REPCO HOME FINANCE LTD
(Promoted by REPCO Bank - Govt of India Enterprises)
Corporate Office: 3rd Floor, Alexander Square,
New No: 2(Old No 34&35) Sardar Patel Road, Guindy, Chennai - 600032
PH: 044 42106650 HRD PH: 9962235359,7823942864

Repco Home Finance Limited (RHFL) established in the year 2000, a housing finance company (HFCs), registered with National Housing Bank and regulated by Reserve Bank of India is inviting applications for **RECRUITMENT FOR CLERICAL CADRE FOR NORTH BRANCHES**

Post Code: CLERICAL CADRE

Position: EXECUTIVE FOR OPERATIONS AND CREDIT VERTICAL

Location: NORTH BRANCHES

ELIGIBILITY:

1. Age not exceeding 23 years as on 01-11-2026, (maximum relaxation for 5 years will be considered with commensurate relevant experience).
2. Any Graduate (necessarily preceded by SSLC (or equivalent) and HSC/ Diploma) with minimum 50% marks from a UGC recognized University.
3. Freshers / Experience and Preference will be given for relevant prior experience in Home Loan/ Operations/ Retail Credit etc.
4. Fluency in English besides applicable local language (read, write & speak) is preferred. Working knowledge of Hindi will be an added advantage.
5. Early joining will be preferred.
6. For recruitment in all cadres, candidates (external) having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.
7. No requests for transfer would be considered for a period of 3 years.

Job Description:

1. Collection of checklist Communicating the sanction, Terms & Conditions to customers.
2. Conducting due diligence – KYC Verification, Income documents, Bank transaction cross-checking, Business, Property verification, preparation of FIR. Uploading documents in LLMS, Replying to credit queries, getting sanctions.
3. Coordinating with the sales team -customers- advocates- valuers- Credit Team and working for the conversion of logins into sanctions and disbursement.
4. Execution of Documents, uploading for OIU, getting clearance for disbursement.
5. Collection and entry of Processing Fees Follow up in case of Part disbursement Collection of NACH, PDC and PEMI.

6. Sending documents to CDR Early mortality prevention Responsible for customer service and house keeping Inspection report closure CERSAI entries.
7. Customer Retention, ROI reduction, additional loan etc.
8. BRS - Sundry creditors & Sundry debtors.
9. Maintaining cash within retention limits.
10. Timely entries of fees and collections in LM/EGL.
11. Returns follow ups NACH/PDC/Cheque.
12. Customer services SOA/income certificates/etc.

Key Competencies Required

- Good communication skill – verbal and written
- Negotiation skill
- Interpersonal skill, leadership qualities and team management
- Multitasking ability
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word
- Target orientation

Pay & Perquisites: Based on Current CTC + Attractive incentives.

PROBATION: 1 year

How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable and with detailed CV). Applications shall be sent by email/post/courier. Applications sent without the Bio Data format will not be considered.

Applications in a sealed envelope super-scribing the **"Application for RECRUITMENT FOR CLERICAL CADRE FOR NORTH REGIONS – Nov 2026 shall be forwarded to the address as given below to reach the addressee on or before 5 pm on Nov 26th, 2026:**

By Post/ Courier to:

The GM (HR)
Repco Home Finance Limited
3rd Floor, Alexander Square
New No. 2/Old No. 34 & 35
Sardar Patel Road, Guindy
Chennai- 600 032.
Contact Number: 99622 35359

or

By mail to:

recruitment@repcohome.com
(With scanned Bio Data format and detailed CV)

Applications received after due date and without prescribed Bio Data format will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. 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 etc. No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

For eligible candidates of Repco Group of Companies, NOC from the Competent Authority has to be obtained before applying for the above position.

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