



**REPCO MICRO FINANCE LIMITED**  
CORPORATE OFFICE, CHENNAI – 35

Rc.No. RECR/PAD/RMFL/2023-24

Date: 28.06.2023

Repco Micro Finance Ltd (RMFL), a NBFC-MFI Company invites applications for the following posts. Candidates are requested to apply online through the link given on RMFL's Website <https://www.repcomicrofin.co.in/careers.php>.

**Online Submission of Application & Payment of Fees from 28.06.2023 to 19.07.2023**

**Instructions for submitting the Application:**

1. The process of submission of application is complete only when fee is deposited with RMFL through online mode on or before the last date for payment of fee.
2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
3. Candidates can apply only for one post.
4. Candidates are required to upload all required documents (brief resume, ID proof, proof of age, education, experience etc.) failing which their application will not be considered for shortlisting.
5. Shortlisting will be provisional without verification of documents. Candidature will be subject to verification of all details / documents with the original while a candidate reports for interview (if the candidate is cleared the written examination and called for interview).
6. In case a candidate is called for interview and found not satisfying the eligibility criteria (Age, Educational qualification and Experience) will not be allowed to appear for the interview.
7. The call letter / advice will be sent by e-mail only **(No hard copy will be sent) or can be downloaded from RMFL website**. Hard copy of application & other documents **need not be sent**.

**A. Name of the Post / Vacancy / Selection process**

S. No	Name of the Post	No of vacancies	Age As on 31.05.2023	Selection Process
1	Senior Manager	10	Must not have completed 35 years	Shortlisting & Personal Interview
2	Manager	10	Must not have completed 35 years	
3	Deputy Manager	35	Must not have completed 30 years	Shortlisting, Written exam & Personal Interview
4	Assistant Manager	35	Must not have completed 28 years	
5	Administrative Assistant	50	Must not have completed 28 years	

\* Vacancy position may vary depending on actual requirement at the time of final process.

- Only Indian Nationals are eligible to apply.
- Fluency in Tamil and English is a must (Read, Write & Speak) & Early joining will be preferred.

## **B. Details of Educational Qualification and Experience**

<b>S.No</b>	<b>Post</b>	<b>Educational Qualifications (As on 31.05.2023)</b>	<b>Experience (As on 31.05.2023)</b>
1	Senior Manager	Graduation in any discipline under regular stream of education, i.e., 10+2+3 pattern.	Candidates Should have worked as an officer for a minimum period of 7 years continuously in Micro Finance Institution.  Should have proficiency in operation of computer and have valid driving license for Two-Wheeler vehicle.
2	Manager	Graduation in any discipline under regular stream of education, i.e., 10+2+3 pattern.	Candidates Should have worked as an officer for a minimum period of 5 years continuously in Micro Finance Institution.  Should have proficiency in operation of computer and have valid driving license for Two-Wheeler vehicle.
3	Deputy Manager	Graduation in any discipline under regular stream of education, i.e., 10+2+3 pattern.	Candidates Should have worked as an officer for a minimum period of 3 years continuously in Micro Finance / Other Financial Institution.  Should have proficiency in operation of computer and have valid driving license for Two-Wheeler vehicle.
4	Assistant Manager	Graduation in any discipline under regular stream of education, i.e., 10+2+3 pattern.	Preference will be given to candidates having experience in Micro Finance or any Financial Institution.  Must have proficiency in operation of computer and have valid driving license for Two-Wheeler vehicle.
5	Administrative Assistant	Graduation in any discipline under regular stream of education, i.e., 10+2+3 pattern.  (Those who are completing graduation during the academic year 2022-23 can also apply)	Candidates must have proficiency in operation of computer and have valid driving license for Two-Wheeler vehicle.

### **C. Pay & Perquisites:**

<b>S.No</b>	<b>Post</b>	<b>Annual CTC</b>
1	Senior Manager	CTC starting from Rs.8.00 lakhs per annum (fixed + variable)
2	Manager	CTC starting from Rs.6.50 lakhs per annum (fixed + variable)
3	Deputy Manager	CTC starting from Rs.5.00 lakhs per annum (fixed + variable)
4	Assistant Manager	CTC starting from Rs.4.30 lakhs per annum (fixed + variable)
5	Administrative Assistant	CTC starting from Rs.3.50 lakhs per annum (fixed + variable)

### **D. How to Apply:**

#### **(a) Guidelines for filling online application:**

- I. Candidates should have valid email ID which should be kept active till completion of recruitment process which will help in receiving the call letter / Interview information etc. by email.
- II. Candidates will be required to register themselves online through the link available on RMFL's website <https://www.repcomicrofin.co.in/careers.php> and pay the application fee using Internet Banking / Debit Card / Credit Card etc.
- III. Online application will not be registered unless candidate uploads his/her photo and all other required attachments as specified in this notification.
- IV. Candidates should fill the online application form carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he/she can save the information already entered. They can re-open the saved application by using their user credentials. Once the application is filled completely, candidate should preview the entire application in order to submit the same and proceed for online payment of fee.

#### **(b) Guidelines for payment of fees:**

- I. Application fees and Intimation Charges (non-refundable) are Rs.500/- (Rupees Five Hundred only) (Inclusive of GST) for all posts.
- II. Fee payment will have to be made online through payment gateway available on RMFL' website.
- III. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.
- IV. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, shall be borne by the candidates.

- V. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.
- VI. The application fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

**(C) Details of Document to be uploaded:**

- I. Recent passport style colour photograph.
- II. Brief Resume with signature (in PDF format)
- III. ID Proof (Aadhaar card)
- IV. Proof of Date of Birth (10<sup>th</sup> Mark sheet/Birth certificate)
- V. Educational Certificates: Relevant Mark-Sheets / provisional / Degree Certificate (PDF)
- VI. Experience certificates (PDF)

**(d) Procedure for uploading document:**

- I. All documents must be in jpg or jpeg or PDF format and size of the document should not exceed 200KB.
- II. There will be separate links in the online application form for uploading each document.
- III. Click on the respective link "Upload"
- IV. Browse & select the location where the jpg, jpeg, or pdf file has been saved.
- V. Select the file by clicking on it and click the 'Upload' button.
- VI. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed.
- VII. Once uploaded / submitted, the documents uploaded cannot be edited / changed.
- VIII. After uploading the photograph & required documents in the online application form, candidates should check that the images are clear and have been uploaded correctly.

**E. Selection process:**

- The selection process for the posts of Senior Manager and Manager will be based on shortlisting & interview. Shortlisted candidates as per the prescribed criteria will be called for personal interview.
- The selection process for the posts of Deputy Manager, Assistant Manager & Administrative Assistant will be based on shortlisting, written exam & interview. Shortlisted candidates as per the prescribed criteria will be called for written examination as preliminary process.
- Written examination will consist of questions on Micro Finance, General Awareness, Test of reasoning, Numerical Ability, Computer Knowledge, and English Language. The examination pattern will be Objective & Descriptive paper and will be conducted in English only.

- Candidates who have passed in the written examination will be called for personal interview. The qualifying mark in written exam will be decided by the Company and no correspondence will be entertained in this regard.
- RMFL reserves the right to modify the method of selection / the structure of written examination and no reimbursement will be made for attending the written examination / interview.
- Written examination and Personal Interview will be held at Chennai only. Date & Venue of the written examination will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to cancel or make any changes in the place /date, if need arise.
- 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.
- Candidates are permitted to apply only for one post.
- The selected candidates will be posted at Head Office or any branch of the Company.

#### **F. General Terms & Conditions:**

- Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification and should follow all the instructions given for submission of application.
- Applicant should have passed a degree recognized by UGC under regular stream of education, i.e., 10+2+3 pattern. Degree obtained from Open University without following the regular stream will not be considered.
- Persons selected under any of the above cadre will be placed on probation for a period of 12 months. The management at its discretion may extend the probationary period on the grounds of performance and confirmation in the service of RMFL will be governed by the Staff Service Regulation / HR Policy of the company.
- Persons appointed on probation shall execute a service bond to serve the company for a minimum period of 2 years from the date of joining. In case their leaving the company (RMFL) for any reason during the probation period, they have to give 3 months' notice or in lieu of the same 3 months' salary plus training cost of Rs.15,000/- shall be paid to RMFL.
- During the probation period, RMFL at its absolute discretion can terminate the services by giving 30 days' notice in writing without assigning any reasons thereof if the persons are found unsuitable for the post or dispensed with on any charge of misconduct.
- The company may terminate the service of the persons immediately without any compensation or notice thereof, if any breach of applicable rules or misconduct or commit breach of the company policies and code of conduct or ethics of the company.

- 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 other matter relating to recruitment will be final.
- 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.
- Applications for the above posts from erstwhile resigned employees of Repco Micro Finance Limited will not be entertained.

Place: Chennai

Date: 28.06.2023

Sd/-  
Whole Time Director