



REPCO MICRO FINANCE LIMITED
CORPORATE OFFICE, CHENNAI – 35

Rc.No. RECR/PAD/RMFL/2023

Date: 15.03.2023

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

A. Name of the Post / Vacancy / Selection process

S. No	Name of the Post	No of vacancies	Age As on 28.02.2023	Selection Process
1	Assistant General Manager – IT (Database Administrator)	1	Must not have completed 35 years	Shortlisting, Written examination. & Personal Interview (Any one or more methods)
2	Assistant General Manager – Accounts (Chartered Accountant)	1	Must not have completed 35 years	
3	Assistant General Manager – Operations (Credit / Inspection / NPA Management)	1	Must not have completed 40 years	
4	Senior Manager – IT (Developer)	2	Must not have completed 35 years	
5	Senior Manager – IT (Network Engineer)	1	Must not have completed 35 years	
6	Manager – Accounts	3	Must not have completed 35 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

S.No	Post	Educational Qualifications (As on 28.02.2023)	Experience (As on 28.02.2023)
1	Assistant General Manager- IT (Database Administrator)	Post-Graduation / Graduation in Engineering, Computer Science or Computer Application or equivalent.	Candidate should have minimum of 5 years work experience with proficiency in <ul style="list-style-type: none">- windows Server 2016 and above.- Proficiency in SQL Server 2014 and above.- Hands on Experience in backups, restores, recovery

			<p>models, DBCC, Mirroring, Log Shipping, Clustering, Replication, Shrink etc.</p> <ul style="list-style-type: none"> - Ability to resolve and provide solution to technical issues in a client – server production environment involving Data Centre, Disaster Recovery and Branches. - Ability to enforce DBA standards & implement to enhance database security. - Enforcing standards in system and procedures, compliance with IT and IS policies. - Knowledge on Information Security Standards - Experience in BFSI will be given preference. - Certification in MS SQL DBA is preferred.
2	Assistant General Manager (Chartered Accountant)	The candidate should be a qualified Chartered Accountant from the Institute of Chartered Accountants of India (ICAI).	<p>Candidate should have minimum of 5 years work experience in reputed organization (preferably in Financial Institutions) after completion of Chartered Accountancy.</p> <p>Candidate shall possess working knowledge in Accounts (GAAP & IND-AS), Statuary & Internal audit, Preparation of Financial statements, Finalization of Accounts, TDS, GST, Income Tax working / filings and maintenance of Books of Accounts.</p>
3	Assistant General Manager (Operations)	Post-Graduation / Graduation in any discipline under regular stream of education, i.e., 10+2+3 pattern.	<p>Candidate should have worked as officer for a minimum period of 10 years in Micro Finance Institutions and presently employed in the same industry.</p> <p>Candidate should be well versed in Credit deployment, NPA Management, Inspection, and developmental activities in the field of Micro Finance.</p> <p>Should have proficiency in operation of computer</p>

4	Senior Manager – IT Developer	Post-Graduation / Graduation in Engineering, Computer Science or Computer Application or equivalent.	<p>Candidate should have minimum of 3 years work experience in</p> <ul style="list-style-type: none"> - windows Server 2016 and above. - Proficiency in .NET Framework 4.0 and above. - Hands on Experience in ASP.NET, VB.NET, C# - Proficiency in jQuery, Java Script, Bootstrap CSS, Angular JS. - Experience in SQL Server 2014 and above. - Knowledge in Development of Mobile Application. - Experience in Web API, Rest API. - Experience in BFSI will be given preference. - Certification in .NET is preferred.
5	Senior Manager – IT Network Engineer	Post-Graduation / Graduation in Engineering, Computer Science or Computer Application or equivalent.	<p>Candidate should have minimum of 3 years work experience in</p> <ul style="list-style-type: none"> - Windows administration. - Network administration. - Firewall administration. - IT security / IS Audit. - Virtualization Technology.
6	Manager – Accounts	Chartered Accountant (Inter) or ICWA (Inter) with M. Com/MBA Graduation.	<p>Candidate should have minimum 2 years' hands on experience in Accounts & Audit. Candidate shall possess experience in Preparation of Financial statements, Finalization of Accounts, TDS, GST, Income Tax working/filings and maintenance of Books of Accounts.</p>

C. Pay & Perquisites:

S.No	Post	Annual CTC
1	Assistant General Manager (Database Administrator)	CTC starting from Rs.9 lakhs per annum (fixed + variable)
2	Assistant General Manager (Chartered Accountant)	
3	Assistant General Manager (Operations)	

3	Senior Manager (Developer & Network Engineer)	CTC starting from Rs.7.75 lakhs per annum (fixed + variable)
4	Manager – Accounts	CTC starting from Rs.6.5 lakhs per annum (fixed + variable)

D. General Terms & Conditions:

- 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 must 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 and present employees of Repco Group of Institutions will not be entertained.

E. Applications Fees:

Application fees and intimation charges (Non-Refundable) for all the posts is given below.

S.No	Post	Application fees
1	Assistant General Manager	Rs.700/- (Inclusive of GST)
2	Senior Manager	Rs.500/- (Inclusive of GST)
3	Manager	

- The application fee as above must be paid by all applicants by means of Bank Pay Order or Demand Draft issued by a commercial bank payable at “**Chennai**” and should be drawn in favour of “**Repc Micro Finance Ltd.**”
- Candidates must write his /her name & address on the reverse side of the Bank Pay Order or Demand Draft. Candidates should note that payment of application fee in any other mode will not be accepted.
- Application fee once paid will not be refunded on any account nor it can be adjusted for any other examination or selection in future.

E. How to Apply:

- 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.
- Eligible candidates are requested to apply only as per the prescribed Bio Data Form along with required application fee, 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 without required application fee will be summarily rejected.
- A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple applications, only the latest valid (completed) application will be retained, and the application fee / intimation charges paid for the other multiple application(s) will stand forfeited.
- 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 31.03.2023**.

**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 filled and signed. Incomplete applications will be summarily rejected.
- No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

E. Selection process:

- The selection process will be based on shortlisting, written exam & interview (any one or more methods).
- 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.
- The selection process will be held at Chennai only. Date & Venue of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to cancel or make any changes in the 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, experience, and performance in the selection process.
- The selected candidates will be posted at Head Office or any branch of the Company.

Place : Chennai

Date : 15.03.2023

Sd/-
Whole Time Director