

**RECRUITMENT OF CLERICAL CADRE (ASSISTANT MANAGER/  
EXECUTIVE/ TRAINEE) FOR MAHARASHTRA, MADHYA  
PRADESH, GUJARAT, RAJASTHAN**

**POST CODE: CLERICAL-MAHA/MP/GUJ/RAJ DEC 2020**

**Position:** **Trainee/ Executive/ AM**

**Location:** **Maharashtra/ Madhya Pradesh/ Gujarat/ Rajasthan**

1. Maharashtra – Pune/ Dombivili/ Nasik/ Nagpur/ Pimpri/ Sangli/ Aurangabad/ Amravati/ Nanded/ Ahmednagar/ Wagholi/ Chakkan/ Panvel/ Borivali/ Kolhapur/ Chandrapur/ Jalgaon/ Satara
2. Madhya Pradesh - Indore/ Bhopal/ Ujjain/ Jabalpur
3. Gujarat - Vadodara/ Jamnagar/ Rajkot/ Morbi/ Surat/ Ahmedabad/ Anand/ Bhavnagar
4. Rajasthan - Jaipur/ Kota/ Udaipur/ Jodhpur/ Ajmer

(Note: No guarantee that posting shall necessarily be given in the location preferred by the candidate, if selected. Based on requirement, RHFL shall post the selected candidate in any of the above mentioned location, within the chosen state to the extent possible).

**Profile:** Overall branch operations including business sourcing and recovery. Job profile will be allotted based on Company's requirement and selected candidate's skill set/ aptitude.

**Eligibility:**

1. Age not exceeding 25 years as on 01-12-2020 (relaxation generally up to 30 years can be considered based on commensurate, relevant prior experience).
2. Preference will be given for experience in HFCs/ Banks/ FIs in Home Loan.
3. For position of Assistant Manager, minimum 3 years of relevant prior experience is mandatory.

**Desired Profile:**

1. Any Graduate preferably B Com (necessarily preceded by SSLC (or equivalent) and HSC/ Diploma) with minimum 50% marks from a UGC recognized University. Graduates from Open University will not be considered.
2. Fluency in respective regional language (read, write & speak) besides English is must. Working knowledge of Hindi will be an added advantage.
3. Early joining will be preferred.
4. For recruitment in all cadres, candidates (internal-applying for lateral entry / external) having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.
5. No request for transfer would be considered for a period of 3 years.

## **Job Description:**

1. Assist the branch in the day-to-day operations including the sourcing and processing of home loan applications, customer interaction, sanctions/disbursements/recovery etc.
2. Participation in external work like marketing of Company products, verification of customer KYC & other documents, coordination with panel advocates/valuers, inspection of properties, visiting sub-registrar's office, banks etc.
3. Handle accounting and back end/data operations (cash entry, bank entry in the system), documentation etc. independently.
4. Maintenance of the Branch-Administrative work
5. Nature of work will include marketing/recovery activities involving travel as well as other branch work

## **Key Competencies Required**

- Good communication skill – verbal and written
- Negotiation skill
- Team work and time management
- Multitasking ability
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word

## **Pay & Perquisites:**

### **a) Assistant Manager and Executive (on roll)**

CTC per annum starting from Rs.3.50 lakhs (approx) as per Company Policy. Higher salary can be considered based on prior experience/performance in the recruitment process at the discretion of the Management.

**PROBATION PERIOD: 1 year** (extendable based on performance)

### **b) Trainee (off roll)**

Starting fixed stipend would be Rs. 9500 p.m. (variable based on location and previous experience) plus Meal allowance and performance incentive (variable, based on performance). The period of Training will be one year (extendable based on performance) and subject to the following conditions:

- The engagement is purely as a Trainee and it will not entitle the trainee to any permanent employment / regular job in this Company during or after completion of contract period or to any of the benefits/ privileges available to the regular staff members of the Company. It is expected that the trainee would reside near the place of posting so that commuting would not hinder daily activities. During the training period, the trainee may be transferred to any branch within 100 kms from the place of posting, based on business exigencies/training need.

- However, after completion of training, if the performance is found satisfactory, the trainee will be given suitable opportunity for regularization under suitable cadre under the extant rules & regulations of the Company.
- During the period of training if the Company feels that trainee is not capable of continuing the training, the Company may at its discretion terminate the training at any point of time without assigning any reason and without any prior notice.

### **Others:**

The Cadre fitment (Trainee/ Executive/ Assistant Manager) will be done based on credentials of candidate, performance in selection process and prior experience and the decision of the Company will be final and binding.

### **How to Apply:**

Eligible candidates are requested to apply on or before 05.00 PM on **02<sup>nd</sup> January, 2021 (Saturday)** through the link provided below the notification.

Applications sent in any other mode/ format will not be considered.

### **Instructions for making payment:**

An application fee (non-refundable) of Rs. 250/- has to be paid by the applicant to the following bank account:

Beneficiary Name: Repco Home Finance Limited

Account Number: RHFBRH\_\_\_\_NAME (RHFBRH followed by 6 digits and first 4 letters of candidate name). This will be indicated to the applicant while filling up the application form. This will be a unique number for each application and shall not be shared with others.

Bank Name: ICICI Bank  
Account Type: Current Account  
IFSC Code: ICIC0000106  
Branch: CMS Hub

Recruitment fee shall be paid through any one of the following mode:

NEFT/ IMPS Payment (Through Net banking of any bank except ICICI Bank net banking)  
NEFT/ IMPS Payment (In person - Through Branches Other than ICICI Bank)  
ICICI Net banking (Add payee - ICICI Bank Virtual payee option)

**Note: Candidates are strictly advised not to visit any ICICI bank branches for fee payment. Cash payment will not be accepted at any branch of ICICI Bank.**

Applications received after due date or incomplete application or applications without correct payment details will not be considered and application fees once remitted will not be refunded.

The candidate shortlisted based on eligibility criteria will be considered for further selection process. The selection process will initially consist of ONLINE TEST - Objective Type on Numerical Ability, Knowledge of English, Logical Reasoning and Data Interpretation, General and Financial Awareness (about Housing Finance and Financial System, Repco Home Finance Limited), etc. **The entire selection process will be conducted in English only.** The candidates shortlisted based on written test performance will be called for further selection process.

**CANDIDATES SHOULD TAKE UP THE ONLINE TEST FROM THEIR LOCATION (ANYWHERE) AND TO TAKE UP THE TEST, DESKTOP/ LAPTOP WITH WEBCAM AND MICROPHONE FACILITY AND UNINTERRUPTED HIGH SPEED INTERNET IS REQUIRED.**

The Company reserves the right to accept/reject any/all candidates and/ or modify any of the eligibility conditions without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc. **No further communication/ correspondence in this regard will be entertained. Bringing external influence will lead to disqualification.**

*For eligible internal candidates of Repco Group of institutions, NOC from the Competent Authority has to be obtained before applying for the above position.*

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