



# GUIDELINES FOR ONLINE APTITUDE ASSESSMENT



1. 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.
2. Admit Card & MOCK Assessment details (Login Credentials & Assessment link) will be shared to registered email id of the candidates at least three days prior to the assessment date and candidates shall compulsorily attend the Mock Assessment in order to avoid system related issues / glitches.
3. 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. Details of the minimum system requirements will be informed to the registered candidates in due course.
4. Assessment Link & Login Credentials for Online Aptitude Assessment will be sent to all eligible candidates at least one day prior to the Online Assessment by assessment partner M/s MeritTrac Services Pvt Ltd.
5. 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** after checking their 'Promotions' or 'Spam' folder.
6. Candidates using a scribe shall compulsorily submit an undertaking (signed by the candidate & scribe) confirming that scribe fulfils all the eligibility criteria stipulated by the Bank. Format of the undertaking will be shared to the registered email id of the eligible candidates at least four days prior to the Online Aptitude Assessment. If at any stage it is found that candidate or scribe did not fulfil any laid down eligibility criteria or has suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the Online Aptitude Assessment.

**Candidates may refer to 'Guidelines for Persons with Disabilities Using a Scribe' for more details.**

7. The Online Aptitude Assessment should be attempted using a Laptop or Desktop with Web Camera. Taking assessment using any other device (mobile phone, tablet etc.) is not permitted and such candidates will be disqualified from the screening process.
8. All the candidates are advised to login to the system 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.
9. 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 valid id proof for this purpose.)
10. 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.
11. 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 screening round.
12. Candidates Reporting Late i.e. after the reporting time specified on the admit card will not be permitted to take the Online Aptitude Assessment.
13. Candidates are not allowed to change the room/ position once the Online Aptitude Assessment is started.
14. Candidates are called for the Online Aptitude Assessment without verifying their personal details viz age, qualification etc. with the certificates. Before appearing for the Online Aptitude Assessment, 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 at any stage, without any notice and compensation.
15. 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 screening process without any notice.
16. 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, 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.
17. Use of books, notebooks, calculators, calculator watch, pagers, mobile phones etc. are not permitted in the Online Aptitude Assessment. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the Assessment will be disqualified.
18. 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

attend the assessment in vehicles or change the room/position once the Online Aptitude Assessment has started. No other person is allowed to enter the room while you are taking the assessment. Candidates are also not permitted to leave the room during the Online Aptitude Assessment.

19. 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, your candidature may be cancelled and/or the result withheld.
20. The possibility of occurrence of some problem 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 problem, which may include postponing the date / time of the Assessment. Conduct of a re-Assessment is at the absolute discretion of 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 screening process without any notice or compensation.
21. 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.