

## **WEBSITE NOTIFICATION**

### **Executive (on roll)/ Trainees (off roll) required** **in various locations in Gujarat**

**1. POST CODE: CL/GUJ/JUN-2017**

**2. LOCATION:** Ahmedabad/ Anand/ Vadodara/ Surat/ Rajkot/ Jamnagar/  
Bhavnagar/ Jamkhabalia/ Morbi

**3. ELIGIBILITY:**

**Age:** Preferably not exceeding 25 years as on 01-07-2017, (maximum relaxation for 5 years will be considered with commensurate relevant experience).

**Qualification:** 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.

**Desired Profile:**

- Preference will be given for relevant prior experience in home finance/accounting/sales/recovery etc.
- Fluency in Gujarati besides English is a must.
- Possession of a 2-wheeler and valid driving license will be advantageous

**4. JOB DESCRIPTION:**

- Assist the branch in the day-to-day operations including the sourcing and processing of home loan applications, customer interaction, sanctions/disbursements/recovery etc.
- 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.
- Handle accounting and back end/data operations (cash entry, bank entry in the system), documentation etc. independently.
- Maintenance of the Branch-Administrative work
- Nature of work will include marketing/recovery activities involving travel as well as other branch work

## **5. PAY & PERKS:**

### **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 for on-roll employees: 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)

**Training period for off-roll: 1 year** (extendable based on performance).

### **Please Note:**

- i. 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.
- ii. 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.
- iii. 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:**

**Eligible candidates are requested to apply only as per the enclosed bio-data format along with 1 set of self-attested photocopy of all original testimonials and latest payslip (if applicable) to the following address by post. Applications sent in any other format will not be considered.**

**Applications in a sealed envelope super-scribing “Application for the post of Exe/ Trn- Gujarat” shall be forwarded to the address as given below by post to reach the addressee on or before July 7, 2017:**

The General Manager (HR)  
Repc Home Finance Limited  
3<sup>rd</sup> Floor, Alexander Square  
New No. 2/Old No. 34 & 34  
Sardar Patel Road, Guindy  
Chennai- 600 032

Applications received after due date and by any other mode will not be considered.

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. No TA/DA will be paid for attending the selection process anywhere at any point in time.

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 after submission of application will be entertained. Canvassing in any form could 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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