

**RECRUITMENT OF BRANCH MANAGER FOR HABSIGUDA,  
PATHANCHERU, NIZAMABAD (TELANGANA) AND ONGOLE (A.P)  
WALK-IN INTERVIEW**

**POST CODE: BM - TELANGANA/AP - FEBRUARY 2018**

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

**Location:** **Habsiguda, Patancheru, Nizamabad (Telangana) and Ongole (Andhra Pradesh)**

**Profile:**

**For Branch Head:** 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 01-01-2018 (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 Telugu (read, write & speak) besides English is must while working knowledge of Hindi will be advantageous..
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 standards and discretion of the Management.

**PROBATION: 1 year** (extendable based on performance)

### 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:

<b><u>DATE</u></b> :	<b>17-02-2018 (Saturday)</b>
<b><u>TIME</u></b> :	<b>1 pm - 4 pm (Candidates must register between 10 am to 12 noon)</b>
<b><u>VENUE</u></b> :	<b>Repco Home Finance Limited 102, 1st Floor, M H R House, Sanjeeva Reddy Nagar, Hyderabad - 500 038 (Contact No: 040-23811146, E-mail: hyd@repcohome.com )</b>

The Company reserves the right to accept/reject any/all candidacy 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.*

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