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Scale New Heights
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RECRUITMENT PROCESS OF BRANCH HEADS / OFFICERS IN SCALE II

Federal Bank, a leading private sector Bank in the country and the recipient of 'Bank of the Year 2023 - India' by 'The Banker', is inviting applications for Branch Heads / Officers in Scale II for filling up the vacancies identified outside Kerala.

Experienced and dynamic bankers passionate about building a long term professional career in Banking are advised to apply online between 12.02.2024 to 19.02.2024 (both days inclusive) through the 'Careers' page of Bank's website 'www.federalbank.co.in' after carefully going through the eligibility criteria and other instructions detailed in this notification.

01 Important Dates

Date of Notification	12 th February 2024
Application Window Opens	12 th February 2024
Last Date of Application	19 th February 2024
Proposed Dates of Mock Assessments	23 rd February 2024 to 26 th February 2024
Proposed Date of Online Aptitude Assessment	03 rd March 2024

02 Who Can Apply

Age (As on 01.01.2024)

- ▶ Candidates shall not exceed 33 years as on 01.01.2024 (should be born on or after 01.01.1991). Age of SC/ST candidates shall not exceed 38 years as on 01.01.2024 (should be born on or after 01.01.1986).

Work Experience (As on 01.01.2024)

- ▶ Candidates should have a minimum of 4 years experience in Officer Cadre, with at least 2 years in the role of Branch Head at any Scheduled Commercial Bank.

Educational Qualifications

- ▶ Graduation in any degree with minimum aggregate of 60% from a University 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 Class X, Class XII and Graduation.

Nationality

- ▶ The candidate must be a citizen of India.

Note

- ▶ Graduation course must entail a minimum of 3 years of education after completing higher secondary schooling or Diploma.
- ▶ The aggregate percentage obtained by the candidate would be ascertained based on the practice followed by the Board / University / Institution. In case the candidates being awarded Grades / CGPA or any other metrics system, percentage would be based on the equivalence certified by the Board / University / Institution.
- ▶ Year wise / semester wise mark sheet for each year / semester in respect of the qualifying examinations from the concerned Board / University / Institution should be made available.
- ▶ Minimum aggregate percentage prescribed for the examinations is not allowed to be rounded off. (For example: a candidate who has secured aggregate of 59.99% or grade point equivalence will not be permitted to appear for the selection process as the minimum stipulated aggregate is 60%).
- ▶ 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 is ineligible, his / her candidature is liable to be cancelled at any stage, without notice and compensation.
- ▶ Candidates are invariably required to produce the supporting documents / certificates in proof of their eligibility (Age, Educational Qualification, Work Experience, Nationality etc.). Candidates not producing the required documents within the stipulated timeline will be eliminated from the selection process without any notice and compensation.
- ▶ Bank reserves the right to raise / modify the minimum eligibility standard/ other norms etc. to restrict the number of candidates to be included in the selection process.
- ▶ Decision of the Bank in all matters regarding the 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 Assessment, Document Verification, Personal Interview, Selection etc. and any other matter relating to the selection process will be final and binding on the candidates. No correspondence or personal enquiries will be entertained by the Bank in this regard.

03

Scale of Pay and Other Emoluments

Presently the scale of pay applicable to Officers in Scale II are ₹48,170 - 1740/1- 49910 - 1990/10 - 69810.

The official will also be eligible for DA, Lease rental / HRA, CCA, Medical benefits, Loans, Allowances, Perquisites and Incentives as per rules in force from time to time. The Cost to Company per annum would be a minimum of ₹13.82 Lakh and maximum of ₹17.63 Lakh depending upon the place of posting and other factors. The Take Home Pay will be approximately ₹92,500 per month (excluding statutory deductions like Income Tax, Profession Tax, NPS etc.).

Note

- ▶ 12th bipartite settlement is ongoing and the salary revision is expected to be rolled out soon.

04

Vacancies Identified

The vacancies are identified in the states of Andhra Pradesh, Assam, Gujarat, Haryana, Karnataka, Maharashtra, Meghalaya, Mizoram, New Delhi, Odisha, Rajasthan, Tamil Nadu, Telangana, and Uttar Pradesh. However, candidates selected for the post of Branch Head / Officer in Scale II shall be posted in any of the Branches / Offices and are liable to be transferred to any Branch / Office of the Bank depending upon the administrative requirements.

05

Probation Period

Candidates selected as Branch Heads / Officers in Scale II will be on probation for a period of 1 year.

06

Selection Rounds

- ▶ Selection rounds for the recruitment process will be Online Aptitude Assessment and Personal Interview or any other mode of selection as decided by the Bank.
- ▶ Every selection round will be an elimination stage.
- ▶ The Bank reserves the right to shortlist only the requisite number of candidates in the selection rounds based on the administrative requirements.
- ▶ Online Aptitude Assessment will be conducted virtually (Online) and the Personal Interview will be conducted across various interview centers if it is not conducted in virtual mode. The mode of the selection process will depend upon the prevailing situations / number of candidates / discretion of the Bank.
- ▶ Marks / Ratings secured by the candidates during the selection rounds will be confidential and the same will not be disclosed.
- ▶ Decision of the Bank with respect to the qualifying criteria in each selection round will be final and binding on the candidates and the same will not be disclosed.

07

Venues for Personal Interview

The Bank proposes to conduct the Personal Interview at the following centers

Ahmedabad	Bangalore	Belgaum	Bhubaneswar	Chennai	Ernakulam
Guwahati	Hyderabad	Jaipur	Kolkata	Kottayam	Kozhikode
Lucknow	Mumbai	Nagpur	New Delhi	Thiruvananthapuram	Visakhapatnam

The Bank reserves the right to add / delete / modify the Interview centers and to allot the candidate any of the centers other than the one opted.

08

How to Apply

Eligible candidates are advised to apply online between 12.02.2024 and 19.02.2024 (both days inclusive) after carefully going through the relevant instructions.

To submit applications online, visit Bank's website www.federalbank.co.in, follow the link '**Careers**', and click on the link '**Recruitment Process of Branch Heads / Officers in Scale II**'. Read the notification, eligibility criteria and the instructions carefully. Now click on '**Apply Now**' button hosted below the link '**Recruitment Process of Branch Heads / Officers in Scale II**'. Applicants will be redirected to the registration portal and the following steps shall be taken to complete the registration process.

- ▶ Enter your Valid Mobile number, Email ID and set your Password. The Password should contain minimum 8 characters with at least 1 digit, 1 alphabet and 1 special character. This will be your registered Mobile number, Email ID and password throughout the process. Click the '**SEND OTP**' button and you will receive OTPs in your mobile & email. Enter both OTPs in the screen and click '**VERIFY**' button.
- ▶ Enter your Personal, Academic, Experience, References (Name, address, email id & telephone number of three references excluding relatives and friends) and other details as required. Candidates shall fill all the fields in the registration portal correctly.
- ▶ Modify details, if required, and click '**I AGREE**' in the declaration tab only after verifying the details entered by you. Candidates are advised to carefully verify the details filled in the registration portal themselves as no change will be possible / entertained after clicking the 'I AGREE' button.
- ▶ Candidates can proceed to upload Photo & Signature as per the required specifications. Refer the guidelines for scanning and uploading of Photograph and Signature.

- ▶ Personal Data Form (as per the details entered in the registration portal) will be sent to the registered email id of the candidate for information / reference.
- ▶ Click on '**FINISH**' button.
- ▶ Upon completion of the registration formalities, please promptly verify the status of your application by checking the automated email sent to your registered email address.

09

Guidelines for Scanning and Uploading of Photograph & Signature

While registering for the selection process, candidates need to upload his/her photograph and signature. Before applying online, candidates are advised to have a scanned (digital) image of their photograph & signature as per the specifications given below.

a) Photograph Image:

- ▶ Photograph must be a recent passport style color picture.
- ▶ Make sure that the picture is taken against a light-colored, preferably white background.
- ▶ Look straight at the camera with a relaxed face.
- ▶ If you have to use flash, ensure there is no "red-eye".
- ▶ If you wear glasses make sure that there is no reflection, and your eyes are visible.
- ▶ Caps, hats and dark glasses are not permitted. Religious headwear is allowed but it must not cover your face.
- ▶ The image file should be in PNG, JPG or JPEG format.
- ▶ Ensure that the size of the scanned image is not more than 2 MB.

b) Signature Image

- ▶ Signature must be a color picture.
- ▶ Ensure that the size of the scanned image is not more than 2 MB.
- ▶ The image file should be in PNG, JPG or JPEG format.
- ▶ Crop the image suitably before uploading.

Note:

In case the face in the photograph is not clear, the candidate's application will be rejected. Candidates should also ensure that photo is uploaded at the place of photo and signature at the place of signature in the upload page.

10

Guidelines for Online Aptitude Assessment

Question Pattern

The Online Aptitude Assessment consists of 3 parts (Aptitude Test, Descriptive Communication Test & Psychometric Questionnaire). Participation in all three parts is mandatory and candidates failing to attempt any of the three parts will be disqualified from the selection process.

A. Aptitude Test (50 Marks)

The Aptitude Test consists of 4 sections as given below:

Section	Total Number of Questions	Maximum Marks	Maximum Time
Verbal Ability / English Language	50	50	Total time of 30 minutes for all the sections together
Logical Aptitude / Reasoning			
Banking, General & Socio-Economic Awareness			
Sales Aptitude			

B. Descriptive Communication Test (20 Marks)

Aptitude Test will be followed by Descriptive Communication Test. This assessment involves addressing a Banking scenario by drafting a business communication within a maximum limit of 200 words. The maximum duration for this assessment will be 15 minutes.

C. Psychometric Questionnaire

Descriptive Communication Test will be followed by a Psychometric Questionnaire for a maximum duration of 15 minutes.

General Instructions

- ▶ Online Aptitude Assessment will be conducted in Remote Proctored mode and candidates can attend the assessment at a location of their choice while ensuring the integrity of the examination.
- ▶ Admit Card and Mock Assessment details (Login Credentials & Assessment link by assessment partner M/s MeritTrac Services Pvt Ltd) will be shared to registered email of the candidates on or before 22nd February 2024. Candidates shall compulsorily attend the Mock Assessment between 23.02.2024 to 26.02.2024 in order to check / avoid system related issues/ glitches, if any.
- ▶ Candidates shall compulsorily ensure the minimum system requirements / compatibility at least two days prior to Online Aptitude Assessment. Federal Bank will not be responsible, if the candidates face any network issues / glitches etc. during the Online Aptitude Assessment and candidates will not be permitted to retake or reschedule the Online Aptitude Assessment in any circumstances.

Parameter	Minimum Requirements
Browser Required	Latest version of Mozilla Firefox or Google Chrome
Operating System	Windows XP, Windows 7 & above
Processor	Minimum 2 Cores
RAM	Minimum 1 GB
Web Camera	640x480, 15 FPS
Microphone	Inbuilt mics for Laptops & external mics for Desktops
Screen Resolution	1024 x 768 & above
Internet Bandwidth	Preferred 1 MBPS or More
Assessment Taking Device	Laptop or Desktop with Webcam [Mobile phones / Tablets shall not be used]

- ▶ Link & Login Credentials for Online Aptitude Assessment will be sent to all eligible candidates on or before 01st March 2024 by assessment partner M/s MeritTrac Services Pvt Ltd.
- ▶ In case of non-receipt of admit card, mock assessment details, online assessment link or login credentials after the cut-off time, candidates shall take up the matter separately with us through careers@federalbank.co.in.
- ▶ The Online Aptitude Assessment should be attempted using a Laptop or Desktop with webcam. Taking assessment using any other device (mobile phone, tablet etc.) is not permitted and such candidates will be eliminated from the selection process.
- ▶ Under no circumstances should candidates rely on mobile hotspot. In case of any network related issues or glitches during the Online Aptitude Assessment, candidates will not be permitted to retake or reschedule the Online Aptitude Assessment.
- ▶ All the candidates are advised to login to the system at least **15 Minutes** prior to the reporting time so that completion of various formalities such as verification and collection of various requisite documents / verification of identity etc can be completed in time.
- ▶ Candidates should confirm their identity using a valid ID proof (Aadhar Card, Driving License, Passport, Voters ID etc.) to begin the Online Aptitude Assessment. (Note: Ration Card is not considered as a valid ID proof for this purpose.)
- ▶ Name appearing on the admit card of the candidates should exactly match with the name that appears 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 Assessment or any other selection round.

- ▶ Candidates reporting late i.e. after the reporting time specified on the admit card will not be permitted to take the Online Aptitude Assessment.
- ▶ Before the start of Online Aptitude Assessment, candidates should ensure that the space they choose to take the assessment is quiet, safe, uncluttered and well-lit.
- ▶ Candidates are not allowed to change the room/ position once the Online Aptitude Assessment has started.
- ▶ No other person is allowed inside the room while the candidates are taking the assessment. Candidates are also not permitted to leave the room during the Online Aptitude Assessment.
- ▶ Candidates are called for the Online Aptitude Assessment without verifying their personal details viz age, qualification, work experience etc. with the Certificates / Documents. Before appearing for the Online Aptitude Assessment, candidates must ensure that they fulfill 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 at any stage, without any notice and compensation.
- ▶ The Online Aptitude Assessment is proctored remotely with multiple checks including Image Monitoring, Video/Audio Monitoring and Browser Monitoring looking for behaviour that could indicate unfair practices. In case of any violations of the instructions, the candidate will be automatically logged out from the Assessment and if the system / proctor marks a candidate as suspicious during the Online Aptitude Assessment, such candidates will be eliminated in the selection process without any notice.
- ▶ As the Online Aptitude Assessment is remotely proctored, the webcam of the Laptop/Desktop should be compulsorily turned on during the entire course of the Online Aptitude Assessment. Those candidates whose video is not available/not clear will not be considered for further rounds.
- ▶ Candidate may be required to show 360° view of the exam area using the webcam, so that the proctor can identify the object/check the suitability of the exam area/environment. A clear desk/table has to be ensured for appearing for the assessment. No reference materials, books, notes, periodicals, mathematical tables, slide rules, stencils, post-its, chits, mobile phones, headsets (wired/ wireless), any other electronic gadgets are allowed to be kept on the table or the desk.
- ▶ Both sides of the rough sheet (if it is going to be used) should be shown to the proctors before and after the Remote proctored Online Aptitude Assessment.
- ▶ Use of mobile phones, books, notebooks, reference materials, calculators, watch calculators, pagers etc. are not permitted in the Online Aptitude Assessment. Candidates found resorting to any unfair means or malpractice or any misconduct while appearing for the Assessment will be disqualified.
- ▶ Responses (answers) of the candidates will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If it is inferred/concluded from the analytical procedure adopted in this regard, that the responses have been shared and scores obtained are not genuine/valid, such candidates will be eliminated from the selection process and/or the result withheld.
- ▶ The possibility of occurrence of some unexpected glitches in the administration of the Online Aptitude Assessment 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 issues, which may include postponing the date / time of the assessment. Conduct of a re-assessment is at the absolute discretion of assessment conducting body and candidates will not have any claim for a re-assessment. However, in the case of conducting a re-assessment, those candidates who are not willing to participate in the re-assessment will be rejected from the selection process without any notice and 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.

11 **General Instructions**

- ▶ Request for change of date or time for any selection stage/s shall not be entertained.
- ▶ Candidates who fail to appear in any of the selection round or gets disconnected during any of the selection rounds owing to technical or other reasons whatsoever, will not be permitted to revisit the same or request for a rescheduled timing for that particular round or selection process as a whole will not be considered.

- ▶ For those selection stages which are conducted offline, candidates have to bear the expenses to attend the stages at the stipulated date and time.
- ▶ Candidates are advised not to change their facial appearance till the selection process is complete.
- ▶ 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.
- ▶ Candidates applying for the selection process should not have any criminal record.
- ▶ Access to the Bank's website could be delayed towards the closing date for submitting the online registration due to heavy internet traffic. 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.
- ▶ Bank takes no responsibility for any delay in online registration or communication.
- ▶ During the selection process, if a candidate is found guilty of any unfair means at any stage, he / she will be disqualified from the Online Aptitude Assessment / any other selection stage.
- ▶ Onboarding of the shortlisted 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, Credit History including CIBIL / Experian scores and status, satisfactory references from respectable referees, verification of Certificates and completion of all other formalities to the complete satisfaction of the Bank.
- ▶ Federal Bank reserves the right to make any changes to the selection process at their discretion.
- ▶ No vendor, agency or individual has been authorized to charge any fee for the selection process.



For any clarifications, candidates may reach us through careers@federalbank.co.in

Any canvassing by or on behalf of the candidates or to bring political or other influence with regard to their selection shall be considered as **DISQUALIFICATION**.

