

RECRUITMENT OF CLERICAL CADRE - RECOVERY

IN TAMIL NADU, KARNATAKA, TELANGANA, ANDHRA PRADESH

POST CODE: REC/TN/KAR/TEL/AP (as applicable) - Nov / Dec'2016

Position: Clerical cadre - Recovery

Location: To be based at various locations in Tamil Nadu, Karnataka, Telengana, AP (as per the state of domicile) but would involve extensive touring in and around the assigned location.

ELIGIBILITY:

1. **Age:** Preferably not exceeding 25 years as on 01-11-2016 (Maximum age relaxation for 5 years with commensurate relevant experience can be considered) (DOB: Not before 1-11-1991 for fresher and not before 1-11-1986 for candidates having 5 years experience).
2. **Qualification:** Any Graduate (Preferably B.Com) with minimum 50% marks - in (10+2+3) format through regular classroom course from a UGC recognized University under regular course (not part time / correspondence). Graduates from Open University will not be considered.
3. Fluency in Kannada/Tamil/ Telugu (read, write & speak), as applicable, besides English is must.
4. **Prior experience in Collection/Recovery will be a must, preferably in a housing finance company**
5. **It may be noted that the position will involve extensive & frequent travel on almost daily basis. It is not a desk job, and most of the time the employee would be outside the office or even out of station. Depending on the recovery requirement, office timing might also get adjusted.**
6. **Candidate must possess a two-wheeler with valid driving license**
7. Internal candidates can only apply with NOC from the Competent Authority. Acceptance of applications will depend on fulfillment of the eligibility criterion as detailed above.

Job Description

- To coordinate with appropriate Head in Recovery issues
- To execute/ monitor collections and manage effectively the receivables and achieve the targets set for recovery / NPA
- Timely achievement of Recovery targets of all branches assigned to him and prompt reporting.
- Assisting in any other branch work as assigned from time to time
- To ensure prompt and best client service

Key Competencies Required

- Good communication skill – verbal and written
- Negotiation skill
- Target orientation

SALARY: Starting monthly Gross = Rs.14000/- plus other applicable benefits like meal coupon, performance incentive etc.

However, fixation of Monthly salary plus other benefits will be based on prior experience/performance in the recruitment process at the discretion of the Management and as per Company Policy.

PROBATION for on-roll employees: 1 year (extendable based on performance)

However, based on the qualification, experience and selection process performance, the Management may also consider offering **off roll engagement as Trainee** as well with fixed monthly stipend of approximately Rs.9500/- (starting) wherein the Trainee will normally be given an opportunity of regularization after successful completion of 1 year of training period.

HOW TO APPROACH/ ATTEND:

Eligible candidates are requested to come for a **WALK IN SELECTION PROCESS (Written Test + Interview)** with all original testimonials along with 1 set of photocopy, 2 colour passport size photos, original & 1 copy of the driving license and 2 sets of duly filled in Bio-data as per enclosed format, pen, pencil, eraser at the following venues on stipulated date(s) & time:

A. TAMIL NADU - CHENNAI

DATE & TIME: November 26th, 2016 between 10.00 AM to 3.00 PM

VENUE :

Repc Home Finance Limited

3rd Floor, Alexander Square

No.2, Sardar Patel Road,

Guindy, Chennai – 600 032

Contact : 044 - 42106650

B. TAMIL NADU - COIMBATORE

DATE & TIME: December 5th, 2016 between 10.00 AM to 3.00 PM

VENUE :

Repc Home Finance Limited

Indian Red Cross Building, 8/26,

Hozur Road,

Coimbatore – 641018.

Contact: 0422 -2215917

C. TAMIL NADU - MADURAI & TRICHY

DATE & TIME: December 6th, 2016 between 10.00 AM to 3.00 PM

VENUE :

Repc Home Finance Limited

5C, G M Complex ,
1st floor, North Veli Street,
Madurai – 625001.

Contact: 0452-2347209

D. KARNATAKA

DATE & TIME: December 23rd, 2016 between 10.00 AM to 3.00 PM

VENUE :

Repc Home Finance Limited

109, First Floor, 'A' Wing,
Mittal Tower, M.G.Road,
Bangalore – 560 001

Contact No: 080-41233109

C. TELENGANA & ANDHRA PRADESH

DATE & TIME: December 19th, 2016 between 10.00 AM to 3.00 PM

VENUE :

Repc Home Finance Limited

102, 1st Floor, M H R House,
Sanjeeva Reddy Nagar,
Hyderabad 500 038

Contact No: 040-23811146

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