

**RECRUITMENT OF CLERICAL CADRE (EXECUTIVE/ TRAINEE) FOR
KOLKATTA BRANCH**

POST CODE: EXE/TRN-KOLKATTA - SEPTEMBER 2018

Position: Executive/ Trainee

Location: KOLKATTA

Profile: Overall branch operations including business sourcing and recovery.

Eligibility:

1. Age not exceeding 25 years as on 01-09-2018, (maximum relaxation for 5 years will be considered with commensurate relevant experience).
2. 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.
3. Fluency in Bengali (read, write & speak) besides English and Hindi is must.
4. Early joining will be preferred.
5. For recruitment in all cadres, candidates (internal-applying for lateral entry / external) 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.

Job Description:

1. Assist the branch in the day-to-day operations including the sourcing and processing of home loan applications, customer interaction, sanctions/disbursements/recovery 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. Maintenance of the Branch-Administrative work
5. Nature of work will include marketing/recovery activities involving travel as well as other branch work

Key Competencies Required

- Good communication skill - verbal and written
- Negotiation skill
- Interpersonal skill, leadership qualities and team management

- Multitasking ability
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word
- Target orientation

Pay & Perquisites:

a) Executive (On Roll)

CTC Per annum starting from Rs.3.50 lakhs (approx) as per Company Policy. Higher salary can be considered based on prior experience/performance in the recruitment process at the discretion of the Management. **PROBATION: 1 year** (extendable based on performance)

b) Trainee (off roll)

Starting fixed stipend would be Rs. 9500 p.m. (variable based on location and previous experience) plus Meal allowance 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.

HOW TO APPLY/ ATTEND THE INTERVIEW:

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

DATE :01-10-2018 (Monday)
TIME :1 pm - 4 pm (Candidates must register between 10 am to 12 noon)
VENUE : Repco Home Finance Limited
No. I/22,Block- I, 1st floor,
Baishnabghata Patuli Township, P.S.Patuli,
Kolkata-700094
Contact No: 033-24732100,
Email: kkt@repcohome.com

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. Bringing external influence will lead to disqualification.

For eligible internal candidates of Repco Group of institutions, NOC from the Competent Authority has to be obtained before applying for the above position.
