

RECRUITMENT OF CLERKS AND PROBATIONARY OFFICERS

Federal Bank, a leading Private Sector Bank invites applications from aspiring, young, talented and dynamic personnel **holding a valid score card of Common Written Examination (CWE) issued by Institute of Banking Personnel Selection (IBPS)** and who are looking for a challenging work environment and progressive career, for the following positions.

SI No	Post Code	Post
1	01	Clerk
2	02	Probationary Officer

Eligible candidates are advised to apply online between 11.06.2012 and 25.06.2012 (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

Start date for remittance of application fee	08.06.2012
Opening Date of Online Registration Gateway	11.06.2012
Last date for application fee remittance & Closing Date of Online Registration Gateway	25.06.2012
Print application	11.06.2012 to 25.06.2012

2. Scale of pay and other emoluments

Candidates selected will be offered the following pay scale.

SI No	Post	Pay Scale
1	Clerk	₹ 7200 – 400/3 – 8400 – 500/3 – 9900 – 600/4 – 12300 – 700/7 – 17200 – 1300/1 – 18500 – 800 /1 – 19300.
2	Probationary Officer	₹ 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

Post Code	Post	Probation Period (minimum continuous period)	Posting
01	Clerk	Six months.	The selected candidates are likely to be posted at any place in India or abroad as per the administrative requirements and discretion of the Bank
02	Probationary Officer	Two years.	

4. Eligibility Criteria

(a) Age Limit as on 01.11.2011

Clerk	Not more than 24 years (Candidates should be born on or after 01.11.1987)
Probationary Officer	Not more than 26 years (Candidates should be born on or after 01.11.1985)

SC/ ST candidates will be eligible for relaxation in upper age limit upto a maximum of 5 years.

(b) Minimum Educational Qualifications.

Post Code	Post	Minimum Educational Qualification
01	Clerk	<p>Graduation with minimum 55% marks for science subjects and minimum 50% marks for other streams from any recognised 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. (Candidate should possess this qualification as on 01.11.2011. The result of the graduation should be awarded by the university on or before 01.11.2011.)</p> <p>Candidates should be qualified in the Common Written Examination (CWE) conducted by Institute of Banking Personnel Selection (IBPS) for the post of Clerk and should be holding a valid score card issued by IBPS.</p>
02	Probationary Officer	<p>Graduation 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. (Candidate should possess this qualification as on 01.11.2011. The result of the graduation should be awarded by the university on or before 01.11.2011.)</p> <p>Candidates should be qualified in the Common Written Examination (CWE) conducted by Institute of Banking Personnel Selection (IBPS) for the post of Probationary Officer and should be holding a valid score card issued by IBPS.</p>

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. Since the reverse side of the mark sheet contains the instructions, photocopies of both sides of the mark sheets is necessary.
- Working knowledge of computers is essential for both the posts.

(c) Place of Domicile

Post Code	Post	Place of domicile
01	Clerk	Place of domicile of the candidates shall be in any of the states viz. Tamilnadu, Karnataka, Maharashtra, Gujarat, Rajasthan, Punjab, Haryana, Odisha, Assam, Nagaland, Tripura, Mizoram or in any of the districts viz. Thrissur, Palakkad, Malappuram, Wynad, Kozhikode, Kannur & Kasaragode of Kerala state. The place of domicile shall be supported by documentary evidence.
02	Probationary Officer	Place of domicile of the candidates shall be in Kerala state. The place of domicile shall be supported by documentary evidence.

5. Mode of Selection

Selection will be based on Personal Interview or any other mode of selection to be decided by the competent authority. The selection process will be conducted at 9 centres viz. Chennai, Bangalore, Mumbai, Pune, Ahmedabad, New Delhi, Bhubaneswar, Guwahati and Kozhikode for the post of Clerk and at Thiruvananthapuram, Ernakulam and Kozhikode for the post of Probationary Officer depending upon the number of candidates. The Bank reserves the right to allot the candidate any of the centres other than the one opted for by him/ her, 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 selection process/ interview. The Bank reserves the right to call only the requisite number of candidates for the selection process after short-listing.

The intimation for the purpose of selection process will be sent to the short-listed candidates through e-mail to the e-mail address given by them in the online application. Candidates will be required to download the call letters for the selection process from Bank's website www.federalbank.co.in. Kindly note that no other mode of communication pertaining to the selection process other than mentioned above will be followed.

6. Application Fee Details (Non refundable)

Post Code	Post	Category	Application Fee
01	Clerk	SC/ST	₹ 50
		General	₹ 200
02	Probationary Officers	SC/ST	₹ 50
		General	₹ 200

- (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 fee.
- (ii) Application Fee can be remitted through other Banks also (**through NEFT**). The details of the account to which fee to be remitted is as follows:

Account No.	10010200150362
Account Name	THE FEDERAL BANK RECRUITMENT APPLICATION FEE
IFSC Code	FDRL0001001
Branch Name	Aluva Bank Junction

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) If a candidate is eligible and desires to apply for more than one post, he / she should apply separately for each post. Application fee should also be remitted separately.
- (iv) The payment towards recruitment application fee can be made from 08.06.2012 onwards, but before the close of business hours on 25.06.2012. 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.

7. How to Apply

- (i) 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.
- (ii) 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.
- (iii) Candidate must use his/ her personal e-mail id (as mentioned in the online application form while applying for CWE of IBPS) which should be valid for the entire duration of this recruitment project.
- (iv) Visit our Bank's website www.federalbank.co.in and under the link 'careers' access the link titled "Recruitment of Clerks & Probationary Officers – 2012".
- (v) Print the Recruitment Notification and Application Fee Payment Challan and make payment of the prescribed application fee as mentioned in Sl.No.6 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.
- (vi) After remitting the application fee, logon to our Bank's website www.federalbank.co.in and follow the link **careers** and click "**Recruitment of Clerks & Probationary Officers – 2012**". Then click "**Apply Online**" and a login screen will open. Login using the credentials viz. Registration No. / Roll No. and password generated while applying for CWE of IBPS. On successful login the online application will open. 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 are required to take printout of the online application using the above registration number and password. Candidates shall retain the printout of the online application with them.**
- (vii) There will not be any provision to modify the submitted online application. Candidates are requested to take utmost care while filling up the online application.

8. 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 selection process/ 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 selection process. The application fee shall also NOT BE refunded in case the application is rejected / not considered by Federal Bank.
- (vi) The candidates should submit, when invited for the selection process/ interview the system generated application form and call letter for selection process along with one set of photocopies of all the requisite documents, arranged in the order listed below, in support of (1) ID & address proof (2) Date of birth (3) SSC & HSC examination Passing Certificates and Mark Sheets (4) Semester-wise/ Year-wise marks sheets of Graduation for each semester/ year (5) Degree Passing Convocation Certificate, (6) Valid Score Card of CWE issued by IBPS (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 also produce the originals of all the above certificates at the time of selection process/ interview for scrutiny and verification. Candidates should also submit the copy of the Payment Challan / counterfoil of application fee along with the above documents at the time of selection process/ interview. The Bank may ask for any other documents as it may deem fit. Failure to submit the documents as above shall lead to disqualification of the candidate.
- (vii) Valid proof of identity such as 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.
- (viii) Candidates are advised not to change their appearance till the selection process is complete.
- (ix) Candidates selected are liable to be posted anywhere in India or abroad as per the administrative requirements & discretion of the Bank.
- (x) Any 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's 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 SC/ ST candidates) 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 online applications well before the last date to avoid last minute rush and consequent delay in submission of online application.
- (xiv) Canvassing in any form will be a disqualification.**
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