

## **Walk-In-Interview for recruitment for HR in Chennai**

**POST CODE** : AM/MGR-HR/CH/-JAN 2018

**POSITION** : Assistant Manager (HR)/Managerial Cadre (HR)

**LOCATION** : **Chennai**

### **Eligibility:**

1. Age not exceeding 28 years as on 01-12-2017 (relaxation generally up to the age of 40 years can be considered based on commensurate, relevant prior experience for managerial position.
2. Any Graduation (10+2+3 format) with minimum 50% marks from a UGC recognized University. Graduates from Open University will not be considered. Post graduation/ professional qualification with specialization in Human Resource Management shall be advantageous.
3. Minimum 3 years relevant prior experience (for age not exceeding 28 years) in Human Resource Management, preferably in financial institutions. For age relaxation, commensurate additional experience would be required. Experience other than core human resource management areas will not be considered.
4. Fluency in English is must. Knowledge of Tamil is also a requirement. Knowledge of spoken Hindi would be an added advantage.
5. Early joining will be preferred.
6. 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:**

- Recruitment - vacancy identification, preparation of JD by identifying the relevant KRA & KPI, handling logistics of selection process (including liaisoning with recruitment agencies), pre & post recruitment liaisoning with candidates, preparation of offer letter / appointment order.
- Post recruitment follow up, handling the joining formalities, initial employee induction
- Employee skill development through internal/ external training programs - training need analysis, development of training calendar, handling logistics of training programs, liaisoning with faculty, identification of suitable external trainings, post-training evaluation
- Handling posting and transfer as per company policy
- Employee performance management and conduction of promotion process
- Employee leave, reimbursements, loans and other benefits management
- Payroll management

- Employee severance management
- Any other work related to employee engagement

**Key Competencies Required:**

- Good English communication skill – written and oral
- Ability to deliver in a time bound manner
- Reasonable quantitative aptitude
- Teamwork skill
- Proficiency in MS Word and Excel
- Working knowledge of HRMS package

**PAY & PERKS:**

**Assistant Manager/ Manager (on roll):**

CTC Per annum starting from Rs. 4.00 lakhs (approx) for AM and Rs. 7.00 lakhs for Managerial cadre 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)

**HOW TO APPLY/ ATTEND THE INTERVIEW:**

Eligible candidates are requested to come for a **WALK-IN INTERVIEW** with all original testimonials and last 3 months pay slip 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 venues on stipulated date(s) & time:

**DATE : 27-01-2018 (Saturday)**

**TIME : 1pm - 4pm (Candidates must register between 10 am to 12 noon)**

**VENUE :**

**Repco Home Finance Limited,**  
Corporate Office,  
3<sup>rd</sup> Floor, Alexander Square,  
No. 2, Sardar Patel Road,  
Guindy, **Chennai - 600 032** (Ph: 040 - 42106650)

There would be a written test to ascertain subject knowledge and suitability. The Company reserves the right to accept / reject any /all applications and keep the all/ some vacancies unfilled without assigning any reason or even abandon the recruitment process. The Company also reserves the right to either offer Executive (on roll, on

Probation) or Trainee (off roll, on contract) position to a candidate 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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