

RECRUITMENT OF OFFICER ON SPECIAL DUTY

POST CODE: OSD – LEGAL– MARCH 2026

Position: Officer on Special Duty (on retainer basis)

Location: CORPORATE OFFICE - CHENNAI

Eligibility:

1. Age not exceeding 62 years as on 01-03-2026.
2. Retired bankers (Scale - III & above as per IBA scale) with experience in Legal in HFCs/ Banks/ NBFCs.
3. Fluency in English besides Regional Language is must. Working knowledge of Hindi will be an added advantage.
4. Candidates having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings will not be considered eligible. The appointments are subject to satisfactory reference / background verification.
5. No requests for change of place of posting would be considered.
6. Employees terminated by previous employer(s) are not eligible to apply.

Duration of Contract: 1 year, renewable as per extant Company policy in tranches based on satisfactory performance.

Consolidated Remuneration: Rs.40,000/- per month + out of station travel expenses, if applicable, as per policy.

Job description:

Legal:

- To look after all legal and recovery matters of the Company
- Vetting of legal opinion and attending litigation issues and court cases etc.
- To formulate/vet policies/procedures/ operational guidelines regarding core business of the Company from legal perspective
- To empanel advocates for legal opinion / recovery issues
- To examine / assess the legal opinion given by panel advocate regarding enforceability of title / security
- To ascertain the flow of title to ensure validity of the same
- To handle SARFAESI cases for recovery of dues
- To attend DRT, DRAT, Consumer Forum & High Court Cases
- To guide the company in all legal matters/ litigation

Other Areas:

- Good communication skill – verbal and written
- Working knowledge of MS – Word, Excel, PPT and etc.

Note:

- The engagement is purely on a retainer basis and it will not entitle the retainer to any permanent employment / regular job in this Company during or after completion of contract period or to any of the privileges available to the regular staff members of the Company.
- During the contract period, if the Company feels that the retainer is not capable of discharging his assigned duties satisfactorily, the Company may at its discretion terminate the contract at any point of time without assigning any reason and without any prior notice.
- The nature of work involves travelling to any place in India where the Company has branches. The candidate therefore, should be in a position to travel as per the policies of the Company.

How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable). Applications shall be sent **by post/ courier/ by mail to recruitment@repcohome.com.**

Applications to be sent in a sealed envelope super-scribing the position applied for (or) by mail with the mail Subject - **“Application for the post of Officer on Special Duty – March - 2026”.**

Mail shall be forwarded to recruitment@repcohome.com /courier shall be sent to the address as given below and please ensure that it reaches us **on or before 5.00 PM, March 25th 2026:**

The HR Department

Repco Home Finance Limited

3rd Floor, Alexander Square

New No. 2/Old No. 34 & 35

Sardar Patel Road, Guindy,

Chennai- 600 032

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/ mail 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 institutions (other than RHFL employee, as they are not permitted to apply), NOC from the Competent Authority has to be obtained before applying for the above position.
