

**ALL INDIA CADRE RECRUITMENT OF ASSISTANT MANAGER AND
MANAGER FOR VARIOUS LOCATIONS PAN INDIA**

POST CODE: AM-MGR/ AIC/ JULY 2016 (On-roll/Off-roll)

Position: Assistant Manager, Manager

Location: Pan India

Profile: Overall branch operations including business sourcing & recovery

Eligibility:

1. Age not exceeding 26 years as on 01-07-2016 (relaxation for maximum 4 yrs can be considered based on commensurate/ relevant prior experience)
2. Any Post Graduation with minimum 60% marks from a UGC recognized university. Post Graduation without completion of SSLC (or equivalent), HSC/Diploma and Graduation will not be accepted. Professional qualification such as commerce, accounting, business administration, computer application etc. will get preference.
3. Relevant prior work experience would be added advantage.
4. Working knowledge of Hindi besides English and any other regional language will be an added advantage.
5. The applicants shall be agreeable to work anywhere in India within the operational jurisdiction of the Company.
6. For internal candidates of Repco Group of Institutions, those fulfilling eligibility criteria can apply and all applications shall be routed through proper channel or with NOC from the Competent Authority. Acceptance of applications will depend on fulfillment of the eligibility criterion as detailed above.

Key Competencies Required

- Good communication skill - verbal and written
- Negotiation skill
- Interpersonal skill, leadership qualities and team management
- Multitasking ability (as the Company does not operate through separate verticals for sourcing, operations and collections)
- Analytical ability
- Planning and organizing skill
- Time management skill
- Target orientation
- Creativity (for brand building and goodwill generation for the Company)
- Proficiency in MS-Word/Excel

Pay & Perquisites:

During the initial training period (6-12 months depending on training progress and performance), the selected candidates would be designated as Management Trainee -I or Management Trainee - II (based on performance in the selection process and other eligibility criteria) with a fixed monthly stipend of Rs. 20,000 and Rs. 30,000 respectively plus other eligible perquisites & incentives. Upon successful completion of training period the trainee shall be absorbed under regular services (as Asst. Manager or Manager as the case may be) with commensurate pay and perquisites

(CTC per annum starting from Rs.4.50 lakhs and Rs. 6.50 lakhs (approx) respectively) and placed under probation for one year (extendable based on performance).

HOW TO APPLY:

Eligible candidates are requested to click on the link at the end of this notification for application, after going through the entire notification thoroughly.

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 made by the applicant to the following bank account:

- 1) Beneficiary name: Repco Home Finance Limited
- 2) Account Number: RHFLRP_ _ _ _ _ (followed by 6 digits). 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.
- 3) Bank Name: HDFC Bank Limited
- 4) Account Type : Current A/c
- 5) IFSC Code: HDFC0000240
- 6) Branch: Sandoz Branch

The details of the Payment Reference No. have to be entered while applying for the post.

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

- 1) NEFT Payment (through Net banking)
- 2) NEFT Payment (in person through bank branches other than HDFC bank)
- 3) Online account transfer (for HDFC Bank customers)

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

The last date of application is on or before 5 pm on 22nd August, 2016

Applications received after due date or incomplete application or applications without correct payment details will not be considered.

The shortlisted candidates, based on eligibility, will be called for further selection process subsequently. The selection process will initially consist of written test – Objective Type on Test of Reasoning & quantitative Aptitude, data interpretation, English language, Computers knowledge, General Awareness including Housing Finance etc. The date & venue & mode of the same will be communicated to the shortlisted candidates individually in due course. The entire selection process will be conducted in English only. The candidates shortlisted based on written test performance will be called for final selection process at Chennai which will comprise of personal interview and group activities.

No TA/DA will be paid for attending the selection process anywhere at any point in time.

The Company reserves the right to accept / reject any /all applications 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. Canvassing in any form could lead to disqualification

The tentative centres for preliminary selection process will be as below:

1. New Delhi
2. Lucknow
3. Patna
4. Kolkata
5. Hyderabad
6. Tirupathi
7. Vijayawada
8. Chennai
9. Coimbatore
10. Madurai
11. Bangalore
12. Mangalore
13. Bhopal
14. Ernakulam
15. Pune
16. Ahmedabad
17. Rajkot
18. Jaipur

The number of centres and location may change depending on the applications received. Company reserves the right to delete or include any centre and also allot candidate to a particular centre.

It may be noted in case a candidate is applying for both **AM-MGR/ AIC/ JULY 2016 (On-roll/Off-roll)** and **CL/VAR/JULY-2016 (Exe/Trn)**, the written tests for both the positions will be held on the same date at different timings. Also, the choice of test centre will not have any bearing with the place of posting in case of final selection.

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

Any dispute will be under the jurisdiction of Chennai.

[TO APPLY, PLEASE CLICK HERE](#)