

HR -TALENT ACQUISITION AND DEPLOYMENT

HR-TAD/Rec/2017-18

21st August 2017

Recruitment Process for the post of Officers & Clerks

Federal Bank, one of India's leading private sector banks is on lookout for energetic and talented youngsters, who aspire to be future industry leaders and posses 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 23.08.2017 and 04.09.2017 (both days inclusive) only through the Bank's website www.federalbank.co.in, 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	23 rd August 2017
Closing Date of Online Registration Gateway/ Remittance of Application fee	4 th September 2017
Aptitude Test (tentative dates)	4 th week of September 2017

2. Scale of Pay and Other Emoluments

i. Officer (in Scale I)

Candidate who joins the Bank as Officer in Scale I will be offered the following pay scale:

₹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.

ii. Clerk

Candidate who joins the Bank as Clerk will be offered the following pay scale:

₹11765 - 655/3 - 13730 - 815/3 - 16175 - 980/4 - 20095 - 1145/7 - 28110 - 2120/1 - 30230 - 1310/1 - 31540

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.

3. Period on probation

- i. **Officer** - Candidates selected as officers will be on probation for a period of 2 years.
- ii. **Clerk** - Candidates selected as clerks will be on probation for a period of 6 months.

4. Eligibility Criteria

(A) **Age (As on 01.07.2017)**

- i. **Officer** - Candidates shall not exceed 26 years as on 01.07.2017 (candidates should be born on or after 02.07.1991) for being eligible for the post of Officer.
- ii. **Clerk** - Candidates shall not exceed 24 years as on 01.07.2017 (candidates should be born on or after 02.07.1993) for being eligible for the post of Clerk.

(B) **Educational Qualifications**

i. **Officer**

- Graduation 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 & 60% marks for Plus 2 or equivalent exam.*
- *Candidates should have acquired the stipulated educational qualification through regular mode of study.*

ii. **Clerk**

- Graduation 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.
- *Candidates should have acquired the stipulated educational qualification through regular mode of study.*

Note:

- Candidate should possess the stipulated educational qualification stipulated, as on date of closure of online application gateway, i.e. 04.09.2017, and the result of qualifying examination should be awarded by the university / institution on or before 04.09.2017.
- 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 of the candidates 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 established 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 available.
- Minimum percentage of marks prescribed for the qualifying examination is not allowed to be rounded off.

(C) Nationality

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

(D) Place of Domicile

- Officer - The place of domicile of the candidates applying for the post of Officer should be located in any location / state in India.
- Clerk - The place of domicile of candidates applying for the post of Clerk should be located in the states of Assam, Karnataka, Maharashtra, New Delhi / NCR or Telangana.

Note: In case of candidates applying for the post of Clerk, place of domicile shall invariably be supported by a domicile certificate issued by the competent authority.

5. Mode of Selection

Selection will be based on Online Aptitude Test, Group Discussion and Personal Interview or any other mode of selection to be decided by the Bank. The online aptitude test will be followed by a psychometric questionnaire for a maximum duration of 20 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, to advance/ postpone / reschedule the interview dates and/ or to add or delete or modify/ change the centre 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.

6. Test pattern

- i) The online aptitude test pattern for the recruitment of **Officer** 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 awareness	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 **Clerk** 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 Awareness	10	10	
V	Computer Awareness	10	10	
VI	Digital Banking	10	10	
Total		90	90	

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. Online Aptitude Test will be followed by a Psychometric Questionnaire for a maximum duration of 20 minutes.

7. Venues for online aptitude test

The Bank will conduct the online aptitude test at the following centers pan India:

i. **Officer**

Ahmedabad	Alapuzha	Bangalore	Baroda	Belgaum
Bhopal	Bhubaneswar	Chandigarh	Chennai	Coimbatore
Ernakulam	Gurgaon	Guwahati	Hyderabad	Indore
Jaipur	Kolhapur	Kolkata	Kollam	Kottayam
Kozhikode	Lucknow	Ludhiana	Madurai	Mangalore
Mumbai	Mysore	Nagpur	Nasik	New Delhi
Panaji	Patna	Puducherry	Pune	Raipur
Rajkot	Salem	Surat	Tirunelveli	Thiruvananthapuram
Thrissur	Vijayawada	Vishakhapatnam		

ii. Clerk

Bangalore	Belgaum	Guwahati	Hyderabad	Mangalore
Mumbai	Mysore	Nagpur	Nasik	New Delhi
Pune				

- The examination will be conducted online in venues given in the respective call letter.
- No request for change of centre/venue/date/session for Examination shall be entertained.
- 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.
- Choice of centre once exercised by the candidate will be final.

8. Service Agreement

i. Officer

The selected candidates 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.

ii. Clerk

The selected candidates 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 ₹30000/- in case the candidate leaves the Bank before completion of the service period.

9. Application Fee Details (Non refundable)

Officers

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

Clerks

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

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

- Candidates desirous of participating in selection processes for both the posts shall submit separate applications & make applicable payments accordingly.
- Application fees can only be paid online through the payment gateway, using a Master / Visa Debit or Credit card, Net 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 from 23.08.2017 onwards, and before 04.09.2017, i.e. the date of closure of online registration gateway.

10. HOW TO APPLY

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should:

- a. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under [Guidelines for photograph & signature scan and upload](#).
- b. Have a valid personal email ID and mobile number, which should be kept active till completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. 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 new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- c. 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.
- d. **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**
PAYMENT OF FEE ONLINE: 23.08.2017 to 04.09.2017

A. APPLICATION REGISTRATION PROCEDURE

- a. Eligible candidates shall go to the 'Careers' page of the Bank's official website www.federalbank.co.in & click on the option "Apply Online" which will open a new screen.
- b. The application format should be filled in English only.
- c. 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.
- d. 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.
- e. 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.

- f. 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/Identity proof. Any change/alteration found may disqualify the candidature.
- g. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- h. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for scanning & upload of Photograph and Signature detailed separately.
- i. Candidates can proceed to fill other details of the Application Form.
- j. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- k. 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.
- l. Click on 'Payment' Tab and proceed for payment.
- m. Click on 'Submit' button.

B. 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 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 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 your data, please close the browser window once your transaction is completed.
- i. **There is facility to print application form containing fee details after payment of fees.**

Note: To ensure the security of data, candidates are advised to close the browser window once the transaction & the whole registration process is successfully completed.

11. DOWNLOAD OF CALL LETTER

Candidates will have to visit the Bank's official website for downloading call letters for online assessment. Intimation for downloading call letter will also 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.

Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (13) 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 examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination 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.

12. BIOMETRIC DATA - *Capturing and Verification (Day of Assessments)*

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

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 exam / 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 test centre.

13. IDENTITY VERIFICATION (*Day of Assessments*)

In the examination 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/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with 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 Examination.

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 Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ 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. 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.*

14. 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 examination, 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 examination. 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 examination 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. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- 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 examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination 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 twenty minutes per 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 examination.

15. 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
- 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 examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - a. to be disqualified from the examination for which he/ she is a candidate
 - b. to be debarred either permanently or for a specified period from any examination conducted by bank
 - c. for termination of service, if he/ she has already joined the Bank.

16. GENERAL INSTRUCTIONS

1. 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.
2. 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.

3. 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.
4. Eligible candidates have to appear for the selection process/ interview at their own expense at the venue and date notified by the Bank.
5. 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. The application fee shall also NOT BE refunded in case the application is rejected / not considered by Federal Bank.
6. The candidates should bring the following documents while coming for the Aptitude Test- Online Application form, Call letter and valid ID proof.
7. Candidates are advised not to change their appearance till the recruitment process is complete.
8. Request for change of address / change of centre for selection process/ interview shall not be entertained.
9. 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.
10. 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.
11. 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.
12. 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.
13. The possibility of occurrence of some problem in the 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 such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process..
14. 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.

