reputed companies.
- Should be able to work under flexible timings
- Physically fit with excellent eyesight
- Should be a resident of Bangalore City
- Knowledge motor mechanism (Candidate should be able set right minor defects in vehicle)
- Should be able to write and read Kannada

5. Responsibilities

- **Driving**
 - Drive vehicle for official travel
 - Maintain high standard of service to both internal and external guests
 - Ensure punctuality and safe transport
 - Observing the road and traffic laws
 - Alcohol must not be consumed or present whilst on duty
- **Car Security & Maintenance**
 - Ensure vehicle is kept clean, tidy and in good working condition at all times
 - Ensure vehicle is kept secure at all times
 - Perform minor repairs and arrange for other reports
 - Ensure vehicle insurance and registration is updated according to schedule
 - Ensure to maintain log book, daily mileage, oil changes etc.

Drivers will be required to perform other sundry office works as may be assigned from time to time when not on driving duty.

Contract : The contract shall be initially for a fixed term of **one year only**. However, the **performance will be reviewed after 6 months for continuation / termination at the sole discretion of the Company**. The contract may be extended for further 2 years at the sole discretion of the Company. For Renewal of contract the candidates may request renewal of contract after expiry of first year.

Further either party may terminate the contract by giving **one month's notice** in writing/by remitting one month's compensation amount. The company reserves the right to terminate the services of contract appointee who fails to show satisfactory performance or even without assigning any reasons by giving one month's notice at any time during the contract period.

Compensation: Rs.15000/- per month plus Provident Fund.

Applicable Statutory deductions like Professional Tax, ESI etc., if any, shall be deducted from their compensation.

6. Leave : Only following type of leave is permissible.

Casual Leave – 1 day for each completed month of service, subject to a maximum of 12 days during the calendar year.

7. Method of selection: Selection for Interview shall be made from amongst candidates possessing the requisite qualifications and valid driving license.

The names of shortlisted candidates for interview will be published in our Company's website. The details of venue, time & date for Interview will be informed to the shortlisted candidates through SMS and mail only and no individual communication will be sent to the applicants calling for attending the Interview.

Candidates are advised to check Company's website for details.

9. Last date for receipt of application: Application should be submitted on or before **24/06/2018 by 5 PM.**

Instructions to Candidates :

1. Application on plain paper in the prescribed format should be filled in by the candidate either in English or in Kannada correctly and completely.
2. One passport size photograph should be affixed at the place meant for the purpose on the application and should be duly signed by the candidate.
3. Application should be sent in an envelope to the above mentioned address and the candidates should super scribe on the application and envelope as "**Application for the post of "Driver cum Peon on contract"**".
4. Application should reach this office on or before **24/06/2018 by 5 PM.**
5. The Company will not be responsible for any loss of application in transit or for non-receipt of application at our end.

Date : 12/06/2018

Place : Bangalore

Deputy General Manager –HRM