

S. No.	Job Title	Job Description	Link to Apply
1	Audit Manager	<p>Roles & Responsibilities</p> <p>1. Documentation Review</p> <ul style="list-style-type: none"> Examine loan agreements, property documents, customer details, and supporting documents for completeness and accuracy. Verify adequacy of documentation related to property valuation and legal due diligence. <p>2. Compliance Verification</p> <ul style="list-style-type: none"> Ensure adherence to housing loan regulations, internal lending policies, and relevant guidelines. <p>3. Risk Assessment</p> <ul style="list-style-type: none"> Identify and evaluate risks associated with individual housing loans, including credit, legal, and operational risks. Assess effectiveness of existing risk mitigation measures. <p>4. Disbursement Process Review</p> <ul style="list-style-type: none"> Audit loan disbursement procedures to confirm proper authorization and compliance with established protocols. <p>5. Post-Disbursement Monitoring</p> <ul style="list-style-type: none"> Review monitoring mechanisms post-disbursement to ensure timely identification and resolution of potential issues. <p>6. Reporting</p> <ul style="list-style-type: none"> Prepare detailed audit reports highlighting findings, observations, and actionable recommendations. Suggest improvements to strengthen compliance and operational efficiency. <p>7. Timelines</p> <ul style="list-style-type: none"> Complete audits within agreed timelines, ensuring thoroughness without compromising efficiency. <p>8. Training & Support</p> <ul style="list-style-type: none"> If necessary to provide training to staff on housing loan processes, regulatory requirements, and internal policies, as needed. 	Audit Officer
2	Junior Executive-Credit	<p>Roles & Responsibilities</p> <ul style="list-style-type: none"> KYC documents validation online at login stage of application including collection of documents as per KYC policy of the Company. Collection of Pre-sanction documents of Income for salaried/self employed/NRI individuals and bank statements online through third party API applications like Perfios. Generation of Credit Bureau reports and ability to read the reports and verify the repayment track of the customer. Income validation in software and working out the loan eligibility basis averaging income and after taking into account all obligations. Ability to conduct personal discussions with Borrowers at time of onboarding and also collecting all relevant information required for processing the loan applications. Coordination with Branches/HO for clearing the clarifications called for and ensuring smooth processing of the applications received within the TAT required by the Company. Ensuring daily productivity in processing of applications received at Branch/HUB/HO for rendering timely service to the Customers and to augment the Business at Branches/HUB. Ability to speak to the Customers with confidence at Front end desk during processing of applications. Should be also conversant with Post sanction processing till disbursement and process involved for the same including documentation, loan document execution, obtaining third party verification reports etc with required TAT and ensure quick service to customers. 	Junior Executive-Credit

3	Branch Manager	Roles and Responsibilities: <ul style="list-style-type: none"> • Oversee the recruitment of Direct Sales Agents (DSA) to ensure the branch is staffed with capable and motivated individuals. • Manage the productivity of DSAs, providing guidance and support to help them achieve their sales targets. • Maintain the Turnaround Time (TAT) of files, ensuring all processes are completed efficiently and within the designated time frames. • Achieve branch sales targets through strategic planning and effective execution of marketing activities. • Establish new tie-ups with builders to expand the branch's market presence and customer base. • Maintain the quality of the branch's portfolio, focusing on customer retention and minimizing delinquencies. 	Branch Manager
4	Zonal Sales Manager	Roles and Responsibilities: <ul style="list-style-type: none"> • Oversee and manage the performance of Branch Managers within the assigned region, providing guidance and support to ensure branch-level success. • Ensure consistent DSA recruitment and productivity across all branches, setting and monitoring goals to maintain high standards. • Maintain the Turnaround Time (TAT) of files for all branches, ensuring efficiency and compliance with company policies. • Drive the achievement of regional targets through strategic planning, resource allocation, and marketing initiatives. • Establish and nurture new tie-ups with builders and other key stakeholders to expand the region's market presence. • Ensure the quality and retention of the regional portfolio, minimizing risk and ensuring customer satisfaction across all branches. 	Zonal Sales Manager
5	Risk Management Executive	Roles & Responsibilities: <ul style="list-style-type: none"> • Supervise the activities of ALM Support Group for the continual implementation of the effective liquidity risk management framework and all of its components. • Review of Asset Liability Management Policy. • Understanding of liquidity and interest rate risks and participate in related risk management activities. • Define and review Risk Appetite Framework of the Company. • Review of the ECL Model and Calculation of ICAAP and stress testing • Preparation and Reporting of ICAAP Documents to CRO as per Regulatory Guideline. • Perform liquidity stress testing and scenario analysis to assess the impact of potential adverse events on the company's liquidity • Any other roles and responsibilities as prescribed by Company. 	Risk Management Executive
6	Accounts Executive	Roles & Responsibilities: <ul style="list-style-type: none"> • Accounting knowledge of payment of expenses and bank receipts • Recording of transactions in compliance with accounting principles • Preparing and entering invoices, bills etc. and voucher preparation for the same. • Bank Reconciliation for all bank account at Hub level • Payments and receipt entries at and processing for all departments in Tally and SAP • Maintaining and scrutiny of accounting ledgers. • Monitoring of Monthly / Additional Imprest Fund Management for the branches • Preparation of Bank Letters for Issuing of DD's & Stop Payments • Liaising with branches for Branch authorised Signatory updation. For Branch Cheque Stationery Request to be forwarded to Head office/Bank and handling of banking operations • Co-ordination with HO for the above 	Accounts Executive