



(Government of India Enterprise)

HEAD OFFICE – “REPCO TOWER” No: 33 North Usman Road, T.Nagar, Chennai – 600017
Ph: 044-28340715, 28343716, 28342842 Fax: 044-28344333 Email: hrms@repcobank.co.in

Repcobank invites applications from eligible candidates for the post of **TEMPORARY OFFICE ASSISTANT**.

1. DETAILS OF VACANCIES:

Name of the Post	Approximate No. of Vacancies	Age as on 31.05.2024	
		Min	Max
Office Assistant	*20	18	30

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

Candidates must have been born not earlier than 31.05.1994 and not later than 31.05.2006 (both days including) are only eligible to apply.

2. Salary during Contract period:

Post	Consolidated Salary
Office Assistant	Rs.10,000/- (Metro) Rs.9,500/- (Non-Metro)

No other allowance/ benefits are eligible except Meal Pass

3. Relaxation in upper age limit as per Govt. guidelines:

Post	Category	Age relaxation
Office Assistant	SC/ST/Repatriate	5 years
	OBC	3 Years

4. Eligibility Criteria :

Nationality : Only Indian Nationals are eligible to apply

5. Educational qualifications:

Post	Educational Qualifications
Office Assistant	Minimum qualification: Should have passed SSLC /10 th standard (Candidates with higher qualifications such as graduate or above are not eligible and need not apply) (Original Transfer Certificate will be verified)



6. Selection Procedure:

Name of Post	Selection Procedure
Office Assistant	Written Test

Eligible candidates alone will be called for Written Test to be held at **CHENNAI**.

7. Important Date:

Last Date for receipt of Application	10.07.2024
Written Test	Date of Written examination will be intimated through Call letter for eligible Candidates.

8. General Terms and conditions

1. Must have good physique
2. Must know cycling and have Two Wheeler License.
3. SC/ST/OBC/EWS candidates should enclose **Self attested** copies of Caste Certificate/ necessary certificates issued by Competent Authority (Repatriates should enclose attested copies of proof). In the absence of the certificates they will be treated as general candidates.
4. Candidates must be proficient (read, write and speak) in any one of the following local languages viz., Tamil, Telugu, Kannada and Malayalam.
5. Candidates may be posted in any of the branches of the Bank in South India.
6. Candidate, if selected should show aptitude to work as Office Assistant. Should possess basic knowledge / awareness regarding banking sector and financial institutions.

9. Application fee (Non-refundable and inclusive of GST)

General / OBC / Others	Rs. 500/-
SC / ST/ REPATRIATES	Rs. 250/-

The application fee must be Paid upfront by means of Bank Pay Order or Bank Demand Draft issued by Scheduled Bank payable at Chennai and should be drawn in favor of **"REPCO BANK RECRUITMENT CELL"**.

10. The applicant should write his name and address on the backside of the Demand Draft/Pay Order. Application without Demand Draft/Bank Pay order will not be considered.

11. The written examination will be conducted ONLY at CHENNAI and the specific address will be intimated in the call letter for the eligible candidates. Candidates will have to make their own arrangements for taking the written examination and meet all the expenditure connected with it. Bank will not arrange / reimburse transportation expenses or any other expense in this regard.

12. How to Apply

- A. Candidates who satisfy the eligibility norms should submit their application in the 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 side corner. The format of the Application Form is available at Bank's WEBSITE – www.repcobank.co.in/www.repcobank.com.
- B. **Applications should reach the Bank on or before 10.07.2024.**

APPLICATIONS COMPLETE IN ALL ASPECTS SHOULD BE SENT IN A CLOSED ENVELOPE SUPERSCRIBED **"FOR THE POST OF TEMPORARY OFFICE ASSISTANT"** TO THE FOLLOWING ADDRESS:

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

13. The post called for is only for Temporary basis and candidates cannot claim the right of permanent employment. However based on the performance and screening process, employment may be considered, if deem fit, after a period of 2 years.

REPCO Bank reserves its right to reject an application before, during or after examination, if a candidate is found not to satisfy any of the recruitment/eligibility criteria.

Chennai – 17

Date : 21.06.2024