

FEDERAL BANK

YOUR PERFECT BANKING PARTNER

START YOUR CAREER JOURNEY!

CAMPUS PROGRAM

2024-25



SET GOALS



DREAM BIG



GET GOING





OFFICER - SALES & CLIENT ACQUISITION (SCALE -1)

1. POSITION

Officer - Sales & Client Acquisition
(Scale -1)

2. COST TO COMPANY

The Cost to Company ranges from ₹12.32 Lakh to ₹16.42 Lakh per annum depending upon the place of posting and other factors. The Take Home Pay will be approximately ₹81,000 per month (excluding statutory deductions like Income Tax, Profession Tax, NPS etc).

3. LOCATION

Selected candidates shall be posted in any of the Branches / Offices of the Bank and are liable to be transferred to any Branches / Offices depending upon the administrative requirements.

4. ROLES AND RESPONSIBILITIES

- Drive the Bank's growth objectives by acquiring new clients, nurturing relationships with customers, promoting financial products and services with the highest standards of financial discipline, professionalism and integrity.
- Front end client-facing role to meet the expected standards of external and internal client services by ensuring timely service, a client-centric culture and strong operational controls in line with the Bank's quality standards.
- Work towards achieving individual targets by continuously enhancing the relationship with clients, meeting

prospective clients, adding them to the existing client base and addressing their financial needs.

- Conduct business survey, cross sell Bank's third party products, augmentation of para banking income and assist the team in achieving all the business targets of the Bank.
- Ensure client delight by personally attending the clients who visit the Branch and assisting them with the required Banking support.
- Assist digital transformation by promoting various digital products offered by the Bank among the clients.
- Liaison with senior officials / peers of the Branch and ensure that the day-to-day operations of the business units are executed diligently.
- Adhere and comply with various audit and quality norms/ standards of the bank.
- Develop a learning attitude for self and motivate others by consistently updating with various policies of the bank and trends emerging in the global financial market.
- Lead by example, learn people management skills and develop a capability to manage his/her own team in future.
- Any other work allotted from time to time as per the administrative requirements of the Bank.

5. PERIOD ON PROBATION

Candidates selected will be on probation for a period of two years.

6. SERVICE LEVEL AGREEMENT AND NOTICE PERIOD

Upon joining the Bank, selected candidates will be required to execute a Service Level Agreement (SLA) for a minimum period of 2 years. In the event of resignation, a notice period of 3 months will be applicable to all candidates even if the minimum stipulated SLA period has been completed.

If candidates wish to resign within the SLA period, they will be required to pay the Bank a sum of ₹75,000, as cost of training in addition to serving the notice period. The amount will be collected from the 2nd, 3rd and 4th month salary as a lien marked deposit in equal instalments from the date of joining. The lien will be lifted from the employees' account upon the completion of two years of service with the Bank. Furthermore, candidates seeking to waive the notice period must compensate the Bank with an amount equivalent to 3 months salary.

All decisions regarding employee exits, notice period waivers, and related matters are subject to the Bank's discretions as amended from time to time.



OFFICER - SALES & CLIENT ACQUISITION

- Final year and final / penultimate semester students of Post 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, Graduation and Post-Graduation.
- Candidates should be completing Post-Graduation in the academic year 2024-25 within the minimum stipulated period of the course.
- As on date of recruitment process conducted by the Bank, candidate should have cleared all the papers of previous years / semesters of the qualifying examination with aggregate of 60% and all the papers pertaining to 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 27 years of age as on 01.06.2024 (Candidates should be born on or after 01.06.1997).



- Candidate shall be a citizen of India.
- Minimum aggregate percentage prescribed for the examinations is not allowed to be rounded off (For example: a candidate who secured only 59.99% or grade point equivalence will not be eligible for appearing 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 Aptitude Test, Group Discussion, Document Verification, Personal Interview etc. and any other matter relating to the 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



OFFICER - SALES & CLIENT ACQUISITION

• 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 internet connection for participating in the selection process. Minimum specifications regarding the Mobile Handset to be used is given below.

iOS:		Android:	
OS Version:	14.0 and above	OS Version:	10.0 (Android Q) and above
iPhone Devices:	iPhone 8 and above	Processor:	Dual Core
iPad Devices:	iPad mini 2 and above (the app will run in iPads, but UI will be just like in iPhones)	Ram:	4 GB and above
Internal Storage Required:	500 MB free space	Internal Storage Required:	500 MB free space
		Screen:	5" HD resolution
		Camera:	2.0+ MP with video recording with VGA resolution and above.

Candidates are requested to download the “FedRecruit” mobile application and upload all the necessary documents / certificates as per the list below.

List of Certificates / Documents:

- 10th Marklist
- 12th Marklist
- Under Graduation Marklist
- Under Graduation Provisional / Final Degree Certificate
- Post Graduation Marklist (Semester Wise Marklist, if available)
- College ID Card
- Proof of Date of Birth (Birth Certificate / PAN Card / Passport / Driving License)
- Proof of Address (Passport / Driving License / Voters ID / Aadhar Card)
- Pan Card
- CGPA / Grade Point into Percentage Conversion Certificate (Candidates can also submit the relevant and latest circulars or notifications of the University / College regarding conversion of Grade Point into equivalent Percentage)
- College Certificate and College Declaration (Formats already shared with placement coordinator) shall be uploaded before Initial Document Submission 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.
- 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 percentage for their Graduation / Post 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 University / Board / Institution. Candidates need to submit the aggregate percentage equivalence certificate in case the University / Board / Institution follows grading system.



Guidelines For Online Aptitude Test & Psychometric Questionnaire

1. Timings

- Candidates are required to report for the Online Aptitude Test & Psychometric Questionnaire as per the reporting time mentioned in the Admit Card.
- No candidate/s will be permitted to enter the Test Venue after the Reporting Time for any reason whatsoever.
- No candidate/s will be permitted to leave the hall in the first 45 minutes from the scheduled start time of the Online Aptitude Test.

2. Documents to be Produced

- Candidates are required to produce printed copy of Admit Card along with the Original College Identity Card or any other valid Photo ID Card (Aadhar, Pan Card, Driving License, Voters ID or Passport) at the test venue.
- In the absence of printed copy of Admit Card / Original College Identity Card or Valid Photo ID Card, candidates will be denied permission to attend the Online Aptitude Test.
- Name appearing on the Admit Card of the candidates should exactly match the name as appearing in the photo identity proof. Candidates who have changed their name will be allowed only if they produce Gazette notification / their marriage certificate / affidavit indicating changes.
- If the identity of the candidate is in doubt, the candidate will not be allowed to appear for the Online Aptitude Test.

3. Exam Sections & Duration

- The Online Aptitude Test comprises of 75 questions spread across 6 sections with 60 minutes as total time allotted.
- There will be negative marking at the rate of 0.25 for each wrong answer for the Online Aptitude Test.
- The Online Aptitude Test will be followed by a Psychometric Questionnaire for a maximum duration of 15 minutes.
- Candidates not attempting the Psychometric Questionnaire will be disqualified from the selection process.

4. Permitted Items

Candidates will be permitted to carry the following items with them to the Test Venue:

- Copy of Admit Card
- College ID Card
- Valid ID Proof (Aadhar, Pan Card, Driving License, Voters ID or Passport)
- Ball Point Pen

5. Prohibited Items

- Candidates will not be permitted to carry Mobile Phones, Other Electronic / Smart Gadgets, Calculators, Calculator Watches, Books, Pagars etc.
- Mere possession of any of the above items in the Test Venue whether in switch off mode or silent mode shall also be deemed to be resorting to adoption of unfair means in the examination.
- Federal Bank will not make any arrangement for safe keeping of any items pertaining to the candidates.

6. Other Instructions

- Any request for change of date / session / centre / venue will not be entertained.
- Candidates must follow the instructions given by the Test Administrators and the invigilators in the examination hall. Candidates found violating these instructions / engaging in malpractices will be disqualified and / or may be asked to leave the examination hall.
- Candidates are called for the Online Aptitude Test without verifying their personal details viz age, qualification, nationality etc. with the certificates / documents. Before appearing for the Online Aptitude Test, candidates must ensure that they fulfil the eligibility criteria stipulated by the Bank in all respects. If at any stage, candidate is found not eligible for the post applied for or the declaration given is found to be false / incorrect, his / her candidature is liable to be cancelled, without any notice and / or compensation.
- Candidates should ensure that they sign the Attendance Sheet.
- Rough Sheets will be provided to all the candidates on the day of the test. Candidates must write their name and Candidate ID at the top right-hand side of the rough sheet and must handover the same to the Test Officials upon completion of the test. Failure to do so will result in disqualification.
- Candidates would be able to login to the Test only with password mentioned in the Admit Card. This password should not be disclosed to others. Keep it safe to avoid possible misuse.

- Responses(answers) of the candidates will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred / concluded that the responses have been shared and scores obtained are not genuine / valid, such candidates will be disqualified and / or the result withheld.
- The possibility of occurrence of some problem in the administration of the Test cannot be ruled out completely which may impact Assessment delivery and / or result from being generated. In that event, every effort will be made to rectify such problem, which may include postponing the date / time of the Test. Conduct of a re-assessment is at the absolute discretion of the Assessment conducting body. Candidates will not have any claim for a re-assessment. Candidates not willing to participate in the re-Assessment will be rejected from the selection process without any notice or compensation.
- Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of Assessment contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or found to be in unauthorized possession of Assessment content is likely to be prosecuted.
- Federal Bank reserves the right to make any changes to the selection process at their discretion.



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DIGITAL
AT THE FORE
HUMAN
AT THE CORE

