



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

Rc.No.Recr/RMFL/2021

Dated.09.08.2021

Repco Micro Finance Ltd(RMFL) is a NBFC-MFI Company and promoted by Repco Bank, a Govt. of Enterprise. The 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 31.07.2021	Selection Process
1	Senior Manager (Chartered Accountant)	1	Maximum 40 years	Shortlisting and interview
2	Manager (Accounts)	2	Maximum 35 years	
3	Manager IT (Software)	2	Maximum 35 years	
4	Officer on Special Duty (OSD) – IR / Vigilance (On Contract Basis)	1	Below 65 years	
5	Officer on Special Duty (OSD) - Inspection (On Contract basis)	2	Below 65 years	
6	Officer on Special Duty (OSD) – Legal (On Contract Basis)	1	Below 65 years	

- Only Indian Nationals are Eligible to apply.
- Fluency in English besides Tamil is must.
- Early joining will be preferred
- Should be ready to travel in case of necessity

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

S.No	Post	Educational Qualifications (as on 31.07.2021)	Experience (as on 31.07.2021)
1.	Senior Manager (Chartered Accountant)	Graduation from a recognized University and must be a “Associate of the Institute of Chartered Accountants”	Knowledge in Accounts, Statutory audit, Internal & Tax audit, TDS, GST, etc. and in Preparation of Financial statements under Indian Accounting Standards (IND-AS) and Indian Generally Accepted Accounting Principles (IGAAP) is essential.

2.	Manager (Accounts)	M.Com / MBA / CA or ICWA-Inter Graduates	Candidate should have minimum 2 years' hands on experience in Accounts & Audit. Candidate shall possess experience in Preparation of Financial statements, Finalization of Accounts and maintenance of Books of Accounts.
3.	Manager IT (Software)	B.E/B.Tech/M.Tech/ M.sc IT/M.C.A with minimum of 50% marks from a recognized university.	Candidate should have minimum of 2 Years Work Experience in below areas preferably in financial sectors. Preference will be given to those who have experience in any of the following areas:  <ul style="list-style-type: none"> <li>- Experience on ASP.NET 4.0, ASP.NET MVC,</li> <li>- Web service integration (SOAP, REST, JSON, XML),</li> <li>- RDBMS (MS SQL Server 2012+/ORACLE)</li> <li>- Knowledge and experience on report developments using reporting tools</li> </ul>
4	OSD - IR / Vigilance (On Contract Basis)	Any Graduation from a recognized University.	Retired as officer in any scheduled commercial Bank/Financial Institutions at the rank equivalent to scale II officer cadre and above with sufficient experience in the relevant field.
5	OSD - Inspection (On Contract Basis)		
6	OSD – Legal (On Contract Basis)		

**Note :** Degree obtained from Open University without following the regular stream (10, +2) is not recognized for recruitment.

### **C. Job profile:**

S.No	Name of Post	Job Description
1	Senior Manager (Chartered Accountant)	<ul style="list-style-type: none"> <li>• Co-ordination with Statutory Auditors in Periodical Finalization of Accounts and Internal Auditors in execution of periodical Audit and compliance.</li> <li>• Establishing and maintenance of Audit Trail in Core Banking Solutions. Handling of compliance related to Goods &amp; Service Tax (GST), Income Tax and other statutory matters.</li> <li>• Any other work assigned from time to time.</li> </ul>
2	Manager (Accounts)	<ul style="list-style-type: none"> <li>• Liaison with Existing and Prospective lenders towards arranging of Funds and fulfillment of Covenants.</li> <li>• Co-ordination with Rating Agencies in periodical submission of Data and managing Ratings related compliance.</li> </ul>

		<ul style="list-style-type: none"> <li>All other works related to Accounts and Audit functions of the company. Well versed knowledge in MS Excel is must.</li> <li>Any other work assigned from time to time.</li> </ul>
3	Manager IT (Software)	<ul style="list-style-type: none"> <li>Development of new application software and maintenance of the existing application.</li> <li>Co-ordination with the Branches &amp; fixing online issues.</li> <li>Preparation of periodical data/reports as and when required.</li> <li>Any other work assigned from time to time.</li> </ul>
4	OSD - IR / Vigilance (On Contract Basis)	<ul style="list-style-type: none"> <li>All matters related to IR &amp; other Statutory compliance.</li> <li>Any other work assigned from time to time.</li> </ul>
5	OSD - Inspection (On Contract Basis)	<ul style="list-style-type: none"> <li>Branch Inspection.</li> <li>Monitoring on Compliance and Rectification of defects.</li> <li>Any other work assigned from time to time.</li> </ul>
6	OSD – Legal (On Contract Basis)	<ul style="list-style-type: none"> <li>All matters related Legal.</li> <li>Any other work assigned from time to time.</li> </ul>

#### **D. Pay & Perquisites:**

S.No	Post	CTC
1.	Senior Manager (Chartered Accountant)	CTC starting from Rs.7.00 lakhs per annum (fixed + variable)
2.	Manager (Accounts)	CTC starting from Rs.5.50 lakhs per annum (fixed + variable)
3.	Manager IT (Software)	CTC starting from Rs.5.50 lakhs per annum (fixed + variable)
4	Officer on Special Duty (OSD) -IR / Vigilance (On Contract Basis)	Consolidated salary commensurate with experience and knowledge.
5	Officer on Special Duty (OSD) - Inspection (On Contract basis)	
6	Officer on Special Duty (OSD) – Legal (On Contract Basis)	

## E. Selection Procedure

- The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. 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.
- The selected candidates will be posted at Head Office or any branch of the Company.
- The confirmation of new recruits (Except OSD) 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 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 scheduled at Chennai / Virtual mode and address of the venue will be intimated in the call letter.

## F. 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 graduation / post graduation, proof of experience, proof of retirement & 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 31.08.2021.**

**The Director**  
**Repco Micro Finance Limited, 2<sup>nd</sup> Floor,**  
**North Wing, Karumuttu Center, No.634,**  
**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.
- For the post of OSD, applications from other than retired officers from banks / financial institutions will not be considered and will be summarily rejected.
- 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 canceled. 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 :09.08.2021

Sd/-  
DIRECTOR