



REPCO MICRO FINANCE LIMITED
Corporate Office, Chennai-600035.

Rc.No:Recr /53 A/2021/RMFL/PAD

Date:17.02.2021

About our Company

The company is promoted by Repatriates Cooperative Finance & Development Bank Ltd. (RepcO Bank) which is a Govt. of India Enterprise.

RMFL is engaged in the activity of extending micro loan to economically backward women through Women Self Help Group for income generation purposes.

The main objective of the company is to assist the poor women for their upliftment, promoting entrepreneurship and providing micro credit/ finance in different loan cycle at reasonable rates of interest.

Notification for Recruitment:

RepcO Micro Finance Ltd (RMFL) invites applications from suitable candidates for the post of **Company Secretary**.

Name of the Post	Company Secretary
No.of vacancies	1
Educational Qualification	Associate member of the Institute of Company Secretaries of India.
Experience	Minimum 3 years.
CTC Details	9 Lakhs per annum (Negotiable)

General Terms & Conditions:

- Applicants should be Indian national.
- The company may fix the pay/cadre depending on the experience and knowledge.
- Person selected will be on probation for 1 year. Subject to the satisfactory performance during the probation period, he/she will be placed in the regular applicable cadre.



- Decision of RMFL in all matters regarding eligibility of the candidate, the stages at which scrutiny of eligibility to be undertaken, the documents to be produced for the purpose of conduct of interview, Process and any 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 shortcomings is detected even after appointment, his/her services are liable to be terminated.

RMFL reserves the right to decide on the mode of selection. No allowances/reimbursement will be payable/made for attending the written examination/interview. Details of examination mode and interview process will be intimated later.

Appointment to the respective cadre will be on merit basis. No correspondence or personal enquiries shall be entertained by RMFL in this behalf.

Interview Process will be held at Chennai only. Venue and date will be intimated separately. RMFL reserves the right to add/delete centers for administrative reasons.

Guidelines:

Eligible candidates shall apply as per the following conditions.

- 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.
- Candidates should apply only in the format prescribed by RMFL.
- Filled in application should be forwarded through post/ speed post/courier only. No other mode of application will be accepted.
- Application submitted in any other format, applications unsigned and without necessary proof will be rejected.



- A recent passport size color photo should be attached in the application form and the candidate should ensure that copies of the same are retained for use at various stages of the recruitment process.
- Copies of certificates need to be self-attested and attached along with the application.

Last date for receipt of application is 05.03.2021

Address for Communication

Recruitment of Company Secretary

Personnel Administration division

Repco Micro Finance Limited

No.634, II Floor, North wing, Karumuttu Centre,

Nandanam, Anna Salai, Chennai – 600035.

044-24310212
