

Campus Placement by Federal Bank

Job Profile: Associate in Non-Officer (Clerical) Cadre for Branch Banking role

Date: 13/04/2023

Salary Offered: Minimum of ₹ 5.63 Lakhs and maximum of ₹ 5.76 Lakhs

Company's Contact No.: Talent Acquisition Team Federal Bank 0484 -2634272/2634396

Placement Cell approached Federal Bank for the campus placement. After meeting and verbal communication they sent email including job profile and other details mentioned below:



Virendra Singh <virendras@smshettyinstitute.org>

Campus Recruitment Process 2022-23 for the Post of Associate in Non-Officer (Clerical) Cadre for Branch Banking role

1 message

HR - TAD (Talent Acquisition) <careers@federalbank.co.in>
To: "virendras@smshettyinstitute.org" <virendras@smshettyinstitute.org>
Cc: "Nakul Krishnappa [MT - BLR]" <Nakul_k@meritrac.com>

Fri, Mar 31, 2023 at 5:20 PM



HR - TALENT ACQUISITION & DEPLOYMENT

HR-TAD/Rec/Campus/2022-23

31.03.2023

The Principal / Placement Officer,

S. M. Shetty College of Science, Commerce and Management Studies, Mumbai

Dear Sir / Madam,

Reg: Campus Recruitment Process 2022-23 for the Post of Associate in Non-Officer (Clerical) Cadre for Branch Banking role

Greetings from Federal Bank!!!

Federal Bank, one of the premier private sector Banks in the country which offers best HR practices and excellent career prospects is on the lookout for young, talented and dynamic individuals to team up as Associate in Non-Officer (Clerical) Cadre for Branch Banking role to lead & direct its ambitious growth plans.

We are looking for dynamic candidates with excellent communication and interpersonal skills to be hand-picked from your Institution. We propose to conduct the campus recruitment process for students of your College who are pursuing the Final year / Semester of Graduation in **B.Com/B.Sc/BMS** during the current academic year (2022-23) for the role of Associate in Non-Officer (Clerical) Cadre for Branch Banking role.

Interested students are required to apply online before **09.30 AM, 06.04.2023**, after carefully going through the instructions.

1. Position

Associate in Non-Officer (Clerical) Cadre for Branch Banking role.

2. Cost to Company

The Cost to Company per annum would be a minimum of ₹ 5.63 Lakhs and maximum of ₹ 5.76 Lakhs depending upon the place of posting and other factors. The Take Home Pay will be around ₹ 38,000 per month (exclusive of statutory deductions including income tax, profession tax, NPS etc).

3. Location

Candidates selected for the post of Associate in Non-Officer (Clerical) Cadre for Branch Banking role 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.

4. Period on Probation

Candidates selected as Associate in Non-Officer (Clerical) Cadre for Branch Banking role will be on a probation period of six months.

5. Service Level Agreement

The selected candidates will be required to execute a Service Level Agreement upon joining the Bank undertaking to serve the Bank for minimum 2 years or to pay the Bank a sum of ₹ 30,000/- as cost of training in case the candidate leaves the Bank before completion of the service period (subject to Banks approval and norms followed).

6. Mode of Selection

The Campus Recruitment Process comprises of various stages, which includes Online Assessment, Group Discussion and Personal Interview or any other mode of selection which will be decided by the Bank. The Initial Round of Online

Assessment and Group Discussion will be conducted virtually. Candidates shortlisted after the Initial Round will have to appear in person for the further rounds comprising of Personal Interview.

Online Assessment, Group Discussion and Personal Interview are the elimination stages. Candidates found competent to be positioned in the profile offered by the Bank, will be issued Provisional Offer Letters for empanelment in **Associate in Non-Officer (Clerical) Cadre for Branch Banking role**, subsequent to conclusion of the selection process.

Marks / Ratings secured by the candidates during the Selection process will be confidential and the same will not be disclosed to the candidates / college authorities.

7. Remote Proctored Online Assessment

(i) The Online Assessment comprises of two sections viz. an Aptitude Test consisting of 80 questions spread across 5 sections with 45 minutes as total time allotted and a Psychometric Assessment for a maximum duration of 15 minutes. There will be negative marks at the rate of 0.25 for each wrong answer for the Aptitude Test. The Online Assessment is proctored by the officials of Federal Bank and M/s MeritTrac Ltd. In case of any violations of the instructions or unfair practices, the candidate

will be disqualified from the selection process without any notice. Candidate not attending the Psychometric Assessment will be considered as disqualified without further notice or communication.

(ii) Candidates can take the online assessment at a location of his/her choice while ensuring the integrity of the examination. Candidates should confirm their identity using valid ID proof to begin the Online Assessment. The online assessment should be attempted using a laptop.

Taking assessment using any other device (mobile phone, tablet etc.) is not permitted. Candidates attempting Online Assessments from Mobile Phone or Tablet will be disqualified without any further communication.

(iii) Candidate may be required to show 360° view of the exam area using the webcam to check the suitability of the exam area/environment. A clear desk/table has to be ensured for appearing for the examination. No reference materials, books, notes, periodicals, mathematical tables, slides 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.

(iv) The Online Assessment is proctored remotely with multiple checks including Image Monitoring, Video/Audio Monitoring and Browser Monitoring looking for behavior that could indicate unfair practices. In case of any violations of the instructions, the candidate will be automatically logged out of the test. Also note that, If the system marks a candidate as suspicious during the Online Assessment, such candidates will be eliminated in the selection process without any notice.

(v) Please ensure that the candidates strictly adhere to the instructions communicated prior to the commencement of the Online Assessment.

8. Schedule for the Process

We propose to conduct the selection process for your College / Institution as per the schedule mentioned below.

A. Schedule for Pre-Placement Talk, Online Assessment, Group Discussion and Initial Document Submission

Activity	Date	Time	Platform / Mode	Instructions
Pre-Placement Talk	12.04.2023	10.30 AM	MS Teams	MS Teams Link will be shared to all the eligible candidates at least two days prior to the scheduled date of the selection process.
Online Assessments		06.00 PM	Virtual	Candidates can attend the Online Assessment using a laptop at their locations.
Announcement of Results	13.04.2023	10.00 AM	Fed-Recruit App	Results of Online Assessments will be informed through Fed-Recruit App.
Group Discussion	To be Informed Later		MS Teams	Group Discussion will be conducted Virtually. The MS Teams Link to attend the

B. Schedule for Personal Interview
Details of the final ro

			Group Discussion would be shared to the registered Email ID of the candidate.	und d wil l be int im at ed to th e C oll eg e Au th ori tie
Initial Document Submission	To be Informed Later	Fed-Recruit App	Detailed instruction regarding the documents to be uploaded in the Fed-Recruit Mobile App is available in the attached 'Campus Program Handout'	s / sho rtlist ed can did ate s in
Activity	Details	Date	Venue	
Personal Interview	Details of the schedule will be shared with the college authorities.	To be informed later	To be informed later	

due course. Please assign a placement volunteer for Federal Bank Recruitment process to support and ensure smooth coordination of the selection process. Our team would liaise with the volunteer to facilitate the selection process.

We have authorized M/s MeritTrac & M/s ZappyHire, external management consultants for facilitating the conduct of the process. Officials from M/s MeritTrac will furnish the instructions for conducting the Online Assessment to all the registered candidates.

The following documents are attached herewith for your reference.

1. Campus Program Handout for the Campus Recruitment Process 2022-23 comprising of Eligibility Criteria, Job Description and General Instructions to candidates
2. Format of College Certificate to be uploaded by the Candidate in Fed-Recruit Application.
3. Format of College Declaration to be forwarded by the placement team in reply mail.

As per mutual understanding and communication, representatives of the company conducted the interviews in online mode on 13/04/2023.

In this campus placement, Federal Bank gave offer letters to 01 students.