

RepcO Bank set up by the Government of India is a fast growing organization having branches in all the five southern States and UT of Puducherry. The Board of the bank comprises Senior IAS Officers from Central and State Governments and Financial Experts. Repco Bank invites applications for the post of Assistant Manager – Legal. The Salary structure of employees of the bank is same as that of IBA norms.

**1. NAME OF THE POST & VACANCIES :**

Name of the Post	Scale	Indicative No of vacancies
Assistant Manager – Legal	Scale I	• - 4 -

- Vacancy position may vary depending on actual requirement at the time of final process. Reservation norms are applicable as per Govt. Policy.

**2. ELIGIBILITY CRITERIA:**

- Only Indian Nationals are Eligible to apply.**
- Age as on 30.04.2019 : - Minimum 24 years - Maximum 30 years**

**Relaxation in Upper Age Limit :**

Post	Category	Age relaxation
Assistant Manager – Legal (Scale I)	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

**(iii) EDUCATIONAL QUALIFICATION:**

Post	Educational Qualifications as on 30.04.2019
Assistant Manager – Legal (Scale I)	Graduation in BL/LLB (3 years or 5 years integrated course) from a recognized university and enrolled as an advocate with the concerned Bar Council.

\* Degree obtained from Open University without following the regular stream (10, +2) is Not recognized for recruitment.

**(iv) Experience :**

Candidate should Possess **Two years'** experience of practice at BAR or Judicial service and / or experience of working in legal department of a reputed bank or the Central/State Government or any NBFC.

**Job Profile:**

Legal matters relating to Banking Laws, Scrutiny of Title Deeds, SARFAESI Proceedings, Labour Laws, Civil Laws, Tax Laws, Service Matters, Criminal Laws, Procedural Laws, Information Technology Laws, Company Laws, Right to information Act etc., and any other work entrusted by the bank from time to time.

**3. EMOLUMENTS PER MONTH:**

Name of Post	Pay Scale (₹)	Payslip Component per month including allowances at minimum of scale at Chennai	Approximate annual emoluments on Cost to Company (CTC)
Assistant Manager – Legal (Scale I)	23700 - 980/7 - 30560 - 1145/2 - 32850 -1300/7- 42020 #	₹ 45010/-*	₹ 10 Lakhs

# Upward wage revision is due, under IBA settlement.

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

Fixation of pay will be done based on existing salary drawn and experience.

#### **4. CONFIRMATION:**

The confirmation of the newly recruit will be subject to satisfactory completion of the following Probation Period:

Assistant Manager – Scale I (Legal) - 24 Months

Management reserve the right to curtail/extend the probationary period based on performance.

#### **5. SELECTION PROCEDURE:**

- (a) There will be a separate process consisting of written exam/ Group Activity/ Interview for recruitment for the above post. Selection will be made on the basis of performance in the process.
- (b) The date for the selection process will be communicated to the candidates through call letters. The Bank however reserves the right to cancel or make any changes in the date, if need arises.
- (c) The selection process will be scheduled at CHENNAI. Address of the venue will be advised in the call letter.

#### **6. APPLICATION FEE INCLUDING POSTAL CHARGES (Non- refundable):**

The application fee of **Rs.708/-** (INCLUDES GST @ 18%) **(Non-refundable)** must be paid by all applicants. It has to be paid by means of a Bank Pay Order or Demand Draft issued by a Scheduled Commercial Bank payable at **“CHENNAI”** and should be drawn in favour of **“REPCO BANK RECRUITMENT CELL”**

Candidates must write his/her name and address on the reverse side of the Bank Draft/Bank Pay order. Candidates are advised to note that payment of application fee and/or postage charges by Cash/Cheques/Money Order/Postal Stamps etc., will not be accepted.

#### **7. GENERAL INSTRUCTIONS:**

- a) Candidates should have knowledge (to read, write and speak) of any one of the Southern India regional language viz: Tamil, Telugu, Malayalam and Kannada.
- b) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- c) The Application must be properly and completely filled.

- d) Candidates applying for the above post are advised to note that if selected, they are required to execute a “Service Bond” with surety for serving the Bank at least for a period of 2 years and in the event of his/her resignation from the post before this period, the officer will be required to indemnify and refund the amount to the Bank.

Scale	Amount of Bond	Period
Assistant Manager – Legal (Scale I)	Rs.50,000 +10,000 (Training Cost) + 3 month notice period	2 years

- e) Candidates working in Govt/Semi-Govt/Govt Undertaking/ Public Undertaking will be required to produce “**NO OBJECTION CERTIFICATE**” from their employer if called for the selection process, in the absence of which, his/her candidature may not be considered.
- f) Candidates need not submit proof of date of birth, educational qualification, work experience, caste certificate, age relaxation, repatriate certificate and other related documents at the time of applying for the post. All the above documents should be submitted at the time of Interview only, if they are called for or if advised to submit at any later time.
- g) 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 or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is /are detected even after appointment, his/her services are liable to be terminated.
- h) Decisions of Bank in all matters regarding eligibility, conduct of interview, other tests and selection would be final and binding on all candidates. No Representation or Correspondence will be entertained by the bank in this regard.

#### **8. HOW TO APPLY:**

Candidates who satisfy the eligibility norms should submit their application in Bio-data form in English, typed on thick A4 size sheet, with one recent passport size photograph affixed on the application on the top right hand corner and indicating prominently in Bold letters the post for which he/she is applying at the Top. **The format of the Application form is available in Bank’s website.**

**Applications should reach the Bank on or before 18.06.2019.**

**APPLICATIONS COMPLETE IN ALL RESPECTS SHOULD BE SENT IN A CLOSED ENVELOPE SUPERSCRIBED "FOR THE POST OF ASSISTANT MANAGER – LEGAL" TO THE FOLLOWING ADDRESS:**

**The General Manager (Admin),  
Repc Bank Ltd, P.B.No.1449,  
Repc Tower,  
No:33, North Usman Road,  
T.Nagar, Chennai – 600 017.**

Repc Bank reserves the right to reject any application, before, during or after interview, if found not satisfying the recruitment/eligibility criteria for the post which he/she has applied.

**Sd/-  
Managing Director**

Place: Chennai – 17

Date: 29.05.2019