



## REPCO MICRO FINANCE LIMITED

Corporate Office, Chennai-35.

Rc.No:250:Recr/2019/RMFL

Date:03.09.2019

### Recruitment Notification

Repco Micro Finance Ltd (RMFL) invites applications for the following posts in Tamil Nadu & Puducherry Branches.

S. No	Name of the Post	Number of vacancies	Educational qualification	Age Limit as on 31.08.2019	Other Terms & Conditions
<b>Clerical</b>					
1	Junior Assistant	25	Graduates from any University in the UGC list provided the applicant has passed under 10+2+3 or 10+2+4 or 10+3+3 pattern.	Must not have completed 30 years.	Shall possess computer knowledge
<b>Officer</b>					
2	Assistant Manager	25	Graduation from any University in the UGC list provided the applicant has passed 10+2+3 or 10+2+4 or 10+3+3 pattern.	Must not have completed 30 years.	Shall possess computer knowledge. Preference will be given to candidates Having experience in financial institutions. possess Two wheeler driving licence. (preferable)

**General Terms & Conditions:**

- Applicants should be Indian nationals.
- Must be conversant with Regional language.
- Persons selected under any of the above cadres will be on Training for 1 year. which may be extended for further period of 6/12 months depending on performance. Subject to their satisfactory performance during the training period they will be placed in the regular applicable cadre on probation for one year. The training period may be relaxed/ reduced in case of experienced candidates by Competent authority.
- Persons appointed on probation shall execute a service bond to serve the company for a minimum period of 2 years. In case of their leaving the company for any reason during the probation period, they have to give 3 months notice or in lieu of the same pay 3 month salary plus the training cost of Rs.15,000/-shall be paid. Competent authority is permitted to waive part/full of the same.
- During the probation period, the service of the persons may be dispensed by giving 30 days notice or salary in lieu thereof.
- In case an employee on Training period leaves the company for any reason during the training period, he/she has to give 30 days notice.
- During the training period, a person's service may be dispensed immediately by giving 7 days notice.
- Decision of RMFL in all matters regarding eligibility of the candidate, the stages at which scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of examination, interview, selection and any other matter relating to recruitment will be final. There is no age limit for the employees of RMFL for applying any post. But they will be considered as fresh entrant only.
- In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and / or that he/ she has furnished any incorrect/false

information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.

**Method of Selection:**

<b>Cadre</b>	<b>Selection Procedure</b>
Clerical	Written Test
Asst. Manager	Written Test & Interview Process.

Written Test will be conducted in english only. RMFL reserves the right to modify the method of selection. No allowances/reimbursement will be payable/made for attending the written examination/interview.

**Written Examination Pattern:**

For Clerical & Officer Cadre the written examination will consist of Test of reasoning, General Awareness, Numerical Ability, Computer Knowledge, English Language and Descriptive Paper.

Appointment to the respective cadre will be on merit basis. No correspondence or personal enquiries shall be entertained by RMFL in this behalf.

RMFL reserves the right to modify the structure of the written examination.

**Written Examination Centre:**

Written examination will be held at Chennai only. Venue and date will be initmated separately. RMFL reserves the right to add/delete centres for administrative reasons.

**Application Guidelines:**

Eligible candidates shall apply as per the following conditions.

- Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification and should follow all the instructions given for submission of application.
  
- Candidates should apply only in the format prescribed by RMFL. (Can be accessed at [www.repcomicrofin.co.in](http://www.repcomicrofin.co.in))

- Filled in application should be forwarded through post/ speed post/courier only. No other mode of application will be accepted.
- Application submitted in any other format and applications unsigned will be rejected.
- A recent passport size color photo should be attached with the application form and the candidate should ensure that copies of the same are retained for use at various stages of the recruitment process.
- Copies of certificates need to be self attested and attached along with the application.
- Seperate Application should be submitted for each post.
- Applicants from Repco group of organisations shall apply with NOC.
- Last date for receipt of application is **25.09.2019.**



**Director**

**Repco Micro Finance Ltd**