



REPCO HOME FINANCE LTD

(Promoted by REPCO Bank - Govt of India Enterprises)

Corporate Office: 3rd Floor, Alexander Square,

New No: 2(Old No 34&35) Sardar Patel Road, Guindy, Chennai - 600032

PH: 044 42106650 HRD PH: 9962235359,7823942864

Repco Home Finance Limited (RHFL) established in the year 2000, a housing finance company (HFCs), registered with National Housing Bank and regulated by Reserve Bank of India is inviting applications for **ALL INDIA RECRUITMENT OF ASSISTANT MANAGER / SENIOR EXECUTIVE/ EXECUTIVE / TRAINEE** for various locations KERALA, ANDHRAPRADESH / TELANGANA, WEST BENGAL, ODISHA, KARNATAKA, MADHYAPRADESH, MAHARASHTRA, GUJARAT & RAJASTHAN.

Post Code: AM/ EXE/ SR.EXE/TRN - ALL INDIA - APRIL 2024

Position: Assistant Manager/ Executive/Senior Executive/ Trainee

Location:

- 1. Kerala** - Kollam, Kottayam, Ernakulam, Punalur, Trivandrum
- 2. Andhra Pradesh / Telangana / West Bengal / Odisha** - Vanasthalipuram, Kompally, Kamareddy, Siddipet, Suryapet, Srikakulam, Anakapalle-Vizag, Chittoor, Machilipatnam, Hyderabad, Kakinada, Tuni, Karimnagar, Khammam, Kolkata, Kurnool, Nandyal, Nellore, Naidupeta, Nizamabad, Ongole, Patancheru, Rajahmundry, Rajhamundry Tanuku, Vijayawada, Vizag, Vizianagaram, Mahabubnagar, Nalgonda, Prodattur, Bhubaneswar.
- 3. Karnataka** - Magadi Road, Attibele, Doddaballapura, Sarjapura, Hoskote, Tiptur, Bagalkot, Banashankari, Basaveshwaranagar, Belgaum, Davangere, Hoodi, Kengeri, Ramanagara, Mysore, Peenya, Shimoga, Tumkur, Gulbarga.
- 4. Maharashtra** - Vashi Thane, Chakan, Chandrapur, Dombivli, Kolhapur, Nagpur, Nanded, Nasik, Panvel, Pimpri, Pune, Wagholi.
- 5. Gujarat/Madhya Pradesh/Rajasthan** - Ratlam, Alwar, Ahmedabad, Indore, Jabalpur, Jamnagar, Jamkhambalia, Jodhpur, Rajkot, Morbi, Surat, Ujjain, Vadodara, Bikaner, Jaipur.

Profile: Sales and Recovery/Collections. 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 01-04-2024 (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/ NBFCs in Home Loan.
3. For position of Assistant Manager, minimum 3 years of prior experience is mandatory.
4. Possession of Two Wheeler with license 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 regional language (read, write & speak) and Hindi besides English is must.
3. Early joining will be preferred.
4. For recruitment in all cadres, candidates 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.
6. RHFL Internal candidates are not eligible to apply.

Job Description:

1. Sourcing and Processing of home loan applications, customer interaction, sanctions/ disbursements and recovery/collections 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. Marketing/Recovery activities involve travel as well as other branch work.
5. To monitor collections and manage effectively the receivables and achieve the targets set for recovery / NPA under the guidance of Recovery Department of RHFL Corporate Office.
6. To ensure prompt and best service.

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 - Office.

Pay & Perquisites:

- a) Assistant Manager / Senior Executive and Executive (on roll) - Based on Current CTC + Attractive incentives.

PROBATION PERIOD: 1 year

b) Trainee (off roll)

Starting fixed stipend would be Rs.16,100/- per month (variable based on location and previous experience) 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 (Assistant Manager/Senior Executive/ Executive/ Trainee) 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 only as per the enclosed bio-data format (along with NOC if applicable and with detailed CV). Applications shall be sent by email/post/courier. **Applications sent without the Bio Data format will not be considered.**

Applications in a sealed envelope super-scribing the "Application for ALL INDIA RECRUITMENT – TRAINEE/EXECUTIVE/SENIOR EXECUTIVE/ASSISTANT MANAGER - APRIL 2024 shall be forwarded to the address as given below to reach the addressee on or before 5 pm on April 02, 2024:

By Post/ Courier to:

The Deputy General Manager (HR)
Repco Home Finance Limited
3rd Floor, Alexander Square
New No. 2/Old No. 34 & 35
Sardar Patel Road, Guindy
Chennai- 600 032.
Contact Number: 99622 35359

By mail to:

Personnel@repcohome.com
(With scanned Bio Data format and detailed CV)

Selection Process:

- *Screening Test - For Clerical Cadre, there will be a screening test - Objective Type with multiple options covering Quantitative Aptitude, Verbal Ability, Logical Reasoning and General Awareness about financial sector.*
- *Interview - The candidates who qualify in the test shall attend the personal/webex interview on the same day.*

Applications received after due date and without prescribed Bio Data format or through any other mode/ by hand except by post/ courier will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date & venue & mode of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to accept/reject any/all applications 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 after submission of application will be entertained. Bringing external influence will lead to disqualification.

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

BIO DATA FORM

(To be filled in by the candidate in his / her own handwriting)

POST APPLIED FOR:

(For office use only)

Affix your
recent
passport
sized color
photo and
sign it across

1. NAME Mr./ Mrs./Ms. _____
(IN CAPITAL LETTERS) First Name Middle Name Last Name

2. DATE OF BIRTH: ____/____/19____
AD MM YY

3. ADDRESS FOR COMMUNICATION:
(With PIN CODE in CAPITAL LETTERS)

4. PLACE OF DOMICILE: _____/_____/_____
Village/Locality District State

5. a) Telephone No. (with STD Code]
b) Mobile No., if any
c) E-mail Id

6. FAMILY DETAILS:

	Name	Date of Birth	Education	Occupation
Father				
Mother				
Spouse				
Children				

7. ACADEMIC DETAILS* (starting from Secondary Exam (10th))

No.	Examination Passed	Year of Passing	Board/University/Institution	Marks (%)	Principal & Subsidiary Subjects	No. of Attempts

* Till graduation 10+2+3 format is mandatory. Graduation shall be from a UGC recognized University through regular classroom course. Open University/ part time/ correspondence not eligible.

8. LANGUAGE PROFICIENCY:

No	Language	READ	WRITE	SPEAK
1				
2				
3				
4				

8A. Preferred Location as per order of Priority:

Sl No	Location
1	
2	
3	

9. OTHER ACHIEVEMENTS (details of competitions won to be given, if any):

No		Award /Certificate/ Scholarship Won	Proficiency in Games / Sports	Proficiency in literary work/ art/ culture
1	SCHOOL			
2	COLLEGE			
3	UNIVERSITY			
4	PROFESSIONAL COURSE			

10. EXTRA-CURRICULAR ACTIVITIES:

1	HOBBY	
2	CADET MEMBERSHIP (scout NCC/NSS/Other)	
3	OTHER INTERESTS, IF ANY	

11. PLACES WHERE YOU HAVE STAYED IN LAST 5 YEARS:

No	Place (with State)	From	To

12. DETAILS OF JOB EXAMS / INTERVIEWS TAKEN (in last 2 years)

No.	Name of Organization	Position	Exam Date	Result

13. PAST EMPLOYMENT EXPERIENCE:

No.	Organization	Position	From	To	Gross Monthly Pay* (in Rs.)	Place	Reason for Leaving

*Please attach copy of last drawn pay slip (3 months) and Relieving Letters of previous company.

14. Expected CTC:

15. Notice Period to be served(not applicable for Freshers):

16. References with designation /mobile no./ phone no./ official e-mail id

a) b)

17. Whether you are known/related to anybody working in any Repco Institution (if yes, give details):

18. Source from where you came to know about this opening:

Declaration: I hereby declare that the above information is correct to the best of my knowledge & belief. I also declare that I have not used/will use any influence or have extended/will extend any benefit to anybody to get this position. I also authenticate that I've done my graduation in 10+2+3 format from an UGC recognized university through regular classroom course. I also declare that there is no pending disciplinary action against me as on date and I have not been punished under disciplinary proceedings in last 5 years. In case any of the above information is found incorrect at a later date, I'll abide by the Company decision/disciplinary action taken in that regard.

NAME

SIGNATURE

DATE



The advertisement features a yellow and blue background. At the top left, there are four blue arrows pointing right. In the top center, the text 'YOYO Sarkari' is written in blue, with 'Free Job Alerts' in smaller red text below it. In the top right corner, there is a red circle with the word 'Ads' in white. The main text 'Daily Job Alert' is in white on a blue rounded rectangle. Below this is the WhatsApp logo. The text 'Join our WhatsApp Group' is in large red font. At the bottom left, there is a blue rounded rectangle with 'Join Now' in white. On the right side, a smartphone is shown with the YOYO Sarkari logo at the top, the WhatsApp logo in the center, and a 'Join Now' button at the bottom. The background has a subtle pattern of overlapping shapes.

To get the latest jobs alert on your mobile
Please **Join our WhatsApp group**