FEDERAL BANK
YOUR PERFECT BANKING PARTNER

HR - TALENT ACQUISITION & DEPLOYMENT

HR-TAD/Rec/Adv/2018-19   **14th August 2018**

Recruitment Process 2018 – 19

Federal Bank, one of India's leading Private Sector Banks is in pursuit of energetic and talented youngsters, who aspire to be future industry leaders and possess the right skills and attitude to excel in relationship banking and customer facing roles, to team up as **Officers (in Scale I) & Clerks.**

Eligible candidates are advised to apply online between <u>14.08.2018 and 27.08.2018</u> (both days inclusive) through the Bank's website <u>www.federalbank.co.in</u> after carefully going through the instructions contained in this advertisement.

No other means / mode of application will be accepted.

1. **Important Dates**

Opening Date of Online Registration Gateway/ Remittance of Application fee	**14th August 2018**
Closing Date of Online Registration Gateway/ Remittance of Application fee	**27th August 2018**
Proposed Date of Online Aptitude Test for Officers and Clerks	**09th September 2018**

2. **Scale of Pay and Other Emoluments**

    i.**Officers (in Scale I)**

    Presently the starting Basic Pay applicable to Officers (in Scale I) is ₹ 23700 in the scale of pay ₹ 23700 - 980/7 - 30560 – 1145/2 - 32850 – 1310/7 – 42020.

    The official will also be eligible for DA, Lease rental/HRA, CCA, Medical and other allowances & perquisites as per rules in force from time to time. The Cost to Company per annum would be a minimum of ₹ 7.50 Lakhs and maximum of ₹ 9.40 Lakhs depending upon the place of posting and other factors.

ii. **Clerks**

Presently the starting Basic Pay (applicable to Clerks) is ₹ 13075 in the scale of pay ₹ 11765 – 655/3 - 13730 – 815/3 - 16175 – 980/4 - 20095 – 1145/7 - 28110 – 2120/1 - 30230 – 1310/1 – 31540.

The official will also be eligible for DA, HRA/ Additional HRA, Medical and other allowances & perquisites as per rules in force from time to time. The Cost to Company per annum would be a minimum of ₹ 3.99 Lakhs and maximum of ₹ 4.41 Lakhs depending upon the place of posting and other factors.

3. Location

Candidates selected for the post of Officers or Clerks shall be posted in any of the Branches/Offices of the Bank depending upon the administrative requirements.

4. Period on probation

i. **Officers** - Candidates selected as Officers will be on probation for a period of 2 years.

ii. **Clerks** - Candidates selected as Clerks will be on probation for a period of 6 months.

5. Eligibility Criteria

(A) Age (As on 01.07.2018)

i. **Officers** – Candidates shall not exceed 26 years as on 01.07.2018 (candidates should be born on or after 01.07.1992) for being eligible to apply for the post of Officers.

ii. **Clerks** – Candidates shall not exceed 24 years as on 01.07.2018 (candidates should be born on or after 01.07.1994) for being eligible to apply for the post of Clerks.

(B) Educational Qualifications

I. **Officers**

- Post-Graduates with minimum 60% marks in any discipline from a recognized University or any other Institutions established by an Act of Parliament or declared to be deemed as a University under Section 3 of UGC Act, 1956.
- Candidates should have completed their Post-Graduation during the academic years 2016-17 or 2017-18 (passing out year of their post-graduation should be 2017 or 2018).

- Candidates should have completed their academics (from 10th onwards) in regular mode of study.
- Candidates should have a consistent academic record of minimum 60% marks from class 10th onwards (for 10th, 12th, Graduation and Post-Graduation).

II. Clerks

- Graduates or Post-Graduates with minimum 60% marks in any discipline from a recognized University or any other Institutions established by an Act of Parliament or declared to be deemed as a University under Section 3 of UGC Act, 1956.
- Candidates with highest qualification as Graduation should have completed their Graduation during the academic years 2016-17 or 2017-18 (passing out year should be 2017 or 2018).
- Candidates with highest qualification as Post-Graduation should have completed their Post-Graduation during the academic years 2016-17 or 2017-18 (passing out year should be 2017 or 2018).
- Candidates should have completed their academics (from 10th onwards) in regular mode of study.
- Candidates should have a consistent academic record of minimum 60% marks from class 10th onwards (Graduates- 60% for 10th, 12th & Graduation) & (Post Graduates - 60 % for 10th, 12th, Graduation & Post–Graduation).

Candidates are eligible to apply only if they have completed their Graduation or Post-Graduation in the stipulated academic years. In the case of candidates whose final results of qualifying examination is yet to be published by the University / Institution by 27.08.2018, they are eligible to apply only if, they:

- Have cleared all the papers of previous year / semesters of qualifying examination and secured minimum marks of 60% as on 27.08.2018 and all papers pertaining to the subsequent semester(s)/ years should be cleared invariably in the first chance itself with an aggregate of 60% marks in the qualifying examination.
- Submit their final certificates / results at the time of joining or as demanded by the Bank.

Note:

- Graduation course must entail a minimum of 3 years of education after completing higher secondary schooling (10+2).
- Post-Graduation course must entail a minimum of 2 years of education after completing Graduation.
- The percentage of marks obtained by the candidate would be based on the practice followed by the University / Institution from where the candidate has obtained the Graduation / Post Graduation. In case of the candidates being awarded grades / CGPA instead of marks, percentage would be based on the equivalence certified by the University / Institution from where they have obtained the degree.
- Year wise / semester wise mark sheet for each year / semester in respect of the qualifying examinations from the concerned University should be made available.
- Minimum percentage of marks prescribed for the qualifying examinations is not allowed to be rounded off. (For example: a candidate who secured only 59.99% of marks will not be permitted to appear for the process as the minimum stipulated percentage is 60%).

(C) Nationality

The candidates applying for participation in the recruitment process shall be a citizen of India.

(D) Place of Domicile

(i) **Officers**: The place of domicile of the candidates applying for the post of Officers should be in any of the States of Gujarat, Haryana, Karnataka, Kerala, Maharashtra, New Delhi, Punjab, Tamil Nadu or West Bengal.

(ii) **Clerks**: The place of domicile of candidates applying for the post of Clerks should be in any of the States of Haryana, Karnataka, Kerala, Maharashtra, New Delhi, Punjab or Tamil Nadu.

Note: Candidate shall submit domicile certificate in support of their place of domicile at the time of Personal Interview.

6. Mode of Selection

Selection will be based on Online Aptitude Test, Group Discussion and Personal Interview or any other mode of selection which will be decided by the Bank. The online aptitude test will be

followed by a psychometric questionnaire for a maximum duration of 15 minutes. The process will be conducted in various centers depending upon the number of candidates.

The Bank reserves the right to allot the candidate any of the centers other than the one opted for by him / her, to advance/ postpone / reschedule the online aptitude test/ interview dates and/ or to add or delete or modify/ change the center and venues and/ or cancel the selection process on account of technical or administrative exigencies or any other reason.

Only the short-listed candidates will be called for the second phase of selection process consisting of Group Discussion (GD) & Personal Interview (PI). The short-listing of the candidates will be made on the basis of the candidate's performance in the Online Aptitude Test. The Bank reserves the right to call only the requisite number of candidates for GD & PI, after short-listing as aforesaid.

7. Online Aptitude Test Pattern

i) The online aptitude test pattern for the recruitment of **Officers** consists of 6 sections as given below:

Sl. No	Name of the Test	Number of Questions	Maximum Marks	Time
I	Verbal Ability / English Language	30	30	Composite time of 90 minutes for all the tests together*
II	Logical Aptitude / Reasoning	30	30	
III	Quantitative / Numerical Ability	30	30	
IV	General, Socio-economic & Banking	25	25	
V	Computer Awareness	20	20	
VI	Digital Banking	15	15	
Total		**150**	**150**	

ii) The online aptitude test pattern for the recruitment of **Clerks** consists of 6 sections as given below:

Sl. No	Name of the Test	Number of Questions	Maximum Marks	Time
I	Verbal Ability / English Language	20	20	Composite time of 60 minutes for all the tests together*
II	Logical Aptitude / Reasoning	20	20	
III	Quantitative / Numerical Ability	20	20	
IV	General, Socio-economic & Banking	10	10	
V	Computer Awareness	10	10	
VI	Digital Banking	10	10	
Total		**90**	**90**	

The online aptitude test will be followed by a psychometric questionnaire for a maximum duration of 15 minutes.

- There will be negative marks at the rate of 0.25 for each wrong answer. The qualifying criteria will be decided by the Bank as per its selection / recruitment policy.
- The date of Online Aptitude Test for Officers and Clerks is tentatively scheduled on **09**th **September 2018** at different time slots.

8. Venues for Online Aptitude Test

The Bank is proposed to conduct the online aptitude test at the following centers:

Officers:

Ahmedabad / Gandhi Nagar	Alappuzha	Bengaluru	Chennai
Coimbatore	Delhi NCR	Ernakulam	Hubli
Kannur	Kolkata	Kollam	Kottayam
Kozhikode	Ludhiana	Madurai	Malappuram
Mangalore	Mumbai / Navi Mumbai / Thane	Mysore	Nagpur
Nashik	Pune	Rajkot	Salem
Surat	Thiruvananthapuram	Thrissur	Tirunelveli
Vadodara			

Clerks:

Alappuzha	Bengaluru	Chennai	Coimbatore
Delhi NCR	Ernakulam	Hubli	Kannur
Kollam	Kottayam	Kozhikode	Ludhiana
Madurai	Malappuram	Mangalore	Mumbai / Navi Mumbai / Thane
Mysore	Nagpur	Nashik	Pune
Salem	Thiruvananthapuram	Thrissur	Tirunelveli

The Bank reserves the right to cancel any of the centers and/ or add some other centers depending upon the response, administrative feasibility etc. The Bank also reserves the right to allot the candidate any of the centers other than the one he/ she has opted for.

9. Service Agreement

i. Officers

The selected candidates will be required to execute a Service Agreement upon joining the Bank undertaking to serve the Bank for minimum 2 years or to pay the Bank a sum of ₹ 50,000/- in case the candidate leaves the Bank before completion of the service period.

ii. Clerks

The selected candidates will be required to execute a Service Agreement upon joining the Bank undertaking to serve the Bank for minimum 2 years or to pay the Bank a sum of ₹ 30,000/- in case the candidate leaves the Bank before completion of the service period.

10. Application Fee Details (Non-refundable)

a. Officers

Category	Application Fees*
SC/ST	₹ 350
General/ Others	₹ 700

b. Clerks

Category	Application Fees*
SC/ST	₹ 250
General/ Others	₹ 500

Online transaction charges & GST at applicable rates (@ 18%) to be charged extra.

(i) Candidates desirous of participating in selection processes for both the posts shall submit separate applications & make applicable payments accordingly.

(ii) Application fees can only be paid online through the payment gateway, using a Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit cards or Internet Banking. On successful completion of the transaction through the payment gateway, the online application form will be generated with the payment details.

(iii) The payment towards recruitment application fees can be made between 14.08.2018 and 27.08.2018 (both days inclusive).

11. How to Apply?

A. Application Registration

1. To submit applications online, log on to Bank's website www.federalbank.co.in, follow the link **'Careers',** click **'Current Openings'** tab and click the link **'Recruitment Process 2018 -19'**. Read the eligibility criteria and the instructions carefully. Now click on **'Apply Now'** button hosted below the link **'Recruitment Process 2018 – 19'.**

2. To register application, choose the tab '**Click here for New Registration'** and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. The Name of the candidate or his /her Father/ Spouse/Mother etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

4. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

5. Candidates can proceed to fill other details of the Application Form.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button on every page.

7. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing 'SAVE AND NEXT' tab. Prior to submission of the online application candidates are advised to use the 'SAVE AND NEXT' facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

8. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

9. Modify details, if required, and click on 'FINAL SUBMIT' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

10. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the 'FINAL SUBMIT' button.

11. Click on **'Payment'** Tab and proceed for payment.

B. Payment of Fees

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, Cash Cards/ Mobile Wallets.

3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE PAYMENT.

4. On successful completion of the transaction, an E-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

6. **There is facility to print application form containing fee details after payment of fees by logging in as Registered User using Registration Number and Password.**

7. Candidates are required to take **a printout of the E-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.

8. To ensure the security of your data, please close the browser window once your transaction is completed.

12. Downloading Call Letter

Candidates will have to visit the careers page of Bank's official website for downloading call letters for online aptitude test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks on the relevant link, he/she can access the window for

call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter.

Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the online aptitude test center with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (14) below and also specified in the call letter and photocopy of the same.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for online aptitude test will not be permitted to take the online aptitude test. The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the online aptitude test is 90 minutes (Officer) / 60 minutes (Clerk), candidates may be required to be at the venue for about 2-3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

13. Biometric Data – *Capturing and Verification (Day of Online Aptitude Test)*

The biometric data (thumb impression) and the photograph of the candidates will be captured on the day of the online aptitude test.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process:

i. If fingers are coated (stamped ink/mehndi/colored...etc.), ensure to thoroughly wash them so that coating is completely removed before the online aptitude test / interview / joining day.
ii. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
iii. Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
iv. If the primary finger (thumb) to be captured is injured / damaged, immediately notify the concerned authority in the online aptitude test center.

14. Identity Verification (Day of Assessments)

In the online aptitude test hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the

same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / Aadhar card/E-Aadhar Card with a photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the online aptitude test.

❖ *Ration Card is not valid id proof for this purpose*.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with online aptitude test call letter as well as the Interview Call Letter while attending the online aptitude test/ interview respectively, without which they will not be allowed to take up the online aptitude test/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the online aptitude test. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

15. Guidelines for persons with disabilities using a scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online aptitude test, subject to limits as in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same online aptitude test. If violation of the above is detected at any stage of the process; candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the online aptitude test should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream.

- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online aptitude test.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the online aptitude test or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same.
- Candidates not registered for compensatory time shall not be allowed such concessions.

(i) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of 20 minutes every hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(ii) Guidelines for Visually Impaired candidates

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of online aptitude test.

16. Action against candidates found guilty of misconduct/ use of unfair means

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of online aptitude test, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

(i) Using unfair means or
(ii) Impersonating or procuring impersonation by any person or
(iii) misbehaving in the online aptitude test / interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
(iv) Resorting to any irregular or improper means in connection with his/ her candidature or
(v) Obtaining support for his/ her candidature by unfair means, or

(vi) Carrying mobile phones or similar electronic devices of communication in the online aptitude test/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

    a. to be disqualified from the online aptitude test for which he/ she is a candidate
    b. to be debarred either permanently or for a specified period from any online aptitude test conducted by the bank.
    c. for termination of service, if he/ she has already joined the Bank.

17. General Instructions

(i) Before filling in the online application form, the candidate must ensure that he/ she fulfills all the eligibility criteria with respect to age, educational qualifications/ domicile etc. and that the particulars furnished in the application form are correct in all respects. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria, and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these anomalies is/are detected even after the appointment, his/her services are liable to be terminated.

(ii) 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 aptitude test, group discussion, interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.

(iii) The Bank reserves the right to raise the minimum eligibility standard, etc., in order to restrict the number of candidates to be called for online aptitude test, group discussion and interview commensurate with the number of vacancies.

(iv) Eligible candidates have to appear for the selection process / online aptitude test /interview at their own expense at the venue and date notified by the Bank.

An application once made will not be allowed to be withdrawn and the application fee once paid will NOT BE refunded on any account nor would be held in reserve for any future online aptitude test or selection. The application fee shall also NOT BE refunded in case the application is rejected / not considered by Federal Bank.

(v) The candidates should bring the following documents while coming for the online aptitude test - Call letter along with a valid photo identity proof in original and photocopy (such as Aadhar Card / PAN card / Passport / Voter ID Card / Driving License or any other valid proof of identification with a photograph).

(vi) Candidates are advised not to change their appearance till the recruitment process is complete.

(vii) Request for change of address / change of center for selection process/online aptitude test/ interview shall not be entertained.

(viii) The Bank has the right to reject any application/ candidature at any stage without assigning any reason and the decision of the Bank shall be final.

(ix) Appointments of selected candidates will be subject to his / her being declared medically fit by the Bank's Medical Officer, satisfactory report about his / her character and antecedents by the Police Authorities, satisfactory references from respectable referees, verification of caste / tribe certificate (for reserved category candidates only) and completion of all other pre-recruitment formalities to the complete satisfaction of the Bank. Further, such appointment shall also be subject to Service and Conduct Rules of the Bank.

(x) The Bank takes no responsibility for any delay in submission of online applications or communication.

(xi) The access to the Bank's website could be delayed towards the closing date for submitting the online registration due to heavy internet traffic. So, the candidates are advised to avoid last minute rush and make use of the time span available for submitting the applications online. Candidates in their own interest are advised to submit online applications well before the last date.

(xii) For any clarifications candidates may contact at *careers@federalbank.co.in*

(xiii) **Canvassing in any form will be a disqualification.**

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