



REPCO MICRO FINANCE LTD

CORPORATE OFFICE, CHENNAI-35

WALK IN INTERVIEW FOR THE POSISTION OF ASSISTANT MANAGER AND ADMINISTRATIVE ASSISTANT

I) Position: Assistant Manager

Job Location: Branches all over Tamil Nadu

Eligibility:

- Age not exceeding 28 years as on 31-08-2024.
- Minimum 2 years of prior experience in any field is mandatory.
- Preference will be given for experience in NBFC-MFI / Financial Institutions.

Desired Profile:

- Any Graduate (necessarily preceded by SSLC and HSC / Diploma) from UGC recognized University. Graduates from Open University without undergoing the regular stream (SSLC / HSC) will not be considered.
- Fluency in English and Tamil (read, write & speak).
- Preference will be given to Candidates who will join early and target oriented.
- Good communication skill & team management skill.
- Preference will be given to candidates having experience in Micro Finance in relevant field activities.
- Should have proficiency in operation of computer and have valid driving license for Two-Wheeler vehicle.
- Existing / Erstwhile employees of RMFL are not eligible to apply.

Job Description:

The job mainly involves Office/field work in respect of Micro credit operations in the branch/Head office. It includes verification of KYC in the field, selection of borrower, organising the members for credit deployment, sanctioning of loan, works in respect of pre sanction and post sanction, monitoring and follow-ups of customers, submitting periodical reports and any other customer service-related service.

Pay & Perquisites:

CTC starting from Rs.4 Lakhs per annum (Fixed + Variable). In addition to that, Performance incentive, Bonus/Ex-gratia are provided as per their eligibility. PROBATION PERIOD: 1 year (extendable based on performance)

II) Position: Administrative Assistant

Job Location: Branches all over Tamil Nadu

Eligibility:

- Age not exceeding 28 years as on 31-08-2024.
- Preference will be given for experience in NBFC-MFI / Financial Institutions.

Desired Profile:

- Any Graduate (necessarily preceded by SSLC and HSC / Diploma) from UGC recognized University. Graduates from Open University without undergoing the regular stream (SSLC / HSC) will not be considered.
- Fluency in English and Tamil (read, write & speak).
- Preference will be given to Candidates who will join early and target oriented.
- Good communication skill & team management skill.
- Should have proficiency in operation of computer and have valid driving license for Two-Wheeler vehicle.
- Erstwhile employees of RMFL are not eligible to apply.

Job Description:

The job mainly involves Office/field work in respect of Micro credit operations in the branch/Head office. It includes verification of KYC documents of members, initiating loan proposals, preparation of documents for loan disbursement, attending to all correspondences, preparation of reports, Cashier work and counter duty such as challan printing, pass book entry and any other customer service-related service.

Pay & Perquisites:

CTC starting from Rs. 3 Lakh per annum (Fixed + Variable). In addition to that, Performance incentive, Bonus/Ex-gratia are provided as per their eligibility. PROBATION PERIOD: 1 year (extendable based on performance)

How to Register/Attend the Interview:

- Eligible candidates should register for walk-in interview through the link provided in the career page in the official website. Registration of candidature for Interview is mandatory and the last date for registration is 20.09.2024, 5.30 pm.
- Registered candidates may attend walk-in interview with all original testimonials and pay slip for the last 3 months (if any) along with 1 set of photocopies of all documents, 1 KYC document and 2 sets of duly filled in Bio data form (as per the format available in the official website) at the following venue on stipulated date and time:

Date & Time	Assistant Manager - 21.09.2024, 9.30 am (Saturday)
	Administrative Assistant - 22.09.2024, 9.30 am (Sunday)
Venue	RepcO Bank Staff Training College, No.18 C.P.Ramaswamy Road, (Near Alwarpet Fly Over & Apollo Spectra Hospital) Alwarpet, Chennai 600 018.

❖ **In case any changes in the above interview date / venue, registered candidates will be informed accordingly.**

Terms and Conditions:

- The Cadre fitment (Assistant Manager/ Administrative Assistant) 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.
- 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.
- In case, it is detected at any stage of recruitment that a candidate does not fulfil the eligibility criteria and / or that he/ she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact (s), his/her candidature will be cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
- 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 candidates of Repco Group of Companies, NOC from the Competent Authority is mandatory.
