



REPCO MICRO FINANCE LIMITED
CORPORATE OFFICE, CHENNAI – 35

Rc.No. RECR/PAD/RMFL/2024

Date: 10.04.2024

ELIGIBILITY CRITERIA AND JOB DESCRIPTION
(TERMS OF REFERENCE)

RepcO Micro Finance Ltd (RMFL) is a (Systemically Important Non-Deposit taking Company/NBFC-ML) NBFC-MFI Company and subsidiary of Repco Bank Ltd., (Govt.of India Enterprise). RMFL invites applications for the position of Managing Director. The place of posting shall be Chennai

About the company

RepcO Micro Finance Limited (RMFL) incorporated in the year 2007 as Repco MSME Development & Finance Ltd and registered as NBFC with Reserve Bank of India in the year 2010. Later it was classified as NBFC-MFI in December 2013. 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 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 at reasonable rates of interest. Upscaling underprivileged through financial inclusion and creation of first-generation entrepreneurs.

The Position

Post : Managing Director
No of Vacancies : 1 (One)
Place of posting : Chennai

Eligibility criteria

i) Qualification:

Essential Qualification: Candidate should be a minimum graduate. Postgraduate degree in Business Administration / Finance / Commerce / Economics or professional qualification such as Chartered Accountancy, Cost Accountancy, Chartered Financial Analyst, or equivalent shall be desirable.

ii) Experience:

- (a) Minimum 20 years of experience as an officer in different verticals in a Bank / Non-Banking Financial Company / NBFC-MFI / Repco Bank Group Institutions (Repco Bank, Repco Home Finance Limited and Repco Micro Finance Limited) / other Financial Institutions.
- (b) Out of 20 years, candidate should have a minimum of 5 years exposure in microfinance and should have at least 2 years of experience not below the rank of General Manager/ Senior Vice President or equivalent cadre.

iii). Age:

Not less than 55 years and not more than 57 years as on 31-03-2024.

The above eligibility conditions can be relaxed at the recommendation of the Nomination & Remuneration Committee and approval of the Board.

Remuneration

- The selected candidate will be offered a consolidated pay of Rs. 60 Lakhs per annum. Variable pay and annual increment based on performance.
- The candidate will also be eligible for perquisites such as HRA/accommodation, Travelling / Halting allowance/vehicle, etc.
- Remuneration will not be a bar for a suitable candidate.
- Fixation of salary will be made commensurate to their experience, qualification, and the existing emoluments in the present employment at the sole discretion of the company.

Nature of Engagement and Tenure

The appointment shall be for a period of 3 years and extendable at the discretion of the Board (subject to regulatory approvals as applicable).

Selection procedure

- Selection will be based on Shortlisting and Personal Interview. Applications received shall be screened and shortlisted based on experience, eligibility, qualification, and overall suitability for the position. Final selection of the candidate will be done consequent to screening, shortlisting, and personal interview of applicants by a recruitment panel constituted for the purpose.

- Merely satisfying the eligibility norm does not entitle a candidate to be called for an Interview. The decision of the Company in this regard will be final.

Application procedure

All applicants are required to apply as per the format appended in this notification. The following documents need to be forwarded along with the application form:

- Detailed Resume.
- Self-Attested Photo Identity Proof viz., Passport/ Aadhaar/ PAN Card/ Driving Licence (to verify age)
- Work Experience: Documentary proofs such as Experience Certificates from past and current employer's viz., Appointment letters, Relieving Letters to ascertain the designation at the time of joining / exit, Promotion Orders etc,
- Candidates serving in Government / quasi-Government offices/ Public Sector Undertakings (including Nationalized Banks and Public Sector Organizations in financial sector) / Repco Bank Group Institutions (Repc Bank, Repco Home Finance Limited and Repco Micro Finance Limited) are required to provide a "No Objection Certificate" from their current employer.
- Describe your credentials and contributions that eminently qualifies you for the MD/ CEO position in RMFL. (not exceeding 250 words)
- Any other relevant documents.
- Applications in a sealed envelope superscribing the "**Application for the Position of Managing Director**" shall be forwarded to the address as given below to reach **on or** before 24-04-2024 by registered post/courier only.

**The Board of Directors,
Repc Micro Finance Limited,
No.634, Karumuttu Center, 2nd Floor, North Wing,
Anna Salai, Nandanam, Chennai-600 035.
PH – 044-24310212**

Other General Terms & Conditions:

- Mere submission of an application against the advertisement and fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for interview.
- Officer who has been suspended/ dismissed/ terminated from any of previous employment are not eligible for consideration for engagement.

- During the period of employment with the Company, the officer shall not take up any assignment with any other organization.
- While applying for the post, the applicant should ensure that he / she fulfils the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of engagement 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 fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her appointment is liable to be terminated without any notice.
- Applications, once submitted, will not be allowed to be withdrawn. The Company would be free to reject any application, at any stage, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Company regarding the eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this behalf.
- Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected.
- A recent, recognizable color passport-size photograph should be firmly pasted on the application form and duly signed across by the candidate. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.
- All candidates will have to produce, if called for interview, originals as well as self-attested photocopies of KYC documents, educational documents and their experience certificates and any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.
- The Officer on appointment shall follow the working hours as applicable to company's employees.
- No Travelling Allowance is payable to candidates who are called for the interview.
- The Company takes no responsibility for any delay /non-receipt or loss of any communication.
- Any resulting dispute arising out of and/or pertaining to the process under this notification shall be subject to the sole jurisdiction of the Courts situated at Chennai.

- Request for change of contact no./address/ email ID/ interview centre will not be entertained.
- 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 Shortlisting / Interview / Selection and other matters relating to recruitment will be final.
- 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.

Place : Chennai

Date : 10.04.2024

on behalf of Board of Directors

Sd/-
Whole Time Director



Application Performa

(To be filled in by the candidate in his / her own handwriting)

(Please fill the form in CAPITAL LETTERS ONLY)

Affix your recent
passport size color
photo

1	Applicant Name	
2	Date of Birth (dd/mm/yyyy)	
3	Indian Passport No. & date of expiry (dd/mm/yyyy) and / or PAN Card No and /or Aadhar Card No. <i>(Copy to be enclosed with the application)</i>	
4	Name of the Present or Last Organization	
5	Present or Last Post held	
6	Gross Remuneration drawn (including perquisites) in INR	
7	Present Postal Address + e-mail id + contact No. <i>(one landline and one mobile number) or (two mobile number)</i>	

8	Employment history that would demonstrate eligibility and credentials as per the requirement <i>Please attach separate sheets, duly signed on all pages, if required</i>	
	Name of the organization & period of employment (dd/mm/yyyy)	Brief description that clearly articulates the duties, role, responsibilities and achievements that would demonstrate the requirement.
i		
ii		
iii		
iv		

v		
vi		
vii		
9	Name and contact no. of individual(s) engaged with professionally in the past and can stand referee to vouch for the credentials listed out in this application. (Two references)	

10	Educational Qualifications			
	Name of the Degree/Diploma etc/Full –Time/Part Time	Name of the Institution/College/ University	Year of passing	Class/Grade received
i				
ii				
iii				
iv				
11	Details of Professional Certification, if any			
	Name of the Degree/Diploma etc/Full –Time/Part Time	Name of the Institution	Year of passing	Class/Grade received
i				
ii				
iii				
iv				

Declaration:

I hereby declare that the above information is true and correct to the best of my knowledge & belief. If at any stage, it is found that any information furnished in this application is false/incorrect/incomplete or does not satisfy the eligibility criteria, I do fully understand that my candidature/appointment is liable to be cancelled/terminated without any notice. Further, if this application is received after the due date & time, I do understand that it will not be considered. I do understand that even if I meet the eligibility criteria, I would be subjected to a process of shortlisting and the company will interact only with the shortlisted candidates.

Date:

Place:

Signature of the Applicant