

Recruitment Process for Admission to Federal Manipal School of Banking

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 (FMSB). Candidates on successful completion of the one year PGDBF (Post Graduate Diploma in Banking & Finance) course from FMSB, joins the services of the Bank as Officer in Scale I.

Eligible candidates are advised to apply online between 17.11.2014 and 24.11.2014 (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	17.11.2014
Remittance of application fee	17.11.2014 to 24.11.2014
Closing Date of Online Registration Gateway	24.11.2014

2. Scale of Pay and Other Emoluments

Candidate who joins the Bank as Officer in Scale I, on successful completion of the PGDBF course will be offered the following pay scale:

₹14500 – 600 / 7 – 18700 – 700 / 2 – 20100 – 800 / 7 – 25700

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. Probation Period

Selected candidates will be on probation for a minimum continuous period of 1 year.

4. Eligibility Criteria**(A) Age (As on 01.11.2014)**

Shall not exceed 26 years as on 01.11.2014 (candidates should be born on or after 01.11.1988).

(B) Minimum Educational Qualifications

Graduation (qualifying examination) 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.

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 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. (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) Place of Domicile

The place of domicile of the candidates should be in any one of the states/ regions as shown below:

Chandigarh, Gujarat, Haryana, Kerala, Karnataka, Maharashtra, Pondicherry, Punjab, National Capital Region (NCR) and Tamil Nadu

Note: *The place of domicile shall be supported by documentary evidence.*

5. 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. 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 Aptitude Test. The Bank reserves the right to call only the requisite number of candidates for GD & PI, after short-listing as aforesaid.

The intimation for the purpose of selection process will be sent to the short-listed candidates only through e-mail at the e-mail address given by them in the on line application. Kindly note that no other mode of communication pertaining to the selection process other than mentioned above will be followed.

6. Test pattern

The online aptitude test pattern for admission to Federal Manipal School of Banking consists of 5 sections as given below:

Test	Name of the Test	Number of Questions	Maximum Marks	Time
I	Reasoning	15	15	Composite Time of 60 minutes (1 hr) for all the tests together
II	English Language	15	15	
III	Quantitative Aptitude	15	15	
IV	General & Financial Awareness	15	15	
V	Marketing Awareness	15	15	
Total		75	75	

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.

7. Venues for online aptitude test

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

Ahmedabad	Amritsar	Bangalore	Baroda	Chandigarh
Chennai	Coimbatore	Ernakulam	Hubli	Kolhapur
Kozhikode	Ludhiana	Madurai	Mangalore	Mumbai
Nagpur	New Delhi	Pune	Salem	Thiruvananthapuram

8. Service Agreement

The selected candidate will be required to execute a Service Agreement upon joining the Bank undertaking to serve the Bank for 3 years or to pay the Bank a sum of Rs.100000/- in case the candidate leave the Bank before completion of the service period.

9. Application Fee Details (Non refundable)

Category	Application Fees
SC/ST	₹200
General/ Others	₹400

- (i) Application fee can be remitted at any branch of Federal Bank. For this purpose, candidates have to visit the Bank's website www.federalbank.co.in and follow the link careers and download the payment challan for remitting the application fees.
- (ii) Application Fees can be remitted through other Banks also (**through NEFT**). The details of the account to which application fee is to be remitted is as follows:

Account No.	10010200150362
Account Name	THE FEDERAL BANK RECRUITMENT APPLICATION FEE
IFSC Code	FDRL0001001

If the application fee is remitted through other Banks (**through NEFT**) the respective Bank's remittance slip can be used. However, following details should invariably be mentioned while applying online.

- **NEFT Reference Number**
 - **Date of remittance**
 - **Amount remitted**
- (iii) Application fees can also be paid online through a payment gateway, using a Master / Visa Debit or Credit card. On successful completion of the transaction through the payment gateway, an e-payment receipt will be generated. Candidates are advised to take print out of the e-payment receipt in proof of the fees paid online.
- (iv) The payment towards recruitment application fees can be made from 17.11.2014 onwards, but before the close of business hours on 24.11.2014, i.e. the date of closure of online registration gateway. Even if the Bank extends the last date of registration of online applications due to technical reasons, the valid dates during which the payment should be made as indicated above will not be changed.

10. How to Apply

Eligible candidates have to apply online through the Bank's website only. No other means/mode of application are 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 their application fee details, 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 cited in the online application, with regard to the pixel resolution and size of the scanned images used.
- (iii) Candidate must possess his/ her personal e-mail ID which should be valid for the entire duration of this recruitment process.
- (iv) Visit our Bank's website www.federalbank.co.in and under the link '**Careers**', access the Recruitment Notification titled "**Recruitment process for admission to Federal Manipal School of Banking – December 2014 Batch**".
- (v) Print the Recruitment Notification and Application Fee Payment Challan and make payment of the prescribed application fee as mentioned in Sl.No.9 above. Obtain the Bank Copy and Candidate's copy (in the case of payment at Federal Bank branch) or counter-foil of remittance slip (in the case of remittance at other Banks) duly

authenticated by the Bank official. In the case of fee remittance through the online payment gateway incorporated in the online application, a print-out of the e-payment receipt in proof of the fees paid online shall be retained by the candidate after submission of the online application.

- (vi) After remitting the application fee, logon to our Bank's website www.federalbank.co.in and follow the link **Careers**. Then click "**Admission to FMSB – December 2014 Batch**" and follow the link "**General Instructions – Apply Online**". After reading the instructions carefully, click "**Apply Now**", which will route you to the application page. Fill up all the details required in the application and click "**Submit**" available at the bottom of the online application and your online application will be registered. **Candidates shall take a print-out of the Online Application form** and retain the same with them for future reference.

11. 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. in respect of the post for which he / she is making the application 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 for the purpose of conduct of selection process, 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. 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- Call letter, copy of the payment challan / counterfoil of application fee, Valid ID proof.
- (vii) The candidates should submit, when invited for the selection for the Personal Interview/ selection process one set of photocopies of all the requisite documents along with the Personal Data Form in triplicate (one original and two photocopies) and call letter for the selection process, arranged chronologically in the order listed below, (1) ID & address proof (2) his/ her Date of birth (3) SSC & HSC examination Passing Certificates and Mark Sheets (4) Semester-wise / Year-wise marks sheets for each semester/ year of Graduation & Post-Graduation (if any) (5) Degree Passing Convocation Certificate, (6) Certificate issued by competent authority in proof of the place of domicile of the candidate declared at the time of submission of online application (7) Caste certificate issued by competent authority in the prescribed format in the case of SC/ ST candidates (8) work experience certificate, if any and (9) other certificates, if any. Candidate shall produce the

originals of all the above certificates at the time of selection process for scrutiny and verification. The Bank may ask for any other documents as it deem fit. Failure to submit the documents as above shall lead to disqualification of the candidate.

- (viii)** Valid proof of identity such as Aadhar Card / PAN card / Passport / Voter I D Card / Driving License / Permanent Identity card issued by the present employer or any other valid proof of identification with a photograph should be produced at the time of selection process/ interview to be conducted by the Bank.
 - (ix)** Candidates are advised not to change their appearance till the recruitment process is complete.
 - (x)** Request for change of address / change of centre for selection process/ interview shall not be entertained.
 - (xi)** 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.
 - (xii)** 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.
 - (xiii)** 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.
 - (xiv)** 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.
 - (xv)** For any clarifications candidates may contact at ***fmsb@federalbank.co.in***
 - (xvi) Canvassing in any form will be a disqualification.**
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