

## **RECRUITMENT OF OFFICER ON SPECIAL DUTY**

**POST CODE: OSD – STAFF ACCOUNTABILITY EXAMINATION - JAN 2023**

**Position: Officer on Special Duty (on retainer basis)**

**Location: Chennai.**

### **Eligibility:**

1. Age not exceeding 62 years as on 01-01-2023.
2. Retired bankers (Scale - II & above as per IBA scale or equivalent) from scheduled commercial banks with experience in Inspection/ Audit/ Vigilance/ Staff Accountability. NOC from the concerned bank shall be produced, if required.
3. Fluency in English besides Tamil is must. Working knowledge of Hindi will be an added advantage.
4. Candidates having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings are not eligible. The appointments are subject to satisfactory reference / background verification.
5. Request for change of place of posting will not be considered.
6. Employees terminated by previous employer(s) are not eligible.

**Duration of Contract:** 1 year, renewable as per extant Company policy in tranches based on satisfactory performance.

**Consolidated Remuneration:** Rs.40,000/- per month + out of station travel expenses, if applicable, as per policy.

### **Scope of Work/ Job description:**

#### **Staff Accountability Examination Department:**

1. Responsible for examination of all NPA accounts/fraud accounts/audit or inspection reports with adverse observation of serious irregularities etc. from employee accountability perspective in accordance with the Staff Accountability Examination Policy of the Company, identifying lapses if any, ascertaining severity of the lapses like procedural violations/negligence, gross violations of policies and procedures, dishonest and fraudulent actions in connivance with the borrowers and others etc., fixing ownership and responsibility of the lapses thus observed, identifying the root causes and suggesting preventive and corrective actions in a time bound manner.
2. Responsible for investigation of major frauds/suspected frauds and cases of gross misconduct, incidents of bribery and corruption, identifying the root

causes and suggesting preventive and corrective actions in a time bound manner.

3. Responsible for undertaking scope specific inspection of selected Branches (Branches shall be selected based on the inputs in the Inspection Reports, Regional Managers' Reports, tips from employees etc.)
4. Responsible for regular follow up with the Branches to close all the issues highlighted in the scope specific inspections conducted by them.
5. Conducting instructor lead training programmers on subjects like fraud prevention, credit appraisal, post sanction monitoring etc.
6. Responsible for attending any other work as and when ordered by the senior management.

### **Other Areas:**

- Good communication skill – verbal and written
- Working knowledge of MS – Word, Excel, PPT and etc.
- Good knowledge with the nuances of credit appraisal, pre/post sanction inspections, post disbursement monitoring, recovery and etc. of home loans and loan against property (LAP) etc.

### **Note:**

1. The engagement is purely on a retainer basis and it will not entitle the retainer to any permanent employment / regular job in this Company during or after completion of contract period or to any of the privileges available to the regular staff members of the Company.
2. During the contract period, if the Company feels that the retainer is not capable of discharging his assigned duties satisfactorily, the Company may at its discretion terminate the contract at any point of time without assigning any reason and without any prior notice.
3. The nature of work involves occasional travelling to any place in India where the Company has branches. The candidate therefore, should be in a position to travel as per the policies of the Company.

### **How to Apply:**

Eligible candidates are requested to apply only as per the enclosed bio-data format. Applications sent in any other format will not be considered.

Applications in a sealed envelope super-scribing the “Application for the post of OSD/STAFF ACCOUNTABILITY EXAMINATION /JANUARY 2023” shall be forwarded to the address as given below by post to reach the addressee on or before 10<sup>th</sup> February 2023 (5 PM).

**The Assistant General Manager (HR)  
Repco Home Finance Limited  
Corporate Office,  
3<sup>rd</sup> Floor, Alexander Square,  
New No. 2, Sardar Patel Road,  
Guindy, Chennai - 600 032.**

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.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The 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 etc. No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

\*\*\*\*\*

---