



RepcO Bank a Government of India Enterprise invites applications for the following posts. The salary structure of employees of the bank is at par with IBA norms.

1.Name of the Post/Grade/Nature of Engagement /Vacancy/Age/ Selection process:

S. No.	Post	Grade	Nature of Engagement	Vacancy	Age As on 31.12.2023	Selection process
1	Assistant General Manager (Chartered Accountant)	Scale-III	Regular	2	Maximum 40 years	Short listing and interview
2	Manager (Chartered Accountant)	Scale –II	Regular	2	Maximum 40 years	Short listing and interview

Note: i) Only Indian Nationals are Eligible to apply

ii) Maximum age indicated is for unreserved and EWS category. Relaxation in upper age limit will be available to reserved category candidates as follows:

Category	Age relaxation
SC/ST/Repatriate	5 years
OBC	3 years
Ex-servicemen	5 years
Candidates who are already working in a commercial bank/cooperative bank/financial institutions	Age relaxation equal to their duration of service maximum upto five years.

Reservation norms are applicable as per Govt.Policy.

Note: Cumulative age relaxation will not be available either under the above items or in combination with any other items.

2. Details of Educational Qualification and Experience:

Post	Educational Qualifications (as on 31.12.2023)	Experience (as on 31.12.2023)
Assistant General Manager (Chartered Accountant)	Graduation from a recognized University and must be a ‘Associate of the Institute of Chartered Accountants’	Candidate should have minimum of 5 years work experience as Officer in any Commercial Bank /Cooperative Bank/Financial Institution of which I year as Scale-II Officer or equivalent thereto. Field Exposure: - Knowledge in GST , TDS, & its relevant guidelines & other statutory matters. - Preparing and analyzing the financial report of the Bank

		<ul style="list-style-type: none"> - exposure to Statutory Audit, Internal Audit, Process Audit and Tax Audit - Knowledge in EPF & statutory requirements. - Knowledge in Risk Management - Treasury operation - Exposure to filling of various statutory returns like TDS, GST, & etc..
Manager (Chartered Accountant)	Graduation from a recognized University and must be a 'Associate of the Institute of Chartered Accountants'	<p>Candidate should have minimum of 2 years work experience in reputed organization after completion of Chartered Accountancy.</p> <p>Field Exposure:</p> <ul style="list-style-type: none"> - Should have exposure in Treasury operation - should have exposure to Statutory Audit, Internal Audit, Process Audit - Knowledge in Risk Management

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

3. Remuneration:

Post	Grade	Pay scale
Assistant General Manager (Chartered Accountant)	Scale-III	Rs.63840-1990/5-73790-2220/2-78230/-
Manager (Chartered Accountant)	Scale –II	Rs.48170–1740/1–49910–1990/10–69810/-

Note: The candidates will also be eligible for DA, HRA, CCA, PF and perquisites as admissible to the corresponding grade etc. as per rules in force from time to time

CTC at Chennai for Scale-III - Rs.17.00 lakhs p.a.(approx)

CTC at Chennai for Scale-II - Rs.13.00 lakhs p.a.(approx)

4. Selection Procedure:

The selection will be based on short listing / interview as applicable to the above mentioned posts.

- i) Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. Committee constituted by the bank will decide the parameters for selection and thereafter adequate number of candidates as decided by the bank will be shortlisted for interview. The decision of the bank to call the candidates for the interview shall be final. Selection will be made on the basis of performance in the process. No correspondence will be entertained in this regard.
- ii) The selected candidates will be posted at Head office or any branch of the bank .

- iii) The confirmation of the new recruits will be subject to satisfactory completion of the probation period :

Scale - III	-	12 months
Scale - II	-	12 months

Management reserves the right to curtail/extend the probationary period based on performance.

- iv) The date for the selection process will be communicated to the candidates through call letters. The Bank however reserves the right to cancel or make any changes in the date, if need arises.
- v) The selection process will be scheduled at CHENNAI. Address of the venue will be advised in the call letter.
- vi) Bank reserves the right to cancel the recruitment process entirely at any stage.

5. How to Apply:

- i) The application fee of **Rs.1200/-** (INCLUSIVE OF GST) (NON-REFUNDABLE) must be paid by all applicants. It has to be paid by means of a Bank Pay Order or Demand Draft issued by a Scheduled Commercial Bank payable at “CHENNAI” and should be drawn in favour of “REPCO BANK RECRUITMENT CELL”
- ii) Candidates must write his/her name and address on the reverse side of the Bank Draft/Bank Pay order. Candidates may please note that payment of application fee and/or postage charges by Cash / Cheques / Money Order/ Postal stamps etc. will not be accepted.
- iii) Candidates who satisfy the eligibility norms should submit their application in the prescribed format in English, Typed on thick A4 size sheet, with one recent passport size photograph affixed on the application on the top right hand corner and indicating prominently in Bold letters the post for which he/she is applying at the Top. The format of the Application form is available in Bank’s website www.repcobank.com.
- iv) **The duly filled in Applications along with Demand Draft should reach the Bank on or before 30.03.2024.**
- v) Applications should be sent in closed envelope super scribed “FOR THE POST OF _____” to the following address:

**The Additional General Manager (Admin),
Repcobank Ltd, P.B.No.1449,
Repcobank Tower,
No:33, North Usman Road,
T.Nagar, Chennai – 600 017.**

- vi) Repco Bank reserves the right to reject any application, before, during or after interview, if found not satisfied the recruitment /eligibility criteria for the post which he/she has applied.

6. General Instructions:

- a) 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.
- b) Candidates should have knowledge (to read, write and speak) of any one of the Southern India regional language viz: Tamil, Telugu, Malayalam and Kannada.
- c) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- d) The applications must be properly and completely filled. Incomplete applications will be summarily rejected.
- e) Candidates applying for the above posts are advised to note that if appointed they shall not leave or discontinue or resign the service in the bank without giving three months of notice in writing or by paying three months emoluments in lieu thereof.
- f) Candidates working in Govt/Semi-Govt/Govt. undertaking / Public undertaking will be required to produce **No Objection Certificate** from their employer if called for Interview, in the absence of which, his/her candidature may not be considered.
- g) Candidate need not submit proof of date of birth, educational qualification, work experience, caste certificate, age relaxation, Repatriate certificate and other related documents at the time of applying for the post. All the above documents should be submitted at the time of Interview only if they are called for or if advised to submit at any later time.
- h) Candidates will have to appear for the written exam / interview at their own expenses.
- i) In case it is detected at any stage of recruitment that a candidate does not fulfil 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.
- j) Decisions of Bank in all matters regarding eligibility, conduct of interview, other tests and selection would be final and binding on all candidates. No Representation or Correspondence will be entertained by the bank in this regard.

Place: Chennai – 17

Date: 02.03.2024

ADDITIONAL GENERAL MANAGER