



(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.

Temporary Typist (Tamil & English) - 2 Nos

Eligibility:

- Graduation in any discipline through regular stream of 10th, +2, Degree
- pass in **HIGHER** grade (both Tamil and English) in typing exam conducted by Department of Technical education, Tamil Nadu.
- Working knowledge of Tally is desirable
- Preference will be given to candidate with experience in office documentation and data entry.

Age:

Candidate must have completed 21 years but not more than 28 years as on 30.04.2025.

Place of Posting:

Selected candidates will be positioned in Chennai.

Pay:

Consolidated pay and meal pass for Temporary Typist (Tamil & English) – Rs.15,000/-p.m. + Rs.150/- per day.

Mode of Selection:

Shortlisted candidates will be called for verification of credentials and skill test.

How to apply:

Eligible candidates shall send the following

- (i) Application (format enclosed)
- (ii) Proof of educational qualification
- (iii) Proof of both higher grade typing qualification
- (iv) proof of any other qualification

in a closed envelope superscribed "**For the post of Temporary Typist (Tamil & English)**" 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 application is **13.06.2025**.

Chennai
28.05.2025

General Manager (Admin)