

RECRUITMENT OF CLERICAL CADRE (EXECUTIVE/ TRAINEE) FOR AJMER AND JODHPUR BRANCHES IN RAJASTHAN

POST CODE: EXE/TRN - AJMER/ JODHPUR-RAJASTHAN - FEBRUARY 2022

Position: Executive/ Trainee

Location: Ajmer/ Jodhpur

Profile:

Overall branch operations including business sourcing and recovery.

Eligibility:

1. Age not exceeding 25 years as on 01-02-2022 (relaxation generally up to 30 years can be considered with commensurate, relevant prior 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 in regular class room course. Graduates from Open University will not be considered.
3. Fluency in Hindi (read, write & speak) besides English is must.
4. Early joining will be preferred.
5. 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.
7. Candidates terminated by any previous employers 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, 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 (as the Company does not operate through separate verticals for sourcing, operations and collections)
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word

Pay & Perquisites:

a) Executive (on roll):

Monthly Gross Pay including Meal Card starting from Rs.21000/- + 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.

Others:

- The Cadre fitment 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.

- A candidate applying for Executive Position may be offered Trainee based on performance in selection process.

How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable and detailed CV). Applications shall be sent by post/ courier or by mail. Applications sent without the Bio Data format/ sent by any other mode or by hand will not be considered.

Applications in a sealed envelope super-scribing the **“Application for the post of Executive/ Trainee - AJMER/ JODHPUR (as applicable) - RAJASTHAN - FEBRUARY 2022”** shall be forwarded to the address as given below to reach the addressee **on or before 5 pm on March 04, 2022:**

By Post/ Courier to: The Deputy General Manager (HR) Repco Home Finance Limited 3rd Floor, Alexander Square New No. 2/Old No. 34 & 35 Sardar Patel Road, Guindy Chennai- 600 032.	(or)	By mail to: personnel@repcohome.com (With scanned Bio Data format and detailed CV)
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Applications received after due date and without prescribed Bio Data format or through any other mode/ by hand except by post/ courier/ mail 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.
