

**RECRUITMENT OF BRANCH STAFF (EXECUTIVE/ TRAINEE) FOR ERODE,  
GOBICHETTIPALAYAM, NAMAKKAL AND PERUNDURAI BRANCHES**

**POST CODE: EXE/TRN- COIMBATORE - SEP 2020**

**Position: EXECUTIVE/ TRAINEE**

**Location: Erode, Gobichettipalayam, Namakkal and Perundurai**

**Profile:** Overall branch operations including business sourcing and recovery.

**Eligibility:**

1. Age not exceeding 25 years as on 01-09-2020, (maximum relaxation for 5 years will be considered with commensurate relevant experience).
2. 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.
3. Fluency in Tamil (read, write & speak) besides English is must.
4. Early joining will be preferred.
5. 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.
6. No requests 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
- Interpersonal skill, leadership qualities and team management
- Multitasking ability
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word
- Target orientation

## **Pay & Perquisites:**

### **a) 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: 1 year** (extendable based on performance)

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

Starting fixed stipend would be Rs. 9500 per month (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.

## How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable). Applications shall be sent only by post/ courier. Applications sent in any other format/ sent by any other mode will not be considered.

Applications in a sealed envelope super-scribing the "**Application for the post of EXE/TRN - COIMBATORE - SEP 2020**" shall be forwarded to the address as given below to reach the addressee **on or before 5 pm on September 22, 2020:**

**The General Manager (HR)  
Repc Home Finance Limited  
3rd Floor, Alexander Square  
New No. 2/Old No. 34 & 35  
Sardar Patel Road, Guindy  
Chennai- 600 032**

Applications received after due date and in any other format except the prescribed bio data format or through any other mode 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 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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