

**CLERICAL CADRE Employees/Trainees (on-roll & off- roll) required in various locations across India**

**POST CODE: CL/VAR/JULY-2016 (Exe/Trn)**

**LOCATION:** Various locations Pan India. Candidates applying must be ready to accept posting at any location as per requirement of the Company.

**FOR ON-ROLL**

**ELIGIBILITY:**

**Age:** Not exceeding 25 years as on 01-07-2016 (maximum relaxation for 5 years with commensurate /relevant experience can be considered.

**Qualification:** Any Graduate (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.

**Desired Profile:**

- Preference will be given for relevant prior experience in home loan/operations/sales/retail credit etc.
- Fluency in English besides applicable local language is preferred. Working knowledge of Hindi will be an added advantage.
- Possession of a 2-wheeler and valid driving license will be advantageous

**PAY & PERKS:** 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 for on-roll employees: 1 year** (extendable based on performance)

## FOR OFF-ROLL

### ELIGIBILITY:

**Age:** Not exceeding 25 years as on 01-07-2016 (maximum relaxation for 5 years with commensurate /relevant experience can be considered). Further relaxation of another 2 years can be considered for Repatriate candidates with proof of Repatriate status, age not exceeding 32 years, with post graduation degree in a professional course and being the sole earning member of family.

**Qualification:** Any Graduate (necessarily preceded by SSLC (or equivalent) and HSC/ Diploma) from a UGC recognized University. Graduates from Open University will not be considered.

### **Desired Profile:**

- Preference will be given for relevant prior experience in home loan/operations/sales/retail credit etc.
- Fluency in English besides applicable local language is preferred. Working knowledge of Hindi will be an added advantage.
- Possession of a 2-wheeler and valid driving license will be advantageous

**STIPEND:** Starting fixed stipend would be Rs. 9500 p.m. (variable based on location and previous experience) plus Meal Coupons and performance incentive (variable, based on performance)

**Training period for off-roll: 1 year(extendable based on performance).**

### **Please Note:**

1. 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.
2. However, after completion of training, if the performance is found satisfactory, trainee will be given suitable opportunity for regularization under suitable cadre under the extant rules & regulations of the Company.
3. 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.

### **JOB DESCRIPTION:**

- Assist the branch in the day-to-day operations including the sourcing and processing of home loan applications, customer interaction, sanctions/disbursements/recovery etc.
- 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.
- Handle accounting and back end/data operations (cash entry, bank entry in the system), documentation etc. independently.
- Maintenance of the Branch-Administrative work
- Nature of work will include marketing/recovery activities involving travel as well as other branch work

### **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. 200/- 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 22<sup>h</sup> 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, computers knowledge, data interpretation, English language, 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.

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 and keep the all/ some vacancies unfilled without assigning any reason or even abandon the recruitment process.

The Company also reserves the right to either offer Clerical (on-roll) or Trainee (off-roll on contract) position to a candidate as per its own discretion depending on profile, past experience and performance in the selection process etc.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. 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](#)**