

## **RECRUITMENT OF CLERICAL CADRE (EXECUTIVE/ TRAINEE) FOR VARIOUS LOCATIONS IN MAHARASHTRA - WALK-IN INTERVIEW**

**POST CODE: EXE/TRN - MAHARASHTRA - MARCH 2022**

**Position:** **Executive/ Trainee**

**Location:** **Maharashtra (Various Locations)**

### **Profile:**

**For Executive/ Trainee:** Overall branch operations including business sourcing and recovery.

### **Eligibility:**

1. Age not exceeding 25 years as on 01-04-2022, (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 in Home Loan.
3. 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.
4. Fluency in Marathi (read, write & speak) besides English is must while working knowledge of Hindi will be an added advantage.
5. Eligible candidates of Repco Group of institutions (other than RHFL), NOC from the Competent Authority have to be obtained before applying for the above position.
6. Early joining will be preferred.
7. Candidates (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.
8. No request for transfer would be considered for a period of 3 years.
9. Candidates terminated by any previous employers are not eligible to apply.
10. Ex-Employee of RHFL not eligible to apply.
11. RHFL Internal candidates are not eligible to apply.

### **Job Description:**

1. Assist the branch in the day-to-day operations including the sourcing and processing of home loan applications, customer interaction and sanctions/ disbursements/ recovery/ House Keeping/ 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, Register Maintenance, etc. independently.
4. Maintenance of the Branch-Administrative work.

5. Nature of work will include marketing/recovery activities, which mainly involves extensive travel on daily basis.
6. All recovery operations under the guidance of concern Reporting Officer/ Recovery Department of RHFL Corporate Office.
7. To monitor collections and manage effectively the receivables and achieve the targets set for recovery/ NPA.
8. Timely achievements of Recovery targets and prompt reporting to the dealing official.
9. To ensure prompt and best client service.

### **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/ MS Excel/ MS Powerpoint

### **Pay & Perquisites:**

#### **a) Executive (on roll)**

Monthly Gross Pay including Meal Card starting from Rs.21000/- per month + Variable Performance Incentive & Perquisites as per extant policy of the Company. However, experienced candidate would be compensated suitably as per market norms and Management discretion, based on prior experience and performance in the selection process.

**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/ ATTEND THE INTERVIEW:**

Eligible candidates are requested to attend a **WALK-IN INTERVIEW** with all original testimonials and pay slips for the last 3 months along with 1 set of photocopy of all documents, 2 colour passport size photos, 1 KYC document and 2 sets of duly filled in Bio-data as per enclosed format at the following venue on stipulated date & time:

<b><u>REGISTRATION:</u></b>	25-03-2022 (Friday)
<b><u>DATE :</u></b>	<b>26-03-2022 (Saturday)</b>
<b><u>TIME :</u></b>	<b>10.00 AM to 05.00 PM (as per allotted time)</b>
<b><u>VENUE :</u></b>	<b>Repco Home Finance Limited Pune branch Office No. 203, Second floor, Satyabhaama Sankul, Near Modi Ganapati, CTS No.529, Narayanpeth, Pune - 411 030. (Contact No: 9372267110/ 7798859859/ 020-25511092)</b>

**Registration Process:**

The candidates are advised to register their names on 25-03-2022 (Friday) over phone between 10.00 AM to 05.00 PM. For registration - Please Contact - Mobile No: 9372267110/ 7798859859/, Landline No: 020 - 25511092, in order to attend the interview on 26-03-2022 in the above mentioned venue and allotted time slot (which shall be indicated at the time of phone registration along with registration number).

The candidates are advised to strictly follow the time slot allotted to them. In case, if they fail to attend the process in the allotted time slot then their candidature may not be considered.

The candidates should adhere to all the necessary COVID protocol on the date of the interview.

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 institutions (other than RHFL), NOC from the Competent Authority has to be obtained before applying for the above position.*

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