



(Govt. of India Enterprise)

Head Office : Repco Tower No.33 North Usman Road

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## Recruitment

Repco Bank invites applications from eligible candidates for the following post on Contractual basis:

Sl.No.	Name of the Post	Tentative no: of posts
1	Officer on Special Duty (OSD)-Legal	2
2	Officer on Special Duty (OSD)-HR	1

### Eligibility: Candidates

(i) aged below 62 years as on 30.09.2023.

(ii) **OSD-Legal:**

#### Job Summary:

We are seeking experienced Legal professionals with expertise in Banking and Recovery Laws to join our financial institution. As an Officer Special Duty – Legal (Contract Basis), shall be responsible for handling legal recovery matters related to Insolvency and Bankruptcy Code, Arbitration and Conciliation Act, Mediation Act etc. and involve providing legal advice, representing the institution before Various legal forums, and ensuring compliance with applicable laws and regulations.

#### Requirements:

- Bachelor's degree in Law from a recognized university. (Preference will be given to Post graduate in law)
- Retired/ VRS in the grade of Scale – III and above or any equivalent grades from any Nationalized Bank / Scheduled Commercial Bank / highly reputed financial Institutions.
- With minimum 7 years of experience in Banking and Recovery Laws.
- In-depth knowledge of Indian Recovery laws including Multi State Co-operative Societies Act, 2002, Arbitration and Conciliation Act, 1996 etc.

#### Responsibilities:

- Handling Arbitration related matters.
- Analysis on legal issues related to Banking and Recovery laws and provide timely advice to management.
- Assist in the preparation of legal strategies and arguments for Banking and Recovery cases.
- Monitor changes in Indian laws and regulations and provide updates to management.

- Represent the financial institution before various forums, including drafting and filing necessary legal documents.
- Liaise with external legal counsel, as necessary, to ensure effective representation before various forums.

**(iii) OSD-HR:**

**Job Summary:**

We are looking for experienced HR professionals to oversee all aspects of human resources practices and processes. The duties will involve managing activities such as recruitment, payroll, staff benefits, PF, Gratuity, matters related to contract employees, service regulations of employees etc.,

**Requirements:**

- Graduation from a recognized university. (Preference will be given to MBA/Post graduate in Human Resource)
- Retired/ VRS opted officers in the grade of Scale – IV and above or any equivalent grades from any Nationalized Bank / Scheduled Commercial Bank / highly reputed financial Institutions.
- With minimum 5 years of experience in HR department.
- In-depth knowledge in labor law and HR best practices, Gratuity Act, Bonus Act, Maternity Act, etc.

**Responsibilities:**

- Handling staff related matters.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manage the recruitment and selection process.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Nurture a positive working environment
- Handle issues related to pay roll and staff benefit program including post retirement benefits such as Gratuity, PF etc.,
- Ensure legal compliance throughout human resource management

**(iv) Consolidated pay:**

Consolidated pay of Rs.40,000/- per month.

**(v) Mode of selection:**

Shortlisted candidates will be called for an interview. Intimation letter for interview will be sent through courier/post individually.

**(vi) How to apply:**

Eligible candidates shall send the following

- (i) Application (format enclosed)

- (ii) Detailed resume
- (iii) Proof of Graduation/Post Graduation
- (iv) Proof of Experience
- (v) Proof of retirement

in a closed envelope super scribed as 'For the Post of 'Officer on Special Duty (\_\_\_\_\_)' through courier/post to the following address

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

**Last date for submission of resume is 20.11.2023.**

**Note: Applications from other than retired /VRS opted officers' from Nationalized Bank / Scheduled Commercial Bank / highly reputed financial Institutions will not be considered and will be summarily rejected.**

Place: Chennai-17  
Date : 05.11.2023

Managing Director

