

FEDERAL BANK

YOUR PERFECT BANKING PARTNER

 **DREAM BIG**

 **SET GOALS**

 **GET GOING**

START YOUR CAREER JOURNEY!



**CAMPUS PROGRAM
2021-22**

JOB DESCRIPTION

Associate in Non-Officer (Clerical) Cadre for Branch Banking Role

1. POSITION

Associate in Non-Officer (Clerical) Cadre for Branch Banking Role.

2. LOCATION

Candidates selected for the post of Associate in Non-Officer (Clerical) Cadre for Branch Banking Role selected shall be posted in any of the Branches/Offices of the Bank and is liable to be transferred to any Branch/Office depending upon the administrative requirements.

3. COST TO COMPANY

The Cost to Company per annum would be a minimum of ₹5.41 Lakhs and maximum of ₹5.54 Lakhs depending upon the place of posting and other factors. The Take Home Pay will be around ₹34,000 (excluding statutory deductions like income tax, profession tax etc).

4. PERIOD ON PROBATION

Associate in Non-Officer (Clerical) Cadre for Branch Banking Role would be on probation for six months.

5. SERVICE LEVEL AGREEMENT

The selected candidates will be required to execute a Service Level Agreement upon joining the Bank undertaking to serve the Bank for minimum 2 years or to pay the Bank a sum of ₹ 30,000/- as cost of training in case the candidate leaves before completion of the service period (subject to Bank's approval and norms followed).

6. ROLES AND RESPONSIBILITIES

- Front end customer facing role to meet the expected standards of external and internal customer service rendered by the Branch, by ensuring process standardization, timely service, inculcation of customer-centric culture and strong operational controls in accordance with the quality standards of the Bank.
- Customer Acquisition, Augmentation of Para Banking Income and assisting the team in achieving all the business targets of the Bank.
- Ensuring customer delight by personally attending the customers who visit the Branch and assisting them with the banking operations and functions.
- Providing financial solutions to customers to find an appropriate banking product as per their need/ requirement. To meet & exceed their expectations by offering assistance through cross-selling of banking and third-party products.
- Handling retail operations of the Branch, e.g. sales and processing of liability and asset products, cash operations management (Receipts & Payments of Cash), front office management, issuance of demand draft, ATM cards, cheque books etc.
- Working towards achieving Business targets of the Branch as well as the assigned individual targets by continuously enhancing and upgrading the relationship with customers, meeting prospective customers & adding to the existing client base.
- Assisting in digital transformation by promoting various digital products offered by the Bank among the customers.
- Liaison with senior officials / peers at the Branch and ensure that the day to day operations of the Branch are well executed diligently.
- Adhering and complying with various audit & quality norms / standards of the Bank.
- Develop a learning culture for self and others by consistently updating with various policies of the Bank and trends emerging in the global financial market.
- Any other work allotted from time to time as per the administrative requirements of the Bank.

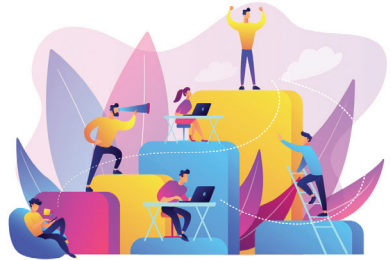
ELIGIBILITY CRITERIA



Associate in Non-Officer (Clerical) Cadre for Branch Banking Role

- Final year and final / penultimate semester students of Graduate courses in the stipulated disciplines from the Universities incorporated by an Act of the Central or State legislature in India or other educational Institutions established by an Act of Parliament or declared to be deemed as a University under Section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India or approved by AICTE.
- Candidates should have a minimum aggregate of 60% or above throughout in Class X, Class XII and Graduation.
- Candidates should be completing Graduation in the academic year 2021-22 and their academic period of study should be 2019-22 for the three year course or 2018-22 in case of the four year course.
- As on date of recruitment process conducted by the Bank, candidate should have cleared all the exams of previous years/semesters of the qualifying course/examination with aggregate of 60% and all the exams of subsequent semester (s) should be cleared along with the results of the final year/semester examination. The final year/semester examination should be cleared in the first chance itself.
- Candidates shall not exceed 24 years of age as on 01.06.2021 (Candidates should be born on or after 01.06.1997).

- Candidate shall be a citizen of India.
- Minimum aggregate Percentage prescribed is not allowed to be rounded off (For example: a candidate who secured only 59.99% or grade point equivalence will not be permitted to appear for the Campus Recruitment Process as the minimum stipulated aggregate is 60%).
- The aggregate percentage obtained by the candidate would be ascertained based on the practice followed by the Board / University / Institution. In case the candidates are being awarded with grades/CGPA/any other metrics system, then aggregate percentage would be based on the equivalence certified by the Board / University/Institution.
- Candidates should ensure that they are eligible to participate in the selection process as per the eligibility criteria stipulated by the Bank. If at any stage it is found that the candidate has furnished false/ incorrect information and/or found indulged in misconduct/ unfair means and/or found ineligible for the post applied for, his/her candidature is liable to be cancelled, without notice & compensation.
- Bank reserves the right to raise the minimum eligibility criteria/ other norms etc to restrict the number of candidates to be included in the selection process.
- Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced at the time of Online Assessment, Group Discussion, Document Verification, Personal Interview etc. and any other matter relating to selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this regard.



GENERAL INSTRUCTIONS

CAMPUS PROGRAM
2021-22



CAMPUS RECRUITMENT PROCESS 2021-2022

• FedRecruit Mobile Application

The selection process is facilitated through 'Fed-Recruit' Mobile Application and all candidates should have a smart phone for participating in the selection process. All candidates should compulsorily carry a smart phone with high speed broadband for participating in the selection process. Minimum specifications regarding the Mobile Handset to be used is given below.

iOS:

OS Version: 11.0 and above
iPhone Devices: iPhone 5s to 12 Pro Max
iPad Devices: iPad mini 2 to iPad Pro 12.9"
(the app will run in iPads, but UI will be just like in iPhones)
iPod touch device: iPod Touch 6th Gen

Android:

OS Version: 5.0 (Lollipop) and above up to Android 11
Processor: Dual core
RAM: 2 GB and above
Internal Storage: 500 MB free space
Screen: 5" HD resolution
Secondary Camera: 2.0+ MP with video recording with VGA resolution and above

Candidates are requested to download the mobile application "Fed Recruit" and upload all the necessary documents/ certificates as per the list below at least one day prior to the online assessment.

● **Documents/ Certificates to be uploaded to 'Fed Recruit' App:**

- 10th Marklist
- 12th Marklist
- Graduation Marklist (Semester /Year wise marklists)
- Proof of Date of Birth (Birth Certificate/ PAN card/ Passport/ Driving License)
- Proof of Address (Passport/Driving License/ Voter ID/Aadhar card)
- CGPA / Grade Point into Percentage Conversion Certificate (Candidates can also submit the relevant and latest circulars or notifications of the Board/University/Institution regarding conversion of Grade Point into equivalent Percentage)
- College Certificate and Collage Declaration (Formats already shared with placement coordinator) shall be uploaded before Group Discussion stage.
- Other relevant certificates, if any

NOTE

- If the mark list of any semester/year of the current course is not issued by the College or University, such candidates can upload the image of the result published in the Student Information Portal of the College / University Website. Original Mark list of the same must be uploaded to FedRecruit app immediately on receipt.
- Candidates should have the Original of the Photo Identity Card issued by the College Authorities or ID Proof (Aadhar Card, Passport, Driving License, Voters ID, Pan Card etc.) at the time of Online Assessment.
- College Certificate and College Declaration (Formats already shared with placement coordinator) shall be uploaded to FedRecruit Mobile Application before Group Discussion stage.
- The Originals of the mentioned Documents/ Certificates should be produced during Document Verification.
- All candidates shall substantiate the conversion of credit based (CGPA) or any other Grading Point system into equivalent aggregate percentage for their Graduation at the time of document verification.
- The aggregate percentage secured by the candidates will be assessed based on the prevailing practice followed by the Board/University/Institution. Candidates need to submit the aggregate percentage equivalence certificate in case the Board/University/Institution follows grading system.

Digital
at the fore
Human
at the core



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