

RISHTA AAP SE HAI,
SIRF APP SE NAHI.™

FEDERAL BANK

A REASON TO RESTART!



RECRUITMENT INITIATIVE FOR WOMEN PROFESSIONALS ON CAREER BREAKS (FIXED TENURE ENGAGEMENT)

Federal Bank, a premier private sector Bank in the country and recognized as one of India's top workplaces for women, is actively seeking applications for its recruitment process targeting former female professionals in the Banking or IT sector for Fixed Tenure Engagement, as part of Bank's commitment to Women empowerment.

Interested candidates who meet the eligibility criteria set by the Bank are encouraged to apply online from 09th April 2024 to 15th April 2024 (both days inclusive) through 'Careers' page of Bank's website (www.federalbank.co.in/career) after carefully going through the eligibility criteria and other instructions detailed in this notification.



IMPORTANT DATES

Date of Notification	09 th April 2024
Application Window Opens	09 th April 2024
Last Date of Application	15 th April 2024
Proposed Dates of Mock Assessments	25 th April 2024 - 28 th April 2024
Proposed Date of Online Aptitude Assessment	30 th April 2024



WHO CAN APPLY

Women candidates on career breaks and who meet all the following criteria are eligible to participate in the selection process.

▶ Post Qualification Work Experience

- Candidates should have a minimum of 3 years of work experience in any Scheduled Commercial Banks or reputed IT Companies.
- The last working day of the previous organization should be on any day between 01.01.2019 and 01.01.2024.

▶ Age (As on 01.01.2024)

- Candidates shall not exceed 40 years as on 01.01.2024 (should be born on or after 01.01.1984).

▶ 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, 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, Post 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 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.



FIXED TENURE ENGAGEMENT & OPPORTUNITY TO JOIN AS OFFICER

Candidates shortlisted from the selection process will be designated as 'Personal Banker' and will be on Fixed Tenure Engagement for 3 years. Successful completion of 3 years of engagement will enable the candidates to be considered for the role of Officer subject to obtaining top two engagement grades in every quarter, good conduct and administrative requirements.



LOCATION

Selected candidates will be deployed in any of the Branches / Offices and are liable to be relocated to any Branch / Office of the Bank depending upon the suitability and administrative requirements.



BENEFITS

Selected candidates will receive a Monthly Consolidated Pay in the range from ₹30,000 to ₹50,000 based on their previous experience, expertise, potential etc. In addition to the Monthly Consolidated Pay, candidates will be eligible for a Quarterly Incentive ranging from ₹18,000 to ₹30,000 subject to obtaining top two Engagement Grades. Selected candidates would also be offered Personal Accident Coverage of ₹20,00,000 and Medical Insurance Coverage of ₹2,00,000 per year during the engagement period.



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.



VENUES FOR PERSONAL INTERVIEW

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

Bangalore	Chennai	Ernakulam	Kottayam	Thiruvananthapuram
Kolkata	Kozhikode	Mumbai	New Delhi	

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



HOW TO APPLY

Eligible candidates are advised to apply online between 09.04.2024 and 15.04.2024 (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 Initiative for Women Professionals on Career Breaks (Fixed Tenure Engagement)". Read the notification, eligibility criteria and the instructions carefully and click the 'APPLY NOW' button. 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 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 Photograph and 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 send 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.



GUIDELINES FOR SCANNING AND UPLOADING OF PHOTOGRAPH & SIGNATURE

While registering for the selection process, candidates need to upload their 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 in color, 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's 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 the photo is uploaded at the place of photo and signature at the place of signature.



GUIDELINES FOR ONLINE APTITUDE ASSESSMENT

A. Question Pattern

The Online Aptitude Assessment consists of 2 parts (Aptitude Test & Psychometric Questionnaire). Participation in both parts is mandatory and candidates failing to attempt any of the two parts will be disqualified from the selection process.

• Aptitude Test

The Aptitude Test consists of 4 sections as given below:

Section	Total Number of Questions	Maximum Marks	Maximum Time
Verbal Ability / English Language	60	60	Total time of 45 minutes for all the sections together*
Logical Aptitude / Reasoning			
Banking, General & Socio-Economic Awareness			
Sales Aptitude			
Computer Awareness			

- There will be negative marks at the rate of 0.25 for each wrong answer.
- The date of Online Aptitude Assessment is tentatively scheduled on 30th April 2024.

- **Psychometric Questionnaire**

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

B. 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) will be shared to registered email of the candidates on or before 23rd April 2024. Candidates shall compulsorily attend the Mock Assessment between 25.04.2024 to 28.04.2024 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 the 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.
- Link & Login Credentials for Online Aptitude Assessment will be sent to all eligible candidates on or before 25th April 2024 by our assessment partner.
- 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 starting the 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 fulfil the eligibility criteria stipulated by the Bank in all respects. If, at any stage, candidates are found not eligible for the post applied for or the declaration given is found to be false / incorrect, their 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 must 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 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.



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.
- Bank reserves the right to offboard the candidates with lower Engagement Grades without any notice and compensation. Decision of the Bank regarding awarding of Engagement Grades will be final and binding on candidates.
- 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 shall not be responsible or liable for not sending or delay in sending any information or communication.
- During the selection process, if a candidate is found guilty of any unfair means at any stage, such candidate will be disqualified from the Online Aptitude Assessment / any other selection stage.
- Onboarding of the shortlisted candidates will be subject to them being declared medically fit by the Bank's Medical Officer, receiving a satisfactory report about their character and antecedents from the Police Authorities, obtaining a satisfactory Credit History including CIBIL or Experian scores and status, receiving satisfactory references from respectable referees, verifying Certificates, and completing 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**.