



RepcO Bank set up by the Government of India is a fast growing organization having branches in all the four southern States and Puducherry. The Board of Directors of the bank comprises Senior IAS Officers from Central and State Governments and Financial Experts. Repco Bank invites applications for the post of Junior Assistant/Clerks. The Salary structure of employees of the bank is same as that of Nationalized banks. Repco Home Finance Limited (RHFL) is a subsidiary of Repco Bank. Repco Bank proposes to fill up vacancies in RHFL also through this selection process. Successful candidates in excess of requirement of Bank may be offered an appointment in subsidiaries i.e. Repco Home finance Limited, Repco Foundation for Micro Credit and Repco MSME Development & Finance Limited depending upon the vacancies in these organizations. (Ref. [www.repcobank.com](http://www.repcobank.com) and [www.repcohome.com](http://www.repcohome.com))

#### 1. DETAILS OF VACANCIES:

Name of the Post	No. Of Vacancies	Age as on 01.08.2011	
		Min	Max
Junior Assistant/Clerk	148 *	18	25

\* Vacancy position include subsidiary originations

\* Vacancy position may vary depending on actual requirement at the time of final process

#### 1.1. Pay scale, allowances and perquisites :

Name of Post	Pay Scale	Total emoluments per month including allowances at minimum of scale at Chennai	Approximate annual emoluments on Cost to Company (CTC)
Junior Assistant /Clerk	₹ 7,200 - ₹ 19,300	₹ 12800*	₹ 2.97 lac

Pay scale may vary in subsidiary organizations.

\* Excludes incentive, ex-gratia, meals pass, EPF and other allowances

**PROBATION PERIOD** :- The selected candidate will be on probation for a period of 12 months of active service from the date of his/her joining the Bank.

### 1.2.Reservation in posts

- i) Reservation for SC/ST/OBC are applicable as per Government guidelines
- ii) 3% of posts are reserved for Persons with disabilities in accordance with section 33 of Persons with disabilities (equal opportunity in protection of Rights and Full participation), Act 1995(i.e. VI 1%, HI 1% and OH 1%).

### 1.3.State-wise vacancies for Clerical Posts

Sl.No	Name of the state	No Of Vacancies
1	Tamil Nadu	100
2	Karnataka	24
3	Andra Pradesh	11
4	Kerala	5
5	Maharashtra *	4
6	Gujarat *	2
9	West Bengal *	2
	<b>TOTAL</b>	<b>148</b>

Pudhucherry is included in Tamil Nadu.

\* Vacancy position for RHFL alone

### 1.4. Relaxation in Upper Age Limit

Post	Category	Age relaxation
Junior Assistant/Clerk	SC/ST	5 years
	OBC	3 years
	Ex-Servicemen	<b>5 years</b>

## 2. ELIGIBILITY CRITERIA :

**Nationality:** Only Indian Nationals are eligible to apply.

### IBPS SCORE REQUIREMENT

Candidates should have obtained the valid IBPS CWE- CLERK-2011 Score card, score in each test components and Total Weighted Standard Score (TWS) as mentioned below in the Common Written Examination conducted for Clerk in 2011 by IBPS. Candidates should be able to produce the original IBPS CWE- Clerk 2011 Score Card in support of the scores mentioned in the bio data form, if called for Interview.

Common Written Examination Tests	Category wise - Test Cut offs	
	General	Reserved (SC/ST/OBC/PC)
Test on Reasoning [TR]	24	21
Test on English Language [EN]	24	21
Test of Numerical Ability (NA )	24	21
Test on General Awareness [GA]	24	21
Test on Computer Knowledge [CK]	24	21

**TOTAL WEIGHTED STANDARD SCORE (TWSS):**

**For General Category:** TWSS - Minimum 140

**For Reserved Category (SC/ST/OBC/PC ):** TWSS - Minimum 125

**3. EDUCATIONAL QUALIFICATIONS:**

Post	Educational Qualifications
Junior Assistant/Clerk	Graduation in any discipline from any university recognised by UGC.

Note:

- a) The Educational qualifications prescribed for the post are the minimum.
- b) In addition to the educational qualification prescribed, candidate should possess knowledge of Computers.
- c) Degree obtained from Open University without following the regular stream(10 +2) is not recognised for recruitment to any cadre.
- d) Candidates should be proficient with one of the local languages in India where the bank has branches.
- e) In respect of vacancies in RHFL training/experience in Housing Finance is an added advantage.

#### 4. SELECTION PROCEDURE:

Name of the post	Selection Procedure
Junior Assistant/Clerk	Interview

Calling from the list of candidates who have already appeared in IBPS exam and have a valued scorecard. Eligible candidates as prescribed in eligibility criteria above and those who have a specific score and above in the IBPS exam can apply to the Bank. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit in Common Written Examination (CWE) conducted for Clerks –2011 by IBPS , as per the cut-off marks decided by the Bank will be called for the Interview.

Mere eligibility/ pass in the Common Written Examination shall not vest any right in a candidate for being called for interview.

Final selection will be made on the basis of aggregate marks obtained by the candidates in the Common Written Examination (CWE) conducted for Clerks by IBPS in 2011 , and Interview for clerk strictly according to the merit ranking. The candidates belonging to SC/ST/OBC/PC will be given relaxation in marks as per extant Government Guidelines. The Bank reserves the right to change the selection procedure, if necessary.

#### **INTERVIEW CENTRE:-**

The interview will be held at Chennai Only.

#### **CALL LETTERS FOR INTERVIEW:-**

**Candidates will be required to download the interview call letters from bank's website [www.repcobank.com](http://www.repcobank.com). Candidates will be intimated through email & sms about the availability of call letters on website.** A list of all such candidates along with details such as date, time and venue of the interview will also be hosted on the bank's website [www.repcobank.com](http://www.repcobank.com) Candidates are requested to regularly visit the Bank's website and keep track of the status of their candidature, from time to time. Kindly note

that no other mode of communication pertaining to the interview process other than mentioned above, will be followed.

**IDENTITY VERIFICATION:-**

The candidate should, while appearing for the personal interview, produce for verification in original and submit photo copies, if required, the call letter, photo identity card, such as PAN card, passport, Driving License/Voters Card/Bank Pass book with photograph, copy of the application made to IBPS for the Common Written Examination for recruitment of Clerks. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the Interview.

**5. APPLICATION FEE INCLUDING POSTAGE CHARGES (NON-REFUNDABLE):**

Name of the post	Category	Fee
Junior Assistant /Clerk	SC/ST/Repatriates	₹ 50.00
	General and all others	₹ 200.00

**6. GENERAL TERMS AND CONDITIONS**

a) Candidates working in Govt/Semi-Govt/Central 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.

b) Ex-servicemen will be required to produce copies of their testimonials if called for interview.

c) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination,

interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this behalf.

d) In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated and the fees paid by the ineligible candidates shall be forfeited.

e) All candidates will have to produce copy of the online application submitted to IBPS for CWE for recruitment of Clerks along with original as well as attested photocopies of certificates regarding Qualification, Essential Requirements i.e. IBPS Score Card, Date of Birth and Caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.

f) In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to 'CREAMY LAYER' section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India and the certificate should contain the "NON-CREAMY LAYER CLAUSE" which should not be more than one year old.

g) The candidates will have to appear for interview at their own expense. However, eligible SC/ST/PC outstation candidates attending the Interview will be reimbursed to and fro second-class ordinary train/bus fare by the shortest route on production of evidence of travel.

h) Selected candidates shall be willing to serve anywhere in India .

i) In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.

j) Action against candidates found guilty of misconduct: -Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application.

k) Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated through Banker's website.

l) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service and Conduct Rules of the Bank. Candidates selected for appointment will be required to execute a Financial Service Bond for rendering service for a minimum period of 2 years. The amount of the Financial Service Bond details as follows

<b>Service Bond</b>	₹.25000
<b>Training Cost</b>	₹.5000
<b>Notice period</b>	3 months

## **9. HOW TO APPLY**

1) Candidates are required to apply Online through website [www.repcobank.com](http://www.repcobank.com). No other means/ mode of application will be accepted.

2) Candidates are required to have a valid personal email ID and Contact No. (the same email ID and Contact Number as registered with IBPS Clerks - 2011). It should be kept active during the currency of this recruitment project. Under no circumstances, he/she should share/ mention email ID to/ or of any other person

3) Applicants are first required to go to the Bank's website [www.repcobank.com](http://www.repcobank.com) and open the link 'Careers'. Thereafter open the Recruitment Notification titled "Recruitment of Junior Assistant/ Clerks".

### **Mode Of Payment**

Candidates have the option of remitting fees via **ONLINE MODE or OFF-LINE MODE.**

Under the On-line mode, the application form is integrated with the payment gateway and the payment process can be completed by following the instructions. The payment can be made using only Master/Visa Debit or Credit Card by providing information as asked on the screen. **On successful completion of the transaction, an e-receipt would be generated. Candidates are required to take a print of the e-receipt which will have to be produced, if called for interview.**

**Under the Off-line Mode, kindly take a note of the following :-**

1. Take a print of 'FEE PAYMENT CHALLAN' (click here to download the Fee Payment Challan).
2. Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS.**
3. Go to the nearest Indian Bank Branch with the Fee Payment Challan duly filled in and pay, in Cash the appropriate Application Fee in Account No.6062342382 with North Usman Road, T.Nagar, Chennai in favour of " REPCO BANK RECRUITMENT FEE COLLECTION ACCOUNT".
4. Obtain the Counterfoil (Applicant's Copy) of the Fee Payment Challan duly received by the Bank with (a) Branch Name & Code Number (b) Transaction ID (c) Date of Deposit & Amount filled by the Branch Official..



5. Candidates are now ready to apply Online by re-visiting the Recruitment Page of the Bank's website and going to the sub link titled "ONLINE APPLICATION FOR REPCO BANK RECRUITMENT OF JUNIOR ASSISTANT / CLERKS.

Click on this sub link will open up the appropriate Online Application Format.

6. Carefully fill in the necessary details in the Online Application Form at the appropriate places and submit the same Online.

7. Take a printout of the system generated online application form to be submitted at the time of interview, copies of which may also be retained for your reference.

8. The Registration Number and Password generated should also be retained for future reference.

9. Original counterfoil of the fee payment challan/ online payment receipt (e-receipt) will have to be produced, if called for interview.

10. Without counterfoil of the fee payment challan/ online payment receipt, the candidates will not be allowed to appear for the Interview. Candidates are, therefore, advised to keep 3 photocopies of the fee payment challan/ online payment receipt for future use.

11. The name of the candidate or his/ her father/ husband etc should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.

Note:

Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other recruitment or selection process.

Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability, Score obtained in CWE etc.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/ process without assigning any reason. Government Guidelines on reservation in recruitment shall be applicable.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Detailed advertisement can be viewed at our website – [www.repcobank.com](http://www.repcobank.com).

**IMPORTANT DATES**

OPENING DATE FOR ONLINE REGISTRATION **08.10.2012**

CLOSING DATE FOR ONLINE REGISTRATION **05.11.2012**

PAYMENT OF APPLICATION FEE /POSTAGE CHARGE **08.10.2012 TO 05.11.2012**

TENTATIVE DATE OF INTERVIEW Nov/Dec2012