

**CLERICAL CADRE Employees required in Various Branches of TAMIL NADU & KARNATAKA**

**POST CODE: Exe/TN-KAR/July 2013**

**No of Vacancies (approx): 35 in Tamil Nadu/ 20 in Karnataka**

**Eligibility:**

1. Age not exceeding 25 years as on 01-07-2013, (maximum relaxation for 5 years with commensurate relevant experience)
2. Any Graduation with 50% marks - in 10+2+3 format through regular classroom course from a UGC recognized university. Graduates from Open University will not be considered.
3. Preference will be given for relevant prior experience in home loan operations/sales/retail credit etc.
4. Fluency in English besides the local language (Tamil or Kannada, as the case may be) is a must.
5. Possession of a 2-wheeler and valid driving license will be advantageous.

**SALARY:** Starting Gross Pay Rs.15000/- (approx) per month plus other benefits as per Company policy. Higher salary can also be considered based on prior experience/performance in the recruitment process.

**PROBATION: 1 year** (extendable based on performance)

**JOB DESCRIPTION:**

- To assist the branch in the day-to-day operations including the sourcing and processing of home loan applications, customer interaction, sanctions / disbursements / recovery etc.
- Participation in external work like marketing of Company products, verification of customer KYC & other documents, coordination with panel advocates/valuers, inspection of properties, visiting sub-registrar's office, banks etc. would be required.
- Capability to handle accounting and back end/data operations (cash entry, bank entry in the system), documentation etc. independently will be preferred.
- Maintenance of the Branch - Administrative work

**SELECTION PROCESS:** Shortlisted candidate will be called for a WRITTEN TEST (Objective Type- Multiple Choice on Quantitative aptitude, analytical skill, data interpretation, reasoning, computer knowledge, English comprehension etc. with negative marking and Descriptive (English composition) followed by INTERVIEW (for candidates who would qualify in the written test). Medium of instruction: English. The date and venue of the Written Test / Interview will be intimated to eligible candidates in due course.

Eligible candidates are requested to send their duly filled BIO-DATA form (in the enclosed format) along with 1 set of photocopy of all original testimonials and latest payslip (if applicable) to the following address:

**THE EXECUTIVE DIRECTOR  
REPCO HOME FINANCE LIMITED  
3<sup>rd</sup> Floor, ALEXANDER SQUARE  
NO.2, SARDAR PATEL ROAD,  
GUINDY, CHENNAI - 600 032**

**The applications shall be sent in a sealed cover mentioning the POST CODE on the envelope.**

**The applications as per format and as per the process mentioned above shall reach the addressee on or before July 15, 2013.**

**Applications received in any other format or after the due date shall not be considered.**

**The Company reserves the right to accept/ reject any/all applications and keep some/all vacancies unfilled without assigning any reason. No communication in this regard will be entertained after sending the application.**