

**RECRUITMENT OF ASSISTANT GENERAL MANAGER - CHIEF  
VIGILANCE OFFICER FOR CORPORATE OFFICE, CHENNAI**

**POST CODE: AGM (CVO) - CO - JAN 2020**

**Position: AGM (CHIEF VIGILANCE OFFICER)**

**Location: CHENNAI**

**Profile:** To assist the Head of the Department/Organization in all vigilance matters.

**Eligibility:**

- Age not exceeding 35 years as on 01-01-2020 (relaxation upto 10 years can be considered based on commensurate, relevant prior experience for deserving cases based on Management discretion)
- Any Graduation (10+2+3 format) from a UGC recognized university. Post graduation & professional qualification shall be given additional weightage. Graduates from Open University will not be considered.
- Minimum 7 years experience (for age not exceeding 35 years) in HFCs/ Banks/ Financial Institutions in handling Vigilance matters. For further age relaxation, commensurate additional experience would be required.
- Fluency in English besides Tamil is a must while working knowledge of Hindi will be an added advantage.
- Early joining will be preferred.
- 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 check/ background verification.

**Job Description:**

- To prepare Charge Sheet and to conduct disciplinary proceedings as per the Company's Conduct Regulations, Discipline & Appeal Regulations and as per the extant Company Policy.
- To ensure speedy processing & documentation of disciplinary cases at all stages.
- To examine in detail the existing Rules and procedures of the Organization with a view to eliminate or minimize the scope for corruption or malpractice.
- To identify the sensitive/corruption prone spots in the Company and keep an eye on personnel posted in such areas.
- To plan and enforce surprise inspections and regular inspections to detect the system failures and existence of corruption or malpractices.

- To maintain proper surveillance on officers of doubtful integrity.
- All other responsibilities of Chief Vigilance Officer
- Any other roles assigned from time to time.

### **Other Areas:**

- Should possess good communication & interpersonal skills to lead, manage and motivate a team.
- Good communication skill, team management skill and leadership qualities are essential.

### **Pay & Perquisites:**

CTC starting from Rs. 11 lakhs per annum (fixed + variable depending on fitment based on experience and performance in the selection process). Experienced candidate would be compensated suitably as per market norms and Management discretion. Probation period: 1 year.

### **How to Apply:**

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable). Applications shall be sent only by post/ courier. Applications sent in any other format/ sent by any other mode will not be considered.

Applications in a sealed envelope super-scribing the **“Application for the post of AGM - CHIEF VIGILANCE OFFICER - Jan 2020”** shall be forwarded to the address as given below to reach the addressee **on or before 5 pm on January 18, 2020:**

**The General Manager (HR)  
Repc Home Finance Limited  
3rd Floor, Alexander Square  
New No. 2/Old No. 34 & 35  
Sardar Patel Road, Guindy  
Chennai- 600 032**

Applications received after due date and in any other format except the prescribed bio data format or through any other mode except by post/ courier will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. 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. The Company reserves the right to accept/reject any/all applications and/or modify any of the eligibility conditions 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 after submission of application 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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