

**WALK IN INTERVIEW FOR ASSISTANT MANAGER/ EXECUTIVE/ TRAINEE  
FOR VARIOUS LOCATIONS IN MADURAI**

**Post Code:** **AM/ EXE/ TRN – MADURAI - JULY 2023**

**Position:** Assistant Manager/ Executive/ Trainee

**Location:**

*Dindigul, Kumbakonam, Madurai, Madurai North Veli, Marthandam, Nagapattinam, Nagercoil, Perambalur, Pudukottai, Ramanathapuram, Tenkasi, Thanjavur, Thiruvarur, Trichy, Tuticorin, Virudhunagar, Batlagundu, Cumbum, Sankarankovil.*

**Profile:** Sales and Recovery/Collections. Job profile will be allotted based on Company's requirement and selected candidate's skill set/ aptitude.

**Eligibility:**

1. Age not exceeding 25 years as on 01-07-2023 (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/ NBFCs in Home Loan.
3. For position of Assistant Manager, minimum 3 years of prior experience is mandatory.
4. Possession of Two Wheeler with driving license is preferable.

**Desired Profile:**

1. 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.
2. Fluency in Tamil (read, write & speak) and Hindi besides English is must.
3. Early joining will be preferred.
4. For recruitment in all cadres, candidates external applying 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.
5. No request for transfer would be considered for a period of 3 years.
6. RHFL Internal candidates are not eligible to apply with NOC.

## Job Description:

1. Assisting the branch in the day-to-day functions as Sales (sourcing and processing of home loan applications), customer interaction, sanctions/disbursements and recovery/collections 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. Marketing/Recovery activities involve travel as well as other branch work.
5. To monitor collections and manage effectively the receivables and achieve the targets set for recovery / NPA under the guidance of Recovery Department of RHFL Corporate Office.
6. To ensure prompt and best service.

## Key Competencies Required

- Good communication skill - verbal and written
- Negotiation skill
- Team work and time management
- Multitasking ability
- Planning and organizing skill
- Target orientation
- Proficiency in MS - Word.

## Pay & Perquisites:

### **a) Assistant Manager and Executive (on roll)**

Monthly **Gross Pay** starting from **Rs.30000/-** per month for **Assistant Manager Cadre** and from **Rs.25000/-** per month for **Executive Cadre** + 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 PERIOD: 1 year** (extendable based on performance)

### **b) Trainee (off roll)**

Starting fixed stipend would be Rs.12,500/- per month (variable based on location and previous experience) plus Meal allowance @ Rs.120/- per day 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 (Assistant Manager/ Executive/ Trainee) 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.

### **How to Apply:**

Eligible candidates are requested to attend a **WALK IN INTERVIEW** with all original testimonials and pay slip for the last 3 months along with 1 set of photocopy of all documents, 2 color 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 and time:

**DATE** : 21-07-2023 (Friday)  
**TIME** : 10 am - 5.00 pm (Candidates must register between 10 am to 11 am)  
**VENUE** : Repco Home Finance Limited – Trichy Branch  
No.24 Ram Arcade, B14, Second Floor, Thillai Nagar 11th cross main Road, Trichy 620018

**DATE** : 22-07-2023 (Saturday)  
**TIME** : 10 am - 5.00 pm (Candidates must register between 10 am to 11 am)  
**VENUE** : Repco Home Finance Limited – Regional Office Madurai  
No-96, Second floor, Alagar koil main Road, Opp- to American Collage, Thallakulam, Madurai-625002

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. Company's decision in this regard shall be final and binding.

### **Selection Process:**

- **Screening Test** - For Clerical Cadre, there will be a screening test - Objective Type with multiple options covering Quantitative Aptitude, Verbal Ability, Logical Reasoning and General Awareness about financial sector.
- **Interview** - The candidates who qualify in the test shall attend the personal interview on the same day.

For eligible candidates of Repco Group of Companies (other than RHFL), NOC from the Competent Authority has to be obtained before applying for the above position.

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