

**Graduate Trainees required in Hyderabad Branch of RHFL on retainer basis
for 1 year contract period**

Eligibility:

1. Age not exceeding 25 years as on 01-01-2013
2. Any Graduation, preferably B Com, in 10+2+3 format through regular classroom course from a UGC recognized university. Graduates from Open University will not be considered.
3. Preference will be given for relevant prior experience in operations/sales/retail credit.
4. Fluency in Telugu besides English is a must.

Stipend as per Company policy.

**Eligible candidates are requested to apply at the below mentioned address
as per the bio-data format enclosed on or before December 31, 2012.**

**Mr. Ramana Prasad,
Branch Manager
Repco Home Finance Ltd**
102, M H R House,
No. 7-1-621/274,
Sanjeeva Reddy Nagar
Hyderabad 500 038
Landline No:040-23811146
Mobile No: 093938 11146
E.Mail: hyd@repcohome.com

Note:

1. The engagement is purely as a Trainee and it will not entitle the trainee to any permanent employment / regular job in this Company during or after completion of contract period or to any of the benefits/ privileges available to the regular staff members of the Company
2. However, after completion of training, if the performance is found satisfactory, trainee will be given suitable opportunity for regularization under suitable cadre under the extant rules & regulations of the Company.
3. During the period of training if the Company feels that trainee is not capable of continuing the training, the Company may at its discretion terminate the training at any point of time without assigning any reason and without any prior notice.

Graduate Trainees required in Chennai, RHFL on retainer basis for 1 year contract period

Eligibility:

1. Age not exceeding 25 years as on 01-01-2013
2. Any Graduation, preferably B Com, in 10+2+3 format through regular classroom course from a UGC recognized university. Graduates from Open University will not be considered.
3. Preference will be given for relevant prior experience in collections/sales.
4. Fluency in Tamil besides English is a must. 2-wheeler driving license and possession of 2-wheeler is necessary.
5. Willingness and ability to undertake extensive traveling (local / outstation) is a must.

Stipend as per Company policy.

Eligible candidates are requested to apply at the below mentioned location as per the bio-data format enclosed on or before December 31, 2012.

DGM (HR)

Repco Home Finance Limited
Corporate Office
2nd Floor, North Wing, Karumuttu Centre
New no.634 Anna Salai, Nandanam
Chennai-600 035

Note:

1. The engagement is purely as a Trainee and it will not entitle the trainee to any permanent employment / regular job in this Company during or after completion of contract period or to any of the benefits/ privileges available to the regular staff members of the Company
2. However, after completion of training, if the performance is found satisfactory, trainee will be given suitable opportunity for regularization under suitable cadre under the extant rules & regulations of the Company.
3. During the period of training if the Company feels that trainee is not capable of continuing the training, the Company may at its discretion terminate the training at any point of time without assigning any reason and without any prior notice.

BIO DATA FORM

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

POST APPLIED FOR:

(For office use only)

**Affix your
recent
passport
sized color
photo and
sign it across**

1. NAME Mr./ Mrs./Ms. _____
(IN CAPITAL LETTERS) First Name Middle Name Last Name

2. DATE OF BIRTH: __/__/19__
DD MM YY

3. ADDRESS FOR COMMUNICATION:
(With PIN CODE in CAPITAL LETTERS)

4. PLACE OF DOMICILE: _____ / _____ / _____
Village/Locality District State

5. a) Telephone No. (with STD Code]
b) Mobile No., if any
c) E-mail Id

6. FAMILY DETAILS:

	Name	Date of Birth	Education	Occupation
Father				
Mother				
Spouse				
Children				

7. ACADEMIC DETAILS* (starting from Secondary Exam (10th))

No.	Examination Passed	Year of Passing	Board/University/Institution	Marks (%)	Principal & Subsidiary Subjects	No. of Attempts

* Till graduation 10+2+3 format is mandatory. Graduation shall be from a UGC recognized University through regular classroom course. Open University/ part time/ correspondence not eligible.

8. LANGUAGE PROFICIENCY:

No.	Language	READ	WRITE	SPEAK
1				
2				
3				
4				

9. OTHER ACHIEVEMENTS (details of competitions won to be given, if any):

No		Award /Certificate/ Scholarship Won	Proficiency in Games / Sports	Proficiency in literary work/ art/ culture
1	SCHOOL			
2	COLLEGE			
3	UNIVERSITY			
4	PROFESSIONAL COURSE			

10. EXTRA-CURRICULAR ACTIVITIES:

1	HOBBY	
2	CADET MEMBERSHIP (scout NCC/NSS/Other)	
3	OTHER INTERESTS, IF ANY	

11. PLACES WHERE YOU HAVE STAYED IN LAST 5 YEARS:

No	Place (with State)	From	To

12. DETAILS OF JOB EXAMS / INTERVIEWS TAKEN (in last 2 years)

No.	Name of Organization	Position	Exam Date	Result

13. PAST EMPLOYMENT EXPERIENCE:

No.	Organization	Position	From	To	Gross Monthly Pay* (in Rs.)	Place	Reason for Leaving

*Please attach copy of last drawn pay slip

14. Expected CTC:

15. Time needed to join, if selected

16. References with designation /mobile no./ phone no./ official e-mail id

a) b)

17. Whether you are known/related to anybody working in any Repco Institution (if yes, give details):

18. Source from where you came to know about this opening:

Declaration: I hereby declare that the above information is correct to the best of my knowledge & belief. I also declare that I have not used/will not use any influence or have not extended/will not extend any benefit to anybody to get this position. I also authenticate that I've done my graduation in 10+2+3 format from an UGC recognized university through regular classroom course. In case any of the above information is found incorrect at a later date, I'll abide by the Company decision/disciplinary action taken in that regard.

NAME

SIGNATURE

DATE