

**RECRUITMENT OF EXECUTIVE (BAND-1) FOR
MAHARASHTRA, MADHYA PRADESH, GUJARAT,
RAJASTHAN & WEST BENGAL**

POST CODE: CLERICAL-MAHA/MP/GUJ/RAJ/WB- NOV 2021

Position: Executive (Band-1)

Locations:

1. Maharashtra
2. Madhya Pradesh
3. Gujarat
4. Rajasthan
5. West Bengal

Candidates may check the locations of Repco Home Finance Limited branch offices from the website before applying.

1. Eligibility:

- i. Age not exceeding 25 years as on 01-11-2021 (relaxation generally up to 30 years can be considered based on commensurate, relevant prior experience).
- ii. Preference will be given for experience in HFCs/ Banks/ FIs in Home Loan.
- iii. Possession of Two-Wheeler with license is preferred.
- iv. For eligible internal candidates of Repco Group of institutions, NOC from the competent authority has to be obtained before applying for the above position.

Desired Profile:

- a. Any Graduation (10+2+3), with minimum 50% marks preferably B.Com from a UGC recognized University. Graduates from Open University (distance education) will not be considered.
- b. Fluency in respective regional language Hindi, Marathi, Bengali, Gujarati as applicable (read, write & speak) besides English is must. Working knowledge of Hindi will be an added advantage.
- c. Early joining will be preferred.

- d. For recruitment in all cadres, 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.
- e. No request for transfer would be considered for a period of 3 years.

Profile: Overall branch operations including business sourcing and recovery. Job profile will be allotted based on Company's requirement and selected candidate's skill set/ aptitude.

2. 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 involving extensive travel as well as other branch work.**

3. Key Competencies Required:

- Effective communication skill – verbal and written
- Negotiation skill
- Teamwork and time management
- Multitasking ability
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word/MS-Excel/MS-PowerPoint

4. Pay & Perquisites:

CTC per annum starting from Rs.3.70 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 PERIOD: 1 year (extendable based on performance)

5. 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.

6. How to Apply:

Eligible candidates are requested to apply on or before **05.00 PM on 07th December 2021 (Tuesday)** through the link provided below the notification (Apply Button).

Applications sent in any other mode/ format will not be considered.

7. Instructions for making payment:

An application fee of Rs. 250/- has to be paid by the applicant to the following bank account:

Beneficiary Name: Repco Home Finance Limited

Account Number: RHFBRH____NAME (RHFBRH followed by 6 digits Application ID and first 4 letters of candidate name). 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.

Bank Name: ICICI Bank

Account Type: Current Account

IFSC Code: ICIC0000106

Branch: CMS Hub

Recruitment fee shall be paid through any one of the following modes:

NEFT/ IMPS Payment (Through Net banking of any bank except ICICI Bank net banking)

NEFT/ IMPS Payment (In person - Through Branches Other than ICICI Bank)

ICICI Net banking (Add payee - ICICI Bank Virtual payee option)

Note: Candidates are strictly advised not to visit any ICICI bank branches for fee payment. Cash payment will not be accepted at any branch of ICICI Bank.

Applications received after due date or incomplete application or applications without correct payment details will not be considered, and application fees once remitted will not be refunded.

The candidate shortlisted based on eligibility criteria will be considered for further selection process. The selection process will initially consist of ONLINE TEST - Objective Type on

Numerical Ability, Knowledge of English, Logical Reasoning and Data Interpretation, General and Financial Awareness (about Housing Finance and Financial System, Repco Home Finance Limited), etc. **The entire selection process will be conducted in English only.** The candidates shortlisted based on written test performance will be called for further selection process.

CANDIDATES SHOULD TAKE UP THE ONLINE TEST FROM THEIR LOCATION (ANYWHERE) AND TO TAKE UP THE TEST, DESKTOP/ LAPTOP WITH WEBCAM AND MICROPHONE FACILITY AND UNINTERRUPTED HIGH SPEED INTERNET ARE REQUIRED.

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 from the candidates. Bringing external influence will lead to disqualification.

Kindly click this URL to Apply:

<https://repc-728267318.development.catalystserverless.com/app/executive.html>
