



(Govt. of India Enterprise)  
Head Office : Repco Tower No.33 North Usman Road  
T. Nagar Chennai –17. Ph: 044-28340715 E-mail: [hrms@repcobank.co.in](mailto:hrms@repcobank.co.in);  
Website: [www.repcoBank.com/](http://www.repcoBank.com/) www.repcoBank.co.in

## **Recruitment**

Repco Bank invites applications from eligible candidates for the following post on Contractual basis:

Sl.No.	Name of the Post	Tentative no: of posts
1	Officer on Special Duty (OSD)- Inspection	4
2	Officer on Special Duty (OSD)-Legal	2

### **Eligibility: Candidates**

(i) aged below 62 years as on **28.02.2025.**

### **(ii) OSD – Inspection**

#### **Requirements & Responsibilities:**

- Bachelor's degree from a recognized university
- Retired/ VRS in the grade of Scale-III and above or any equivalent grades from any Nationalized Bank/ Scheduled commercial Bank / highly reputed financial institutions with minimum **3** years of experience in **Inspection Department**.
- In depth up-to-date knowledge in all banking activities and staff accountability process.

Selected candidate(s) will have to take up the assignment of continuous/surprise inspection, on-site inspection of our branches, matters related to staff accountability and should be willing to travel across our branches in south India for conducting and coordinating field inspection and submission of reports.

### **(iii) OSD-Legal:**

#### **Job Summary:**

We are seeking experienced Legal professionals with expertise in Banking and Recovery Laws to join our financial institution. As an Officer Special Duty – Legal (Contract Basis), shall be responsible for handling legal recovery matters related to Insolvency and Bankruptcy Code, Arbitration and Conciliation Act, Mediation Act etc. and involve providing legal advice, representing the institution before Various legal forums, and ensuring compliance with applicable laws and regulations.

#### **Requirements:**

- Bachelor's degree in Law from a recognized university. (Preference will be given to Post graduate in law)
- Retired/ VRS in the grade of Scale – III and above or any equivalent grades from any Nationalized Bank / Scheduled Commercial Bank / highly reputed financial Institutions.
- With minimum 7 years of experience in Banking and Recovery Laws.
- In-depth knowledge of Indian Recovery laws including Multi State Co-operative Societies Act, 2002, Arbitration and Conciliation Act, 1996 etc.

#### **Responsibilities:**

- Handling Arbitration related matters.

- Analysis on legal issues related to Banking and Recovery laws and provide timely advice to management.
- Assist in the preparation of legal strategies and arguments for Banking and Recovery cases.
- Monitor changes in Indian laws and regulations and provide updates to management.
- Represent the financial institution before various forums, including drafting and filing necessary legal documents.
- Liaise with external legal counsel, as necessary, to ensure effective representation before various forums.

(iv) **Consolidated pay:**

Consolidated pay of Rs.40,000/- per month.

(v) **Mode of selection:**

Shortlisted candidates will be called for an interview. Intimation letter for interview will be sent through courier/post individually.

(vi) **How to apply:**

Eligible candidates shall send the following

- (i) Application (format enclosed)
- (ii) Detailed resume
- (iii) Proof of Graduation/Post Graduation
- (iv) Proof of Experience
- (v) Proof of retirement

in a closed envelope super scribed as ‘**For the Post of ‘Officer on Special Duty (\_\_\_\_\_)**’ 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 04.04.2025.**

**Note: Applications from other than retired /VRS opted officers’ from Nationalized Bank / Scheduled Commercial Bank / highly reputed financial Institutions will not be considered and will be summarily rejected.**

Place: Chennai-17

Date : 14.03.2025

General Manager (Admin)