

## ADVERTISEMENT IN WEBSITE



**CANBANK VENTURE CAPITAL FUND LIMITED**  
No.29, II Floor, Dwarakanath Bhavan, K R Road, Basavanagudi, BENGALURU- 560004  
(Wholly owned subsidiary of Canara Bank)

### **RECRUITMENT OF SECRETARY -ACCOUNTS & ADMINISTRATION**

#### **INVITES APPLICATION FOR RECRUITMENT OF SECRETARY – ACCOUNTS & ADMINISTRATION**

1. **Job Description:** Secretary – Accounts & Administration
2. **No of Vacancies:** ONE
3. **Last Date for receipt of Application:** 03.06.2024
4. **Application:** Eligible/Interested candidates are requested to apply in the format of application mentioned below.

**CANBANK VENTURE CAPITAL FUND LIMITED (CVCFL)**  
**BANGALORE- 560004**  
**APPLICATION FOR RECRUITMENT OF SECRETARY –**  
**ACCOUNTS & ADMINISTRATION**

Applicant's Full Name : \_\_\_\_\_  
Father/Husband's Name: \_\_\_\_\_  
Date of Birth : \_\_\_\_\_ Age as on **30.04.2024**  
Place of Birth : \_\_\_\_\_ Nationality \_\_\_\_\_  
Category : \_\_\_\_\_  
Permanent Address : \_\_\_\_\_  
State \_\_\_\_\_ Pin Code \_\_\_\_\_  
Present Address : \_\_\_\_\_  
State \_\_\_\_\_ Pin Code \_\_\_\_\_  
Phone No with STD Code: \_\_\_\_\_ Mobile \_\_\_\_\_  
E-Mail ID : \_\_\_\_\_  
Application Fee: Rs.300/- for SC/ST & Rs.500/- for others  
DD No: \_\_\_\_\_ Date \_\_\_\_\_  
Drawee Bank \_\_\_\_\_ Branch \_\_\_\_\_

#### **QUALIFICATIONS:**

Course	Name of University/ Institution	Branch/ Specialisation	% of Marks	Rank /Class	Month/ Year of Passing

(Enclose certified true copies of all the certificates)

- i) Details of Experience
- ii) Details of Extra Curricular Activities of the Candidate: \_\_\_\_\_  
(A detailed CV to be enclosed along with application form)

**Certificate:** I have read and understood the terms and conditions of the job and I undertake to abide by the conditions. I certify that the information given above is true to the best of my knowledge.

I also undertake to attend the interview at my own cost if called for interview.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_ Signature of the Candidate

5. **Eligibility Criteria:** Eligible criteria and other details (Qualification, age etc) shall be computed as on 30.04.2024.

#### 6. **Qualification & Experience:**

- B.Com
- Computer Proficiency is a must.
- Work experience of minimum Two (2) years in handling Accounts & General Administration in any organization, with knowledge in Accounting Software.

#### 7. **Age:**

Not exceeding 28 years for SC/ST & 25 years for others as on 30.04.2024 (Minimum age 21 years).

#### 8. **Job Profile :**

Accounts and General Administration, and other work assigned from time to time.

#### 9. **Compensation:**

CTC of Rs 3.00 – 3.50 Lacs P.A (approx)

#### 10. **Other Benefits:**

Casual Leave, Privilege Leave, Sick Leave, LFC and other perquisites applicable as per company service rules.

#### 11. **Career Prospects:**

The candidates will have opportunities for promotions/ Career advancement in the company as per the policy framed by the company.

#### 12. **Shortlisting:**

The applicants shall be short listed based on the Qualification / Additional qualification / Experience / Computer Proficiency / Extra Curricular Activities.

#### 13. **Interview:**

Short listed candidates shall be called for an interview by call letter and / or by E-mail. The prospective candidates will be interviewed on various traits. Letter of appointment will be sent to successful candidates.

#### 14. **Probation:**

The selected candidate shall be on probation for a period of 12 Months.

#### 15. **Other Conditions:**

- The company (CVCFL) reserves the right to call only the requisite number of candidates based on the screening of applications.

- Incomplete applications received, applications received after the due date will be summarily rejected and the fee will be forfeited.
- Applications once made will not be allowed to be withdrawn and fee once paid will not be refunded under any circumstances.
- 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.
- Candidates serving in Govt / PSU / other private organizations currently are required to produce relieving letter from their employer at the time of joining CVCFL, in the absence of which their candidature may not be considered.
- The candidate shall attend the interview at his / her own cost.
- Decision of CVCFL in all matters regarding eligibility of the candidate, screening of the application, documents to be produced for conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.
- CVCFL 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.
- The candidates called for interview shall submit all the documents pertaining to age, qualification, experience etc, at the time of interview for verification. Any candidate found ineligible at this stage shall not be allowed to participate in the interview.

- Appointment of selected candidate is subject to his / her being declared medically fit and certificate in original to be submitted from medical authority as prescribed by the company.
- Either party may terminate the contract by giving one month's notice in writing during the probation period.
- This recruitment is being made in M/s CVCFL, a company registered under Companies Act, 1956 and the appointee shall have no lien or claim with Canara Bank or any of its Subsidiaries / Holding companies whatsoever.
- Presently CVCFL is having one office in Bangalore. In the event of future opening of new offices other than Bangalore, the employees are liable to be transferred to such branch offices, in case of administrative exigencies.
- The company shall have the right to recover at its discretion, any loss or money due to the company, from the money due and payable by the company without prejudice to any other remedies the company may adopt for recovering the same.
- Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in **Bengaluru.**
- Demand Draft to be drawn in favour of "**Canbank Venture Capital Fund Ltd**" payable at Bengaluru.