



(Govt. of India Enterprise)
Head Office : Repco Tower No.33 North Usman Road
T. Nagar, Chennai –17. Ph: 044-28340715
www.repcobank.com

Recruitment

Repco Bank invites applications from Indian Nationals for the following posts on '**CONTRACT**' for a period of one year and extendable to maximum of another two years.

- 1) **Temporary Typist (English)** - **1 no.**
- 2) **Temporary Stenographer-cum-typist** - **1 no.**
- 3) **Temporary Translator/Typist (Hindi)** - **1 no.**
- 4) **Temporary Typist (Tamil)** - **1 no.**

Eligibility:

For Typist (English) - Graduation in any discipline through regular stream of 10th, +2, Degree with pass in **HIGHER** grade (English) in typing exam conducted by Government recognized institution.

For Stenographer-cum-typist - Graduation in any discipline through regular stream of 10th, +2, Degree. Must have passed technical examination in (English) typewriting higher grade and also shorthand higher grade conducted by Government recognized institution.

For Translator/Typist (Hindi) - Graduation in any discipline through regular stream of 10th, +2, Degree with pass in **HIGHER** grade (Hindi) in typing exam conducted by Government recognized institution and proficiency in Hindi language.

For Temporary Typist (Tamil) - Graduation in any discipline through regular stream of 10th, +2, Degree with pass in **HIGHER** grade (Tamil) in typing exam conducted by Government recognized institution.

Age:

Candidate must have completed 21 years but not more than 28 years as on 30.06.2023.

Pay:

Consolidated pay and meal pass for Temporary Typist (English) - Rs.11,000/- p.m. +
Rs.140/- per day

Consolidated pay and meal pass for Temporary Stenographer-cum-typist - Rs.15,000/-p.m.+
Rs.140/- per day

Consolidated pay for Temporary Translator / Typist (Hindi) - Rs.20,000/- p.m.

Consolidated pay and meal pass for Temporary Typist (Tamil) - Rs.11,000/- p.m. +
Rs.140/- per day

Mode of selection:

Shortlisted candidates will be called for Verification of Credentials.

How to apply:

Eligible candidates shall send their detailed resume in a closed envelope superscribed '**For the Post of Temporary Typist (English) OR Temporary Stenographer Cum Typist OR Temporary Translator / Typist (Hindi) OR Temporary Typist (Tamil)**' along with self attested copies of educational qualifications starting from 10th onwards and proof of technical qualifications, through courier/post to the following address.

The General Manager (Admin),
Repco Bank , P.B.No.1449,
Repco Tower,
No.33 North Usman Road,
T. Nagar, Chennai 600 017.

Last date for submission of resume is 31.07.2023.

Chennai

Dt: 17.07.2023

Sd/-

General Manager (Admin)