



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. |

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| *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. |

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| Deputy Manager (System Administrator) | Technology Management Division | 1 | Engineering or BCA or any Graduate with related experience | Minimum 3 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. |
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*AGM experience – Relaxable for deserving cases

Place of posting:

- 1) All postings are in Chennai, Except Zonal Heads.
- 2) For Zonal heads the likely place of posting will be Chennai, Villupuram, Trichy, Coimbatore & Madurai.

Age:

| Cadre | Age Limit as on 31.12.19 |
|---------------------------|---|
| Deputy Manager | Must not have completed 33 years age |
| Manager | Must not have completed 35 years age |
| Assistant General Manager | Must not have completed 45 years age |

Salary Details:

| Cadre | Scale of pay | Approximate Gross salary per month | CTC Per Annum (Approximately) |
|---------------------------|---|------------------------------------|-------------------------------|
| Deputy Manager | 7200-500/4-9200-600/ 3-11000-700/4-13800-800/ 3-16200 | 20050/- pm | 4.70 lacs** |
| Manager | 9900-550/4-12100-650/ 4-14700-750/3-16950-850/ 4-20350 | 26450/- pm | 5.50 lacs** |
| Assistant General Manager | 16000-750/3-18250-850/ 3-20800 -950/3-23650-1050/ 3-26800 | 39700/- pm | 7.20 lacs ** |

** Including Food Allowance, Conveyance Allowance, Performance Allowance (Variable), etc.,

General Terms & Conditions:

- Applicants should be Indian nationals and knowledge of Tamil language is essential.
- Degree shall be from recognised University by the UGC, provided the applicant has passed 10+2+3 or 10+2+4 pattern.
- Professional course shall be obtained from the recognised authority.
- Persons selected under any of the above cadres will be on probation for 1 year.
- 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 the decision of RMFL will be final.
- In case, it is detected at any stage of recruitment that a candidate does not fulfil 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 is detected even after appointment, his/her services are liable to be terminated.

Method of Selection:

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| Selection Procedure |
| Depending on number of short listed candidates, Interview process will be communicated. |

RMFL reserves the right to decide on the mode of selection. No allowances/reimbursement will be payable/made for attending the interview process. Details of interview process will be intimated later.

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

Interview Process:

Interview process will be held at Chennai only. Venue and date will be intimated 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.
- Filled in application should be forwarded through post/ speed post/courier only.
- Application submitted in any other format, applications unsigned and without necessary proof will be rejected.
- Copies of certificates (Educational qualification, Experience, etc.,) need to be self-attested and attached along with the application.
- Experience in related field only.
- Last date for receipt of application is **07.03.2020**.
- Application shall be submitted with super scribing Division & Post applied for.

Address for Communication

Officer Cadre Recruitment -2020

Repeo Micro Finance Limited,

Personnel Administration Division,

No.634, II Floor, North wing, Karumuttu Centre,

Nandanam, Anna Salai, Chennai – 600 035.

Ph No.044- 24310212.