

Recruitment of Officers

Tamilnad Mercantile Bank Ltd., one of the leading Private Sector Banks in India invites e-application for the following post of Relation Managers in Scale – I cadre in the below mentioned categories. Please read all the details, information and instructions carefully before applying.

- **Relationship Manager-MSME on Regular basis**

Opening date for registering Online e-application - 14.06.2023

Closing date for registering Online e-application - 30.06.2023

Only e-applications registered online through Bank's website will be considered for the selection process

Ensure to register your correct email ID/ Mobile Number while creating User ID for e-application.

Relationship Manager – MSME (Scale I)

Minimum Qualification	Graduation or Post Graduation in any discipline under regular stream with minimum 60% marks from a recognized university..
Age	Not more than 30 years as on 31.05.2023
Scale	Scale I Cadre
Experience	Atleast 3 years' of relevant experience in a Bank / any financial institution in sourcing/Processing MSME loans
Place of Posting	Anywhere in India

Procedure of Selection:

The shortlisted candidates will be called for online examination /personal interview through Video Conferencing / Direct Interview. The date and time for interview will be communicated to the eligible candidates individually.

Application Fee: Nil

General Conditions:

The following enclosures to be uploaded alongwith the e-application

- Besides English, candidates should be conversant in Local Language as per the place of posting
- Self-attested photo copy of SSLC or Higher Secondary Mark Sheet/Transfer Certificate for age proof.
- Self-attested photo copy of Degree Certificate, Professional Qualification Certificate.
- Self-attested photo copy of Any other additional qualification Certificate
- Experience certificate/s and Relieving Letter.

Roles and Responsibilities

1. Acquisition of new clients in the MSME category by visiting suitable locations for business generation
2. To generate leads independent of branches by interacting with various Industry Associations, Export Houses, Organizing SME camps, Industries visits etc., and convert these leads into proposals.
3. To liaise with the identified prospective clients for obtention of completed application forms along with all necessary applicable documents, as per comprehensive checklist. This is also applicable for leads that are sourced by the Branch Manager independent of the Relationship Manager.
4. To act as a single point of contact for resolution of all queries raised by the credit officer during processing.
5. Upon sanction of loan, to liaise with Branch for completion of documentation and hassle free disbursement of credit limits in time.
6. To help MSME Loan Processing HUB Head and coordinating with attached branches in organizing MSME events as per the schedule.
7. To update all leads in leads management system on a daily basis.

Any information found to be wrong or any candidate found ineligible at any stage of the process or later will result in disqualification of the candidate.

Disclaimer:

Please note that the e-applications with incorrect / incomplete particulars or without copies of certificates attached are liable to be rejected.

The Bank reserves the right to reject any application without assigning any reason and Bank's decision in the matter of eligibility, interview and selection would be final. The Bank reserves the right to eliminate the ineligible candidates at any point of time before, during or after the personal interview / selection. The decision of the Bank is final.

The e-applications will be scrutinized and the shortlisted applicants will be communicated individually by post / e-mail with details of the interview. The Bank reserves the right to reject any application at any point of time without assigning any reason and Bank's decision in the matter of eligibility, conduct of interview and selection would be final. No correspondence in this regard will be entertained by the Bank.
