



Repco Micro Finance Limited
Corporate Office, Chennai-35

About our Company:

The company is promoted by Repatriates Cooperative Finance & Development Bank Ltd. (Repco Bank) which is a Govt. of India Enterprise.

RMFL is engaged in the activity of extending loan to economically backward women through Women Self Help Group for income generation purposes.

The main objective of the company is to assist the poor women for their upliftment, promoting entrepreneurship and providing micro credit/ finance in different loan cycle at reasonable rates of interest.

Notification for Officer Cadre Recruitment:

Repco Micro Finance Ltd (RMFL) invites applications for the following positions

<u>Officer Cadre</u>				
Name of the Post (Designation)	Name of the Division	No of vacancies	Educational Qualification	Experience
*Assistant General Manager	Accounts and Audit Division	1	Chartered Accountant or Cost Accountant (CMA) / M.com / MBA or any other Postgraduate relating to Finance	Minimum 10 Years of experience in <ul style="list-style-type: none">Audit / Preparation of Financial statements, Budgeting / Fund Management.
*Assistant General Manager	Technology Management Division	1	Engineering or MCA or any other Postgraduate relating to Computer Science.	Minimum 10 Years of experience in <ul style="list-style-type: none">Windows Server 2016 & SQL Server 2014. Networking of Servers, Routers, Firewalls, Proxy Servers & MPLS lines, Antivirus & Patch Management.Resolving problems & providing solutions to technical issues in a Server – Client environment involving Data Centre, DR and Branches.Achieving system uptime for business critical services.Enforcing standards in system & procedures, compliance with IT and IS policies.

*Assistant General Manager	Legal and Recovery Division	1	BL/LLB Degree from a recognized university.	Minimum 10 Years of experience in <ul style="list-style-type: none"> • Legal related matters and should be conversant in company Law and recovery procedures
Deputy Manager	Personnel Administration Division	1	Graduate with HR Specialisation preferable or any graduate with related experience.	Minimum 3 Years of experience in <ul style="list-style-type: none"> • HR related works including Wages, Recruitment, Manpower planning, Training, Disciplinary proceedings etc.,
Deputy Manager	Risk Management Division	1	Any Graduate. Experience in Financial Institution preferable.	Minimum 3 Years of experience in <ul style="list-style-type: none"> • Framing, implementing and monitoring the risk management policy & Creating business continuity plan etc.,
*Assistant General Manager	Inspection Division	1	Any Postgraduate Experience in Financial Institution preferable.	Minimum 10 Years of experience in <ul style="list-style-type: none"> • Inspection of Branches etc., with knowledge of KYC, MF related Guidelines.
Deputy Manager		4	Any Graduate. Experience in Financial Institution preferable.	Minimum 3 Years of experience in <ul style="list-style-type: none"> • Inspection of Branches etc., with knowledge of KYC, MF related Guidelines.
Deputy Manager	Zonal Heads	4	Any Graduate. Experience in Financial Institution preferable.	Minimum 3 Years of experience in <ul style="list-style-type: none"> • Overall supervision of branches for target achievement, Monitoring of NPA etc.,
Manager (System Administrator)	Technology Management Division	1	Engineering or BCA or any Graduate with related experience.	Minimum 5 Years of experience in <ul style="list-style-type: none"> • Windows Server 2008, 2012, 2016 & Desktop support. Networking – configuration and maintenance of Routers, Firewalls, Proxy servers, Switches, MPLS lines and Broadband VPN. • Manage servers & end-users' backup and restore operations. • Monitor network performance and test for weaknesses.