



REPCO HOME FINANCE LTD

(Promoted by REPCO Bank - Govt of India Enterprises)

Corporate Office: 3rd Floor, Alexander Square,

New No: 2(Old No 34&35) Sardar Patel Road, Guindy, Chennai - 600032

PH: 044 42106650 HRD PH: 9962235359,7823942864

Repco Home Finance Limited (RHFL) established in the year 2000, a housing finance company (HFCs), registered with National Housing Bank and regulated by Reserve Bank of India is inviting applications for **RECRUITMENT OF OFFICERS ON SPECIAL DUTY FOR CHENNAI/BANGALORE/COIMBATORE/SALEM/TRICHY/AHMEDABAD/PUNE/HYDERABAD.**

POST CODE: OSD – INSPECTION – JULY 2024

Position: Officer on Special Duty (on retainer basis)

Location:

Chennai/Bangalore/Coimbatore/Salem/Trichy/Ahmedabad/Pune/Hyderabad

Eligibility:

1. Age not exceeding 62 years as on 01-07-2024.
2. Retired bankers (Scale - II & above as per IBA scale) with experience in Inspection/ Audit in HFCs/ Banks/ NBFCs.
3. Fluency in Regional language besides English Language is must. Working knowledge of Hindi will be an added advantage.
4. Candidates having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings will not be considered eligible. The appointments are subject to satisfactory reference / background verification.
5. No requests for change of place of posting would be considered.
6. Employees terminated by previous employer(s) are not eligible to apply.

Duration of Contract: 1 year, renewable as per extant Company policy in tranches based on satisfactory performance.

Consolidated Remuneration: Rs.40,000/- per month + out of station travel expenses, if applicable, as per policy.

Job description:

- Conducting periodic inspection of RHFL branches as per Inspection Policy / concurrent Audit (as the case may be)
- Scrutiny of all petty cash vouchers, maintenance of cash transactions, cash deposits with Bank accounts physical verification of closing balance of cash. A note on adequate security is maintained in cash transactions. Whether all cash transaction vouchers are supported by necessary evidences and receiver / payee has signed the cash vouchers. Overnight cash

remains under the dual control as defined under company policy.

- Verification of all Bank vouchers and transactions, maintenance of bank balance as per the guidelines / circulars issued by the Corporate Office from time to time. Verifying whether Bank reconciliation has been carried out at regular intervals. Review of Bank Reconciliation Statement and statement of account provided by the Bank. Review of items pending for more than a month in the Bank Reconciliation Statement. Reviewing whether all Banks payment vouchers are supported by relevant documents. Reviewing whether no idle balances are held in the current account. Reviewing whether there are any stale cheque, which are outstanding for more than six months warranting reversal.
- Preparation of Inspection reports to competent authority.
- Post disbursement review of loans.
- Customer Relationship and Customer Grievance / Complaint Redressal
- Verification of Compliance with KYC / AML Guidelines.
- Monitoring of the process of collection of postdated cheques.
- Willingness for extensive travelling to all branches of RHFL will be mandatory.
- Prepare and present reports that clearly reflect the audit results.
- Assist to do a follow-up on audit assignments given to other auditors.
- Conduct risk assessment and also prepare risk registers for the organization or company.
- Ensure that audits are completed and closed within the stipulated timeframe.
- Working Knowledge of Risk Based Internal Audit Methodology.
- Review of compliance received from various audits.
- Follow up for submission of compliance reply
- Scheduling the Audit plan to be executed by Branch Auditors
- To verify whether the work papers has been updated in the system.
- Communicating the Audit Observation to branches and process owners
- Good Working Knowledge of MS Office such as Word, Excel, PowerPoint, etc. and Audit Management Software.
- Preparation of Board Notes along with ATR for Audit Committee or Board Meeting or Managing Committee meeting.
- Working Knowledge of Risk Based Internal Audit Methodology

Other Areas:

- Good communication skill – verbal and written
- Working knowledge of MS – Word, Excel, PPT and etc.
- Good knowledge with the nuances of credit appraisal, pre/post sanction inspections, post disbursement monitoring, recovery and etc. of home loans and loan against property (LAP) etc.

Note:

- The engagement is purely on a retainer basis and it will not entitle the retainer to any permanent employment / regular job in this Company during or after completion of contract period or to any of the privileges available to the regular staff members of the Company.

- During the contract period, if the Company feels that the retainer is not capable of discharging his assigned duties satisfactorily, the Company may at its discretion terminate the contract at any point of time without assigning any reason and without any prior notice.
- The nature of work involves travelling to any place in India where the Company has branches. The candidate therefore, should be in a position to travel as per the policies of the Company.

How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable). Applications shall be sent by post/ courier/ by mail to personnel@repcohome.com.

Applications to be sent in a sealed envelope super-scribing the position applied for (or) by mail with the mail Subject - **“Application for the post of Officer on Special Duty - JULY 2024”.**

Mail shall be forwarded to personnel@repcohome.com /courier shall be sent to the address as given below and please ensure that it reaches us **on or before 5.00 PM, JULY 31st 2024:**

By Post/ Courier to:

The DGM (HR)
Repco Home Finance Limited
3rd Floor, Alexander Square
New No. 2/Old No. 34 & 35
Sardar Patel Road, Guindy
Chennai- 600 032.
Contact Number: 99622 35359

By mail to:

personnel@repcohome.com
(With scanned Bio Data format and detailed CV)

Applications received after due date and in any other format except the prescribed bio data format or through any other mode 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 candidates of Repco Group of institutions (other than RHFL employee, as they are not permitted to apply), NOC from the Competent Authority has to be obtained before applying for the above position.
