



**REPCO MICRO FINANCE LIMITED**  
CORPORATE OFFICE, CHENNAI – 35

Rc.No.RECR/PAD/RMFL/2024

Date: 27.03.2024

Repco Micro Finance Ltd (RMFL), a NBFC-MFI Company invites applications for the following posts.

**A. Name of the Post / Vacancy / Selection process**

S. No	Name of the Post	No of vacancies	Age As on 28.02.2024	Selection Process
1	Chief Information Security Officer (CISO)	1	Must not have completed 45 years	Shortlisting, & Personal Interview
2	Senior Manager – IT (Developer)	1	Must not have completed 35 years	
3	Senior Manager – IT (Network Engineer)	2	Must not have completed 35 years	
4	Manager – Accounts	1	Must not have completed 35 years	
5	Deputy Manager – Accounts	1	Must not have completed 30 years	
6	Deputy Manager – Inspection	7	Must not have completed 30 years	

\* Vacancy position may vary depending on actual requirement at the time of final process.

- Only Indian Nationals are eligible to apply.
- Fluency in Tamil and English is a must (Read, Write & Speak).
- Early joining will be preferred.

**B. Details of Educational Qualification and Experience**

S.No	Post	Educational Qualifications (As on 28.02.2024)	Experience (As on 28.02.2024)
1	Chief Information Security Officer (CISO)	Post-Graduation / Graduation in Computer science, Information Technology, Information Systems or equivalent. and The candidate must possess any one certificate in CISM / CISSP for being eligible for the post.	Minimum of 10 years work experience at Leadership role in IT domain at any financial institutions of good repute out of which 5 years' experience in the core domain area of Information Security at Senior Management Level.  or Minimum of 7-years work experience in handling IT related functions in NBFC of which minimum 3-year experience in the core domain area of Information Security at Senior Management Level.

2	Senior Manager – IT (Developer)	Post-Graduation / Graduation in Engineering, Computer Science or Computer Application or equivalent.	<p>Candidate should have minimum of 3 years work experience in</p> <ul style="list-style-type: none"> <li>- windows Server 2016 and above.</li> <li>- Proficiency in .NET Framework 4.0 and above.</li> <li>- Hands on Experience in ASP.NET, VB.NET, C#</li> <li>- Proficiency in jQuery, Java Script, Bootstrap CSS, Angular JS.</li> <li>- Experience in SQL Server 2014 and above.</li> <li>- Knowledge in Development of Mobile Application.</li> <li>- Experience in Web API, Rest API.</li> <li>- Experience in BFSI will be given preference.</li> </ul> <p>Certification in .NET is preferred.</p>
3	Senior Manager – IT (Network Engineer)	Post-Graduation / Graduation in Engineering, Computer Science or Computer Application or equivalent.	<p>Candidate should have minimum of 3 years work experience in</p> <ul style="list-style-type: none"> <li>- Windows administration.</li> <li>- Network administration.</li> <li>- Firewall administration.</li> <li>- IT security / IS Audit.</li> <li>- Virtualization Technology.</li> </ul>
4	Manager (Accounts)	Post Graduation in Accounts & Finance (M. Com / MBA) or equivalent.	<p>Candidate should have minimum 5 years' working experience as officer or above the rank of officer in Accounts &amp; Audit of NBFC/MFI/Other Financial Institutions.</p> <p>Candidate shall possess experience in Preparation of Financial statements, Finalization of Accounts, TDS, GST, Income Tax working/filings and maintenance of Books of Accounts.</p>
5	Deputy Manager (Accounts)	Graduation in Accounts & Finance (B.Com / BBA) or equivalent.	<p>Candidate should have minimum 3 years' working experience as officer or above the rank of officer in Accounts &amp; Audit of NBFC/MFI/Other Financial Institutions.</p> <p>Candidate shall possess experience in Preparation of Financial statements, Finalization of Accounts, TDS, GST, Income Tax working/filings and maintenance of Books of Accounts.</p>

6	Deputy Manager (Inspection)	Post-Graduation / Graduation in Accounts & Finance, Business Administration, Economics or equivalent.	<p>Candidates should have minimum of 3 years working experience as officer or above the rank of officer in NBFC / MFI / Other Financial Institutions.</p> <p>Preference will be given to candidates having the following:</p> <p>Should have handled Branch Inspection / Audit and in-depth knowledge of financial operations in NBFC / MFI / Other Financial Institutions.</p> <p>Strong understanding of inspection &amp; audit methodologies, risk assessment techniques, internal control frameworks and the RBI regulatory framework governing the sector.</p> <p>Proficiency in using data analysis tools, and MS Office applications. Ability to manage multiple branch inspections / audits simultaneously.</p>
---	-----------------------------	---	---

**C. Pay & Perquisites:**

S.No	Post	Annual CTC
1	Chief Information Security Officer (CISO)	CTC starting from Rs.13.00 lakhs per annum (fixed + variable)
2	Senior Manager	CTC starting from Rs.8.00 lakhs per annum (fixed + variable)
3	Manager	CTC starting from Rs.7.00 lakhs per annum (fixed + variable)
4	Deputy Manager	CTC starting from Rs.5.00 lakhs per annum (fixed + variable)

**D. General Terms & Conditions:**

- Applicant should have passed a degree recognized by UGC under regular stream of education, i.e., 10+2+3 pattern.
- Degree obtained from Open University without following the regular stream will not be considered.
- Persons selected under any of the above cadre will be placed on probation for a period of 12 months. The management at its discretion may extend the probationary period on the grounds of performance and confirmation in the service of RMFL will be governed by the Staff Service Regulation / HR Policy of the company.
- Persons appointed on probation shall execute a service bond to serve the company for a minimum period of 2 years from the date of joining. In case their leaving the company (RMFL) for any reason during the probation period, they must give 3 months' notice or in lieu of the same 3 months' salary plus training cost of Rs.15,000/- shall be paid to RMFL.

- During the probation period, RMFL at its absolute discretion can terminate the services by giving 30 days' notice in writing without assigning any reasons thereof if the persons are found unsuitable for the post or dispensed with on any charge of misconduct.
- The company may terminate the service of the persons immediately without any compensation or notice thereof, if any breach of applicable rules or misconduct or commit breach of the company policies and code of conduct or ethics of the company.
- Decision of RMFL in all matters regarding eligibility of the candidate, the stages at which scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of Shortlisting / Interview / Selection and other matters relating to recruitment will be final.
- In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and / or that he/ she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact (s), his/her candidature will be cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
- Applications for the above posts from erstwhile and present employees of Repco Group of Institutions will not be entertained.

**E. How to Apply:**

- Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification and should follow all the instructions given for submission of application.
- Eligible candidates are requested to apply only as per the prescribed Bio Data Form along with detailed resume, proof of education, experience & NOC if applicable.
- Applications shall be sent only by post/ courier. Applications sent in any other format/ sent by any other mode will not be considered.
- A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple applications, only the latest valid (completed) application will be retained.
- Applications in a sealed envelope super-scribing the “**Application for the Post of \_\_\_\_\_**” shall be forwarded to the address as given below to reach **on or before 12.04.2024.**

**The Director  
Repco Micro Finance Limited,  
No.634, Karumuttu Center, 2<sup>nd</sup> Floor, North Wing,  
Anna Salai, Nandanam, Chennai-600 035.**

- 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 will not be considered.

- Before applying for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above for the post as on the specified date and that the particulars furnished by him/her are correct in all respects.
- The applications must be properly filled and signed. Incomplete applications will be summarily rejected without any intimation.
- No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

**F. Selection process:**

- The selection process will be based on shortlisting and interview.
- RMFL reserves the right to modify the method of selection at any point of time during the recruitment process.
- The selection process will be held at Chennai only. Date & Venue of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to cancel or make any changes in the date and time if need arise. No communication will be entertained for the rejected candidates.
- 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, experience, and performance in the selection process.
- The selected candidates will be posted at Head Office or any branch of the Company.

Place: Chennai

Date: 27.03.2024

Sd/-  
Whole Time Director