

Repc Bank set up by the Government of India is a fast growing organization having branches in all the four southern States and UT of 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 and Probationary Officers. The Salary structure of employees of the bank is same as that of IBA norms.

Important Dates

Opening date of Online Registration	09-07-2013
Closing date of Online Registration	23-07-2013
Tentative date of Online Test	18-08-2013
Candidates –will be required to download call letters for appearing for the online test from the website www.repcobank.com & www.repcobank.co.in by entering their registration number and password which will be generated at the time of applying online.	

1. DETAILS OF VACANCIES:

Name of the Post	No. Of Vacancies	Age as on 01.06.2013	
		Min	Max
Probationary Officer	15*	21	30
Junior Assistant/Clerk	60 *	18	25

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

Candidates must have been born not earlier than 02/06/1988 and not later than 01/06/1995 (both days including) are only eligible to apply for Junior Assistant/Clerk and Candidates must have been born not earlier than 02/06/1983 and not later than 01/06/1992 (both days including) are only eligible to apply for Probationary Officer

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)
Probationary Officer	<ul style="list-style-type: none"> • 14,500 to • 25,700 	₹ 28474/-*	₹ 5.74 Lakhs
Junior Assistant /Clerk	<ul style="list-style-type: none"> • 7,200 to ₹ 19,300 	₹ 13978/-*	₹ 3.07 Lakhs

* 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 for Junior Assistant and 24 months for Probationary Officer 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	40
2	Karnataka	10
3	Andra Pradesh	10
	TOTAL	60

Pudhucherry is included in Tamil Nadu.

1.4. Relaxation in Upper Age Limit

Post	Category	Age relaxation
Probationary Officer	SC/ST /Repatriate	5 years
	OBC	3 years
	Ex-Servicemen	5 years
	Candidates who are already working in a Commercial Bank/Cooperative Bank, Financial Institution	Age relaxation equal to their duration of service maximum up to 5 years
Junior Assistant/Clerk	SC/ST/Repatriate	5 years
	OBC	3 years
	Ex-Servicemen	“for 3years , in addition to the actual period of service in the Defence forces subject to a maximum age of 50 years

Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview conducted by the Bank, if called by the Bank. An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of the re-employment in Government jobs ceases .However, such a person is entitled for age relaxation as per GOI norms.

2. ELIGIBILITY CRITERIA :

Nationality: Only Indian Nationals are eligible to apply.

Probationary Officer Recruitment, Candidates should have knowledge (to read, write and speak) of any one of the Southern India regional Languages viz Tamil, Telegu, Malayalam and Kanada.

Recruitment of clerical cadre in our bank is done on State-wise basis, candidates can apply for vacancies in any one State (Ref.1.3). Proficiency in the Official Language of the particular State is essential (candidates should know how to read/ write and speak the Official Language of the State) for which vacancies a candidate can apply. Others need not apply

3. EDUCATIONAL QUALIFICATIONS:

Post	Educational Qualifications
Probationary Officer	Graduation or Post Graduation in any discipline with I class, 60% marks from any University recognised by UGC.
Junior Assistant/Clerk	Graduation in any discipline from any university recognised by UGC.

Note:

- The Educational qualifications prescribed for the post are the minimum.
- In addition to the educational qualification prescribed, candidate should possess knowledge of Computers.
- Degree obtained from Open University without following the regular stream(10 +2) is not recognised for recruitment to any cadre.
- The fraction of percentage will be ignored and will **NOT** be rounded off to the next highest Integer i.e. 59.99% will be treated as less than 60% .

4. SELECTION PROCEDURE:

Name of the post	Selection Procedure
Probationary Officer	Online test + Group discussion + Interview
Junior Assistant	Online test+ Interview

Candidates who are successful in the online test will be called for an Interview/Group Discussion .No allowances/reimbursement will be payable/made for attending the test/ interview.

ONLINE EXAMATIONS CENTRE:-

Chennai, Coimbatore, Salem, Trichy, Madurai, Thirunelveli, Trivandrum, Bangalore, Vijayawada

The bank reserves the right to add/delete centres for administrative reasons.

The examination will be conducted online in venues across many centres in Tamil Nadu

- (1) Bank however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
- (ii) As far as possible candidates will be allotted to a centre of his/her choice however Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (iii) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
- (iv) No request for change of centre for Examination shall be entertained.

5. APPLICATION FEE (NON-REFUNDABLE):

Name of the post	Category	Fee
Probationary Officer	SC/ST/PWD/Repatriates	₹ 350.00
	General and all others	₹ 500.00
Junior Assistant /Clerks	SC/ST/PWD/Repatriates	₹ 300.00
	General and all others	₹ 400.00

Bank Transaction charges for Offline/ Online Payment of application fees/ intimation charges will have to be borne by the candidate

6. GENERAL TERMS AND CONDITIONS

- a) Candidates working in Govt/Semi-Govt/Govt. undertaking / Public undertaking will be required to produce **No Objection Certificate** from their employer if called for Group Discussion/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) Candidates will have to submit the examination call letter and a photocopy of photo-identity proof at the time of examination.
- d) Online applications once registered will not be allowed to be withdrawn and/or the application fee/intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- e) 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.

f) 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.

g) Selected candidates shall be willing to serve anywhere in four southern state and UT of puducherry

h) 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.

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

j)The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.

k) 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

	Probationary Officer	Junior Assistant
Service Bond	₹ 50000	₹ 25000
Training Cost	₹ 10000	₹ 5000
Notice period	3 months	3 months

Pre- Requisites for Applying Online

The eligible candidates have to apply online only through the Bank's website <http://www.repcobank.com> & www.repcobank.co.in. **No other means/mode of application is acceptable.**

Before applying online, candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms.

Have a valid personal email ID, which should be kept active till the declaration of results. Intimation about call letters will be sent through the registered e-mail ID. Under no circumstances, a candidate should share/mention e-mail ID to/of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account till the recruitment process is over.

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.**

OFF-LINE MODE:

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 / PROBATIONARY OFFICER.

The candidate should have a scanned (digital) image of his/her photograph and signature as per the specification given below in JPEG format not exceeding 50 KB and 20 KB respectively and upload the photograph and signature. The online application will not be registered unless the candidate's photo and signature is uploaded after completion of the entry in online mode.

After applying online, and uploading the photograph and signature, the candidates are advised to take two printouts of the system generated online application form. Recent photograph of the candidate duly signed across is to be pasted on the system generated online application.

The candidates are advised to take utmost care in filling up the required columns in the online mode, payment of fees etc and ensure that the details entered in the appropriate columns are correct before submission, since there is no provision to modify the application after submission.

The registration number and Password generated after applying online must be carefully retained by the candidate for his/her record.

Candidates are required to produce the counterfoil in bank, if called for interview.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on the Bank's website on account of heavy load on internet/website jam.

Note :

The candidates are advised to take System Generated Print-out of the Registered Application, duly completed in all respects along with the self-attested copies of the certificates/documents for proof of date of birth, educational qualification, work experience, caste certificate, age relaxation and other related documents should be submitted at the time of Interview or if advised to submit at any date. The candidates are advised in their own interest to keep all documents related to material information as submitted through online application along with print out of the application form. Any discrepancy in the application and documents, if found at a later stage shall be liable for rejection of his/her candidature.

The Bank does not assume any responsibility for the candidates not being able to submit their applications online within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

Candidates should ensure that the signatures appended by them in all the places viz. in their call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

CALL LETTERS FOR THE "ON LINE TEST"/EXAMINATION:

- The date of online test will be intimated in the Call Letter along with the Centre/Venue for the Examination.
- Facility for downloading call letter online will be made available in the Bank's website.
- Bank takes no responsibility for non-receipt of Intimation or inability to print call letter from WEB. Candidates are advised to keep visiting Bank's website for updates on the recruitment process. Phone calls are not solicited from candidates in matters related to the same.
- Candidates have to bring their call letter along with their photo identity proof in

original as well as photocopy while attending the Online examination/Interview and will have to submit photocopy of the photo identity proof along with Examination Call Letter.

Candidates are required to bring the to the test centre Print out of Call Letter (which can be downloaded by the candidate using the Registration number and password obtained at the time of registration of online application). A recent passport size photograph has to be affixed on the system generated call letter.

Without the above mentioned documents the candidate will not be admitted for the online test.

Candidates will have to appear for the online test to be conducted by the Bank. The successful candidates will be called for an interview. Subject to their being medically fit for employment, the selected candidates will be initially appointed on probation. The Bank reserves the right to reject any application without assigning any reason and no correspondence in this regard will be entertained.

Joint General Manager
(Recruitment Division)