



REPCO MICRO FINANCE LTD
CORPORATE OFFICE, CHENNAI – 35

Rc.No.Recr/RMFL/2022

Dated: 25.05.2022

RepcO Micro Finance Ltd (RMFL), a NBFC-MFI Company invites application for the following posts.

A. Name of the Post / Vacancy / Selection process

S. No	Name of Post	No of vacancies	Age As on 31.03.2022	Selection Process
1	Senior Manager	6	Maximum 40 years	Shortlisting and interview
2	Manager (HR)	1	Maximum 35 years	
3	Manager	17	Maximum 35 years	
4	Deputy Manager (HR)	1	Maximum 35 years	
5	Deputy Manager	25	Maximum 35 years	

- 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

S.No	Post	Educational Qualifications (as on 31.03.2022)	Experience (as on 31.03.2022)
1.	Senior Manager	Any Graduation from a University recognized by UGC.	Candidates should have minimum of 7 years work experience in Micro Finance Institutions and should have worked as officer or above the rank of officer.
2.	Manager (HR)	Graduate with HR Specialization from a University recognized by UGC.	Candidates should have minimum of 5 years work experience in any Financial / Micro Finance Institution and should have worked as officer or above the rank of officer. Candidates should have hands on experience in HR related activities such as Staffing, IR and Statutory compliance, Payroll Process, HR Policies and Training.

3.	Manager	Any Graduation from a University recognized by UGC.	Candidates should have minimum of 5 years work experience in Micro Finance Institutions and should have worked as officer or above the rank of officer.
4	Deputy Manager (HR)	Graduate with HR Specialization from a University recognized by UGC.	Candidates should have minimum of 3 years work experience in any Financial / Micro Finance Institution and should have worked as officer or above the rank of officer. Candidates should have hands on experience in HR related activities such as Staffing, IR and Statutory compliance, Payroll Process, HR Policies and Training.
5	Deputy Manager	Any Graduation from a University recognized by UGC.	Candidates should have minimum of 3 years work experience in Micro Finance / Financial Institutions and should have worked as officer or above the rank of officer.

C. Pay & Perquisites:

S.No	Post	CTC
1.	Senior Manager	CTC starting from Rs.7.00 lakhs per annum (fixed + variable)
2.	Manager	CTC starting from Rs.6.00 lakhs per annum (fixed + variable)
3.	Deputy Manager	CTC starting from Rs.5.00 lakhs per annum (fixed + variable)

D. Selection Procedure

- 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.
- Applications for the above posts from existing employees of RMFL will not be considered.
- The shortlisting will be done as per the prescribed criteria and 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.
- The selected candidates will be posted at Head Office or any branch of the Company.
- The confirmation of new recruits will be subject to satisfactory completion of probation period of 12 months. Management reserves the right to extend the probationary period based on performance.
- The date for the selection will be communicated to the candidates through call letters. The Company reserves the right to cancel or make any changes in the date, if need arise.
- The selection process will be held at Chennai and address of the venue will be intimated in the call letter.

E. How to Apply:

- Eligible candidates are requested to apply only as per the Bio Data Form (format enclosed) along with the detailed resume, proof of education, experience & 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 _____”** shall be forwarded to the address as given below to reach **on or before 10.06.2022.**

**The Director
Repc Micro Finance Limited,
No.634, Karumuttu Center,
2nd Floor, North Wing, Anna Salai,
Nandanam, Chennai-600 035.**

- 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.
- Before applying for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above for the post as on the specified date and that the

particulars furnished by him/her are correct in all respects.

- The applications must be properly and completely filled. Incomplete applications will be summarily rejected.
- In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and /or that he /she has furnished any incorrect/ false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is /are detected even after appointment, his/her services are liable to be terminated
- No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

Place :Chennai

Date :25.05.2022

Sd/-
WHOLE TIME DIRECTOR