

Date:-06-10-2022

To,
The Directors,
All Departments of Gujarat University
(MBA-GIA, MCA, M.Sc, M.Tech, MA-Economics, M.Com, MSW) specialization

Subject: Campus Placement Opportunity for **THE FEDERAL BANK LTD.**

Respected Ma'am/ Sir,

Gujarat University Placement Cell has brought yet another opportunity for the Final year / Semester of Post-Graduation in **MBA-GIA, MCA, M.Sc, M.Tech, MA-Economics, M.Com, MSW** during the current academic year (2022-23) of all the Departments of Gujarat University.

Role:- Branch Banking

Educational Qualification: - the Final year / Semester of Post-Graduation in **MBA-GIA, MCA, M.Sc, M.Tech, MA-Economics, M.Com, MSW** during the current academic year (2022-23)

Ligibility Percentage Criteria throughout Education:- Candidates should have a minimum aggregate of 60% or above throughout in Class X, Class XII, Graduation and Post-Graduation examinations.

Annual CTC: - The Cost to Company per annum would be a minimum of Rs.9.83 Lakhs and maximum of Rs.13.58 Lakhs depending upon the place of posting and other factors. The Take Home Pay will be around Rs.65,000 per month (excluding statutory deductions like income Tax, NPS, professional tax etc).

Role & Responsibilities: -

1. Customer Acquisition, Business Survey, Augmentation of Para Banking Income and assisting the team in achieving all the business targets of the Bank.
2. Front end customer facing role to meet the expected standards of external and internal customer service rendered by the Branch, by ensuring process standardization, timely service, inculcation of customer -centric culture and strong operational controls in accordance with the quality standards of the Bank.
3. Ensuring customer delight by personally the customers who visit the Branch and assisting them with the banking operations and functions.
4. Providing financial solutions to customers to find an appropriate banking product as per their need/ requirement. To meet & exceed their expectations by offering assistance through cross-selling of banking and third party products.
5. Handling retail operations of the Branch, e.g. sales and processing of liability and asset products, cash operations management, front office management, managing onsite and offsite ATMs, strong room operations, passing of cheques, issuance of demand draft, ATM cards & cheque books.
6. Working towards achieving the business targets of the Branch as well as the assigned individual targets by continuously enhancing the relationship with customers, meeting prospective customers & adding them to the existing client base.

7. Assisting in digital transformation by promoting various digital products offered by the Bank among the customers.
8. Liaison with Senior Official / peers of the Branch and ensure that the day to day operations of the Branch are well executed diligently.
9. Adhering and complying with various audit & quality norms / standards of the bank.
10. Develop a learning attitude for self and motivate others by consistently updating with various policies of the bank and trends emerging in the global financial market.
11. Learn people management – develop a capability to manage his / her own team in future.
12. Any other work allotted from time to time as per the administrative requirements of the Bank.

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 Rs. 50,000/- as cost of training in case the candidate leaves the Bank before completion of the service period (subject to Banks approval and norms followed).

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

ACITIVITY	DATE	TIME	PLATEFORM/MODE	INSTRUCTION
Pre-Placement Talk	19/10/2022	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	19/10/2022	11:30 AM	Virtual	Candidates can attend the Online Assessment using a laptop at their locations.
Announcement of Results	19/10/2022	6:00 PM	Fed-Recruit App	Results of Online Assessments will be informed through Fed-Recruit App.
Group Discussion	20/10/2022 & 21/10/2022	10:00 AM ONWARD	MS Teams	Group Discussion will be conducted Virtually. The MS

				Teams Link to attend the Group Discussion would be shared to the registered Email ID of the candidate.
Initial Document Submission	25/10/2022	10:00 AM	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'

A. Schedule for Personal Interview

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

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.

Note :-

1. College Certificate may only be uploaded by the candidates in the Fed-Recruit Mobile Application who are shortlisted from the Group Discussion.
2. College Declaration shall be forwarded to us before the Online Assessment. Also copy of the same shall be issued to the Online Assessment shortlisted candidates for uploading the same in Fed-Recruit Mobile Application along with College Certificate.

Eligible candidates shall be advised to enter a valid e-mail ID and mobile number, as all the necessary correspondences will be routed to the e-mail ID entered by them at the time of registration. Candidates should upload their Photo and Signature at the time of online registration and candidates who fail to upload the same properly within the timeline stipulated by the Bank will not be permitted to attend the Online Assessment

Admit cards for the selection process will be sent to all the eligible candidates before 3 PM, previous day of the selection process. However, if any of the eligible candidate, who did not receive the admit card, college authorities shall take up the matter separately with us immediately after the cut off time.

Kindly note that the whole selection process is carried through 'Fed-Recruit' Mobile Application and all candidates should have a smart phone with high speed internet for participating in the selection process. Link for downloading the application will be forwarded to all the eligible candidates after successful registration. All candidates are requested to download the mobile application and upload all the necessary documents / certificates in proof of their eligibility in the 'Fed-Recruit' Mobile Application at least one day before the Online Assessment. Detailed instructions including minimum specifications regarding the mobile handset to be used is provided in the registration page under 'Instructions to the candidates. The online selection process requires high speed internet connectivity to complete it without any glitches.

Candidates who fail to appear in any of the selection round or get disconnected during any of the selection round 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. College authorities and candidates are advised to read all the technical and other instructions from our side for a smooth selection process.

Registration process:- The registration link for Online Registration the interested Students of the Final year / Semester of Post-Graduation in **MBA-GIA, MCA, M.Sc, M.Tech, MA-Economics, M.Com, MSW** during the current academic year (2022-23)

Mandatory Registration in both Link :-

Link 1:- <https://forms.gle/JDMLh6cqJWfYZCtv8>

Link 2:- <https://fedregister.zappyhire.com/start/1392/of>

Last Date for Registration: - Interested students are required to apply online before **04.30 PM, 15.10.2022** after carefully going through the instructions.

In case of any query, students have to ask their college coordinator.

Best Wishes, from Placement Cell to the Aspiring students.

Regards,

Dr. Kinjal Desai
Placement Officer & P.R.O.
Gujarat University