HR -TALENT ACQUISITION AND DEPLOYMENT

HR-TAD/Rec-FMSB/2015 4th September 2015

Recruitment Process for admission to Federal Manipal School of Banking (FMSB) & Federal NIIT School of Banking (FNSB)

Federal Bank, a leading Private Sector Bank invites applications from aspiring, young, talented and dynamic personnel who are looking for a challenging work environment and progressive career, for admission to the next batch of **Federal Manipal School of Banking** and to the first batch of its newly instituted **Federal NIIT School of Banking**.

Federal Manipal School of Banking

Federal Bank's tie-up with Manipal Global Education Services (MaGE) was instituted in the year 2012. The programme has been designed to groom talented young graduates into proficient Bank Officers by providing them high-end training in Banking & Finance.

Candidates selected to the Federal Manipal School of Banking (FMSB) are offered a 1 year Post Graduate Diploma in Banking and Finance (PGDBF) course at the FMSB, Bangalore, and on successful completion of the same are absorbed as Probationary Officers in the Bank.

Since its inception, we had successfully trained around 900 bright young talents and transformed them into skilled banking professionals, who today are part of our spirited workforce.

(For more information on Federal Manipal School of Banking, refer Participant's Handbook)

Federal NIIT School of Banking

Our new initiative in tie-up with Institute of Finance Banking & Insurance (IFBI), NIIT University, Delhi-Jaipur Highway, Neemrana, is being launched with a motive of transforming talented young graduates into Bank Officers, specialized in Relationship Banking & Sales.

Candidates selected to the Federal NIIT School of Banking are offered a 1 year Post Graduate Diploma in Banking and Relationship Management at NIIT Campus, Neemrana. On successful completion of the course, the candidates will be absorbed as Probationary Officer (Personal Banking) in the Bank and will spearhead the relationship banking & sales portfolios of the Bank.

(For more information on Federal NIIT School of Banking, refer Participant's Handbook)

How to apply for the selection process

Eligible candidates are advised to apply online between 10.09.2015 and 22.09.2015 (both days inclusive) only through the Bank's website www.federalbank.co.in after carefully going through the instructions contained in this notification / advertisement.

No other means/mode of application will be accepted.

1. Important Dates

Opening Date of Online Registration Gateway / Remittance of Application Fee	10.09.2015
Closing Date of Online Registration Gateway / Remittance of Application Fee	22.09.2015
Online Aptitude Test date (tentative)	11.10.2015

2. Scale of Pay (on absorption in the Bank)

₹23700 - 980/7 - 30560 – 1145/2 - 32850 – 1310/7 - 42020

DA, HRA, CCA will be paid as per rules of the Bank in force from time to time depending upon the place of posting. Medical Aid, Hospitalization Scheme, Leave Fare Concession, retirement benefits and other perquisites will be admissible as per Bank's rules.

The present Cost to Company (CTC) of a Probationary Officer posted in Cochin is ₹7.45 Lakhs (approx) per annum and take home pay is ₹38,000/- (approx) per month.

3. Probation Period

Candidates absorbed as Probationary Officers on successful completion of the Post Graduate Diploma Course will be on probation for a minimum continuous period of 1 year.

4. Eligibility Criteria (As on 01.07.2015)

(A) Age

Age shall be between 18 to 24 years as on 01.07.2015 i.e. candidates must have been born not earlier than 02.07.1991 and not later than 01.07.1997 (both dates inclusive)

(B) Minimum Educational Qualifications.

Graduation in any discipline with minimum 60% marks from any recognized university or other institutions established by an Act of Parliament or declared to be deemed as a University under Section 3 of U G C Act, 1956.

Should have obtained minimum 60% marks for SSC or equivalent exam & Plus 2 or equivalent exam.

Note:

- Graduation course or equivalent examination must entail a minimum of 3 years of education after completing higher secondary schooling (10+2) or equivalent. Graduation in Agriculture/ Engineering means those who have passed a 10+2+4 year course. Graduation in Law means those who have passed 10+2+5 year course in law or degree in any subject + 3 year course in Law.

- 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 degree. In case the candidates are being awarded grades / CGPA instead of marks, equivalence would be based on the equivalence certified by the University / Institution from where they have obtained the degree. In case the University / Institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be arrived at by the Bank by dividing obtained CGPA with the maximum possible CGPA and multiplying the resultant with 100.

- Year wise / semester wise mark sheet for each year / semester in respect of the qualifying examination from the concerned University should be made available.

- Minimum percentage of marks prescribed for the qualifying examination 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 candidate shall be a citizen of India.

5. Preference of Admission

Candidates may kindly note that the Bank is conducting a common selection process for admission to both Federal Manipal School of Banking (FMSB) and Federal NIIT School of Banking (FNSB). Hence we offer a preference option to the candidates in the online application, whereby they can choose an order of preference for seeking admission to the concerned Banking schools.

<u>Candidates may kindly note the following guidelines stipulated below for filling the options:</u>

- Candidates may submit their first preference under ‘Option I’ and second preference under ‘Option II’ in the online application.

- The final allotments to the School of Banking i.e FMSB or FNSB will be made strictly on the basis of merit and the option preferences submitted by the candidates at the time of submission of online applications. However, Bank reserves the right to allot candidates either to FMSB or FNSB depending upon the vacancies and requirements of the Bank.

- Allotments once made shall be final and no requests for further change, shall be entertained by the Bank, in any case.

6. Mode of Selection

Selection will be based on Aptitude Test, Group Discussion and Personal Interview or any other mode of selection to be decided by the Bank. The process will be conducted in various centers depending upon the number of candidates. Only the short-listed candidates will be called for the selection process. The short-listing of candidates for the selection process will be made on the basis of the candidate’s performance in the Aptitude Test. The Bank reserves the right to call only the requisite number of candidates for the selection process after short-listing as aforesaid.

The intimation for the purpose of selection process will be sent only to the short-listed candidates through e-mail, to the e-mail ID furnished by them in the online application submitted. Kindly note that no other mode of communication pertaining to the selection process other than the ones mentioned above will be followed.

7. Venues for online aptitude test

The tentative list of centers for the conduct of the Online Aptitude Test is furnished below:

Ahmedabad / Gandhi Nagar	Bangalore	Chandigarh	Chennai
Coimbatore	Ernakulam	Hubli	Hyderabad / Rangareddy
Indore	Jaipur	Kannur	Kolkata
Kottayam	Kozhikode	Lucknow	Ludhiana
Madurai	Mumbai	Nagpur	New Delhi-NCR
Pune	Surat	Thiruvananthapuram	Tiruchirappally

The Online aptitude test will be conducted at venues given in the respective call letters. No request for change of centre / venue / date / session for online aptitude test shall be entertained in any case. Choice of centre once opted by the candidate shall be final.

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.

If sufficient number of candidates does not opt for a particular centre for "Online" aptitude test OR if the number of candidates is more than the capacity available for online exam for a centre, Bank reserves the right to allot any adjunct / other centre to the candidate.

8. Online Aptitude Test pattern

The online aptitude test pattern for the recruitment process consists of 5 sections as given below:

Test	Name of the Test	Number of Questions	Maximum Marks	Time
I	Reasoning	50	50	Composite Time of 120 minutes for all the tests together
II	English Language	50	50	
III	Computer Knowledge	20	20	
IV	General & Financial Awareness	40	40	
V	Quantitative Aptitude	40	40	
Total		200	200	

All questions / instructions for the online aptitude test will be available only in English language. There will be negative marks at the rate of 0.25 for wrong answers. The qualifying criteria will be decided by the Bank as per its selection / recruitment policy.

9. Service Agreement

The selected candidate will be required to execute a Service Agreement upon joining the Bank undertaking to serve the Bank for 2 years or to pay the Bank a sum of ₹50000/- in case the candidate leaves the Bank before completion of the service period.

10. Application Fee Details (Non Refundable)

Category	Application Fees
SC/ST	₹300
General	₹600
Staff	Nil

The payment towards recruitment application fees can be made from 10.09.2015 onwards, but before the close of business hours on 22.09.2015, i.e. the date of closure of online registration gateway.

11. Submission of online application for admission

Eligible candidates have to apply online through the Bank's website only. No other means/mode of application is acceptable. The application format should be filled in English only. Before registering their applications on the website, candidates should note/possess the following:

(i) Candidates are advised to keep the particulars of educational qualifications and other personal details ready before applying as these details are required to fill in the online application form.

(ii) Candidates shall also keep scanned copies of their latest passport size photograph and signature ready for uploading while submitting the online application. Candidates shall comply with the specifications given under 'Guidelines for photograph & signature scan & upload' link provided in the Bank's website.

(iii) Candidates must possess his/ her personal e-mail ID and mobile number which should be valid for the entire duration of this recruitment process. Bank may send call letters for the online aptitude test, interviews through the registered e-mail ID. In case, a candidate does not have a valid personal e-mail ID, he/ she should create his/ her e-mail ID and mobile number before applying online.

(iv) To submit applications online, log on to our Bank's website www.federalbank.co.in, follow the link **'Careers',** and click **"Recruitment process for admission to Federal Manipal School of Banking / Federal NIIT School of Banking"** provided in the careers page. Click **"Apply Online"** and after reading the instructions carefully, choose the tab **"Click here for new registration",** to register application by entering Name, Contact details and e-mail ID. A provisional registration number and password will be generated by the system and displayed on the screen. Candidates should note down the Provisional Registration Number and Password. An e-mail and sms incorporating the Provisional Registration Number and Password will also be sent.

(v) In case the candidates are 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.

(vi) 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.

(vii) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

(viii) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

(ix) Candidates can proceed to upload Photo & Signature as per the specifications under 'Guidelines for photograph & signature scan & upload' link provided in the Bank's website.

(x) Candidates can proceed to fill other details of the Application Form. Once all the relevant fields are filled in, click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

(xi) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by the candidates are correct.

(xii) Click on 'Payment' Tab and proceed for payment.

(xiii) Payment of Fees (Online Mode)

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

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

c. After submitting the 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 CHARGE

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

e. 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.

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

g. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

h. To ensure the security of data, candidates are advised to close the browser window once the transaction is completed.

i. There is facility to print application form containing fee details after payment of fees.

(xiv) Click on 'Submit' button to submit the online application.

(xv) Downloading Call letter

Candidates will have to visit the Bank's website for downloading call letters for online test. Intimation with regard to downloading call letter will be sent through email/SMS. Once the candidate clicks 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. The online aptitude test call letter can be downloaded from the Bank's website.

12. 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 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 shortcomings 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 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 written test and interview commensurate with the number of vacancies.

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

(v) 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 examination or selection process. The application fee shall also NOT BE refunded in case the application is rejected / not considered by Federal Bank.

(vi) The candidates should bring the following documents while coming for the Aptitude Test- Online Application form, Aptitude test call letter, e-receipt, original ID proof & a copy of the same.

(vii) In the test centre 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 such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph / Employee ID, should be submitted to the invigilator / authorized official 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 Examination.

E-Aadhar Card and Ration Card shall not be treated as valid id proofs.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination 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 examination.

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

(ix) Request for change of address / change of centre for selection process/ interview shall not be entertained.

(x) 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.

(xi) Appointments of selected candidates will be subject to his / her being declared medically fit by the Bank 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.

(xii) The Bank takes no responsibility for any delay in submission of online applications or communication. Candidates in their own interest are advised to submit on line applications well before the last date.

(xiii) 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.

(xiv) For any clarifications candidates may contact at careers@federalbank.co.in / fmsb@federalbank.co.in.

13. Other Information

(i) The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the Bank in this regard shall be final. Candidates not willing to accept such change shall loose his/her candidature for this exam.

(ii) Decision of the Bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.

(iii) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

(iv) The Bank would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

(v) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear for any of the bank's recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

14. 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 examination, 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 examination/ 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 resorting to any irregular or improper means in connection with his/ her candidature or
(iv) obtaining support for his/ her candidature by unfair means, or
(v) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

- to be disqualified from the selection process for which he/ she is a candidate
- to be debarred either permanently or for a specified period from any examination conducted by bank
- for termination of service, if he/ she has already joined the Bank.

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