

**RECRUITMENT OF BRANCH MANAGER FOR VARIOUS LOCATIONS IN  
RAJASTHAN**

**POST CODE: BM- RAJ - SEPTEMBER 2018**

**Position:** **Branch Head**

**Location:** **Jaipur/ Ajmer/ Kota/ Jodhpur/ Bikaner/ Udaipur**

**Profile:** To Head the Branch in all areas of branch work such as sourcing of business, operations, collections and ensuring profitability of branch.

**Eligibility:**

1. Age not exceeding 28 years as on 01-09-2018 (relaxation generally upto 40 years of age can be considered based on commensurate, relevant prior experience)
2. Any Graduation (10+2+3 format) from a UGC recognized university. Post graduation & professional qualification shall be given additional weightage.
3. Minimum 3 years experience (for age not exceeding 28 years) in Housing Finance/Retail Lending /marketing of financial products (Home Loan) / branch operations in HFCs/FIs. Exposure in housing finance is a must. Experience of heading a branch will be preferred. For further age relaxation, commensurate additional experience would be required.
4. Extensive in-depth knowledge of local housing finance market with good networking capacity with builders / developers is a must.
5. Fluency in Rajasthani (read, write & speak) besides English/Hindi is must.
6. Early joining will be preferred.
7. 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:**

- To source quality and quantity business (home loan) as per target given in conformity with the credit policy of the Company
- To handle lending operations of branch, which require speedy processing of loan applications /initial credit appraisal at branch level/follow up of loan approvals with sanctioning authority/ disbursements/ post disbursal monitoring.
- To coordinate with panel valuers / advocates for effective delivery within stipulated turnaround time.
- To monitor collections and manage effectively the receivables and achieve the targets set for recovery / delinquency.

- Timely achievement of business targets set under different parameters and make the branch a profit center.
- To ensure effective brand building and business promotion (through various marketing and sales activities)
- To ensure prompt and best client service
- To ensure good overall housekeeping and compliance with all statutory requirements
- The position will have 2-3 on roll employees and 1-2 off roll staff reporting to him/her.

### **Key Competencies Required**

- Good communication skill - verbal and written
- Negotiation skill
- Interpersonal skill, leadership qualities and team management
- Multitasking ability ( as the Company does not operate through separate verticals for sourcing, operations and collections)
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word
- Target orientation

### **Pay & Perquisites:**

CTC starting from Rs. 7.00 lakhs per annum (fixed + variable). However, experienced candidate would be compensated suitably as per market standard and Management discretion. Probation period: 1 year.

### **HOW TO APPLY:**

Eligible candidates are requested to apply on or before 23<sup>rd</sup> September, 2018 through the link provided below the notification

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date & venue & mode of the same will be communicated to the shortlisted candidates individually in due course. 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.*

\*\*\*\*\*