



**Guru Gobind Singh Indraprastha University**  
“A State University established by the Govt. Of NCT Delhi”  
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2024/ 932

22<sup>nd</sup> March 2024

**Sub. Placement opportunity for B.Tech/BBA/B.Com/BCA/BA-Economics students of GGSIP University of the batch passing out in year 2024 in “Federal Bank” - Campus Recruitment Process 2023-24 for the Post of Associate in Non-Officer (Clerical) Cadre for Branch Banking role**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for B.Tech/BBA/B.Com/BCA/BA-Economics students of GGSIP University of the batch passing out in year 2024 in “Federal Bank” - Campus Recruitment Process 2023-24 for the Post of Associate in Non-Officer (Clerical) Cadre for Branch Banking role for your reference and circulation to students to apply on given link by **28<sup>th</sup> March 2023, 8:00 AM (Mandatory to complete both steps)**

**Registration link:**

**Step 1 - Link for Online Registration:** <https://fedregister.zappyhire.com/start/2181/c>

**Step 2 – Confirmation on below google form:** <https://forms.gle/ccacxVSKTLxXrymK8>

Federal Bank, one of the premier private sector Banks in the country which offers best HR practices and excellent career prospects is on the lookout for young, talented and dynamic individuals to team up as Associate in Non-Officer (Clerical) Cadre for Branch Banking role to lead & direct its ambitious growth plans. They are looking for dynamic candidates with excellent communication and interpersonal skills to be hand-picked.

**Eligibility:** Campus recruitment process for students who are pursuing the Final year / Semester of Graduation in **BBA/B.Com/ B.Tech/BCA/BA-Economics** during the current academic year (2023-24).

**Interested students should apply online by 28<sup>th</sup> March 2023, 8:00 AM, ONLY**

- After carefully going through the instructions
- If they agree to accept the role of Associate in Non-Officer (Clerical) Cadre upon selection
- If they **agree to join** the Bank upon selection
- If they accept to be posted in any of the Branches/Offices of Federal bank upon selection
- If they are not willing to pursue higher studies after completion of the current degree course.

**IMPORTANT INSTRUCTIONS**

1. **Position** – Associate in Non-Officer (Clerical) Cadre for Branch Banking role.
2. **Cost to Company** – The Cost to Company per annum would be a minimum of **₹ 5.98 Lakhs and maximum of ₹ 6.10 Lakhs** depending upon the place of posting and other factors. The Take Home Pay will be around **₹ 40,500** per month (exclusive of statutory deductions including income tax, profession tax, NPS etc).

3. **Location** – Candidates selected for the post of Associate in Non-Officer (Clerical) Cadre for Branch Banking role shall be **posted in any of the Branches/Offices** and are liable to be transferred to any Branch/ Office of the Bank depending upon the administrative requirements.
4. **Period on Probation** – Candidates selected as Associate in Non-Officer (Clerical) Cadre for Branch Banking role will be on a probation period of six months
5. **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 ₹ 30,000/- as cost of training in case the candidate leaves the Bank before completion of the service period (subject to Banks approval and norms followed).
6. **Mode of Selection** – The Campus Recruitment Process comprises of various stages, which includes Remote Proctored Online Assessment, Group Discussion and Personal Interview or any other mode of selection which will be decided by the Bank. The initial rounds of Online Assessment and Group Discussion will be conducted virtually. Candidates shortlisted after the initial rounds will have to appear in person for the further rounds comprising of Document Verification & Personal Interview. Online Assessment, Group Discussion and Personal Interview are the elimination stages. Candidates found competent to be positioned in the profile offered by the Bank will be issued Provisional Offer Letters for empanelment as Associate in Non-Officer (Clerical) Cadre for Branch Banking Role, subsequent to conclusion of the selection process. Marks / Ratings secured by the candidates during the selection process will be confidential and the same will not be disclosed to the candidates / College authorities.
7. **Remote Proctored Online Assessment** –  
The Remote Proctored Online Assessment comprises of two sections viz. an Aptitude Test consisting of 60 questions spread across 5 sections with 45 minutes as total time allotted and a Psychometric Assessment for a maximum duration of 15 minutes. There will be negative marks at the rate of 0.25 for each wrong answer for the Aptitude Test.

The Remote Proctored Online Assessment is proctored by the officials of Federal Bank and M/s MeritTrac Services Pvt Ltd. Officials from M/s MeritTrac Services Pvt Ltd. will furnish the instructions for the conduct of the Remote Proctored Online Assessment to all the eligible candidates registered for the selection process.

In case the candidate faces any issue during Online Assessment, please reach out to our tech support team exclusively assigned for the Remote Proctored Online Assessment. Contact Details and escalation levels of the tech support team are as follows.

Support Desk		
Level 1	MeritTrac Officials	
	Contact	9513850012
	Email ID	<a href="mailto:examassistance.federalbank@gmail.com">examassistance.federalbank@gmail.com</a>
Level 2	Federal Bank Officials	
	Email ID	<a href="mailto:careers@federalbank.co.in">careers@federalbank.co.in</a>

Note: Level 2 support may be requested only if the issue is not resolved in Level 1 within 30 minutes of support request. Candidates seeking support request shall initiate the communication only from the

registered Email ID. In addition to the technical problem details, the Email to Support Desk should contain the Name and College details of the candidate.

## 8. Schedule for the Process –

### A. Schedule for Pre-Placement Talk, Online Assessment, Group Discussion and Initial Document Submission

Activity	Date	Time	Platform / Mode	Instructions
<b>Pre-Placement Talk</b>	<b>01.04.2024</b>	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.
<b>Online Assessments</b>		11.30 AM	Virtual	Candidates can attend the Online Assessment using a laptop at their locations. Detailed guidelines are attached.
<b>Announcement of Results</b>	<b>02.04.2024</b>	01:00 PM	Fed-Recruit App	Results of Remote Proctored Online Assessments will be informed through Fed-Recruit App.
<b>Group Discussion</b>	<b>To be Informed Later</b>		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.
<b>Initial Document Submission</b>	<b>To be Informed Later</b>		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'

### B. Schedule for Personal Interview –

Details of the final round will be intimated to the College Authorities / shortlisted candidates in due course.

The Bank has authorized M/s MeritTrac Services Pvt Ltd & M/s ZappyHire, external management consultants for facilitating the conduct of the selection process. **Please assign a placement volunteer for the Federal Bank Recruitment process to support and ensure smooth coordination of the selection process. Bank team would liaise with the volunteer to facilitate the selection process.**

The following documents are attached herewith for your reference.

1. Campus Program Handout for the post of Associate in Non-Officer (Clerical) Cadre for Branch Banking Role comprising of Job Description, Eligibility Criteria and General Instructions.
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.
4. Detailed guidelines for the Remote Proctored Online Aptitude Assessment.

### Note:

1. College Declaration shall be forwarded to us before the Remote Proctored Online Assessment. Also, a copy of the same shall be issued to the Group Discussion shortlisted candidates for uploading the same in Fed-Recruit Mobile Application along with College Certificate.

2. Only those candidates who are shortlisted from the Group Discussion need to upload the College Certificate in the Fed Recruit Mobile Application.

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

**Link for Online Registration:** <https://fedregister.zappyhire.com/start/2181/cl>

Admit cards for the Remote Proctored Online Assessments will be sent to all the eligible candidates at least two days prior to the assessment. However, in case of any eligible candidates not receiving the admit card, College authorities shall take up the matter separately with us immediately after the cut off time.

Please note that all the queries / communications of the candidates may be routed only through the placement coordinator / authorized faculty member of the respective institutions.

Kindly note that the whole selection process is carried out through 'Fed-Recruit' Mobile Application and all candidates should have a smart phone with high-speed internet for participating in the selection process. The link for downloading the application will be forwarded to all the eligible candidates after successful candidate registration process.

Detailed instructions including minimum specifications regarding the mobile handset to be used for downloading the Fed-Recruit application is provided in the attached Campus Program Handout. Candidates shall compulsorily ensure the minimum system requirements / compatibility and have high speed internet connection with ample bandwidth. Under no circumstances should candidates rely on mobile hotspot.

Candidates who fail to appear in any of the selection rounds or get 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. College authorities and candidates are advised to carefully read all the technical and other instructions for a smooth selection process.

**LAST DATE FOR REGISTRATION IS 28<sup>th</sup> March 2023, 8:00 AM.**



**(Dr. Nisha Singh)**

Training and Placement Officer,  
CCGPC, GGSIPU

**FEDERAL BANK**

YOUR PERFECT BANKING PARTNER



**DREAM BIG  
GET GOING**



**CAMPUS PROGRAM  
2023-24**

# JOB DESCRIPTION



## Associate in Non-Officer (Clerical) Cadre for Branch Banking Role

### 1. POSITION

Associate in Non-Officer (Clerical) Cadre for Branch Banking Role.

### 2. LOCATION

Candidates selected for the post of Associate in Non-Officer (Clerical) Cadre for Branch Banking Role shall be posted in any of the Branches/Offices of the Bank and is liable to be transferred to any Branch/Office depending upon the administrative requirements.

### 3. COST TO COMPANY

The Cost to Company per annum would be a minimum of ₹5.98 Lakh and maximum of ₹6.10 Lakh depending upon the place of posting and other factors. The Take Home Pay will be around ₹40,500 (excluding statutory deductions like Income Tax, Profession Tax, NPS etc).

### 4. PERIOD ON PROBATION

Candidates selected as Associate in Non-Officer (Clerical) Cadre for Branch Banking Role would be on probation for a period of six months.

### 5. 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 a minimum period of 2 years or to pay the Bank a sum of ₹ 30,000/- as cost of training in case the candidate leaves before completion of the service period (subject to Bank's approval and norms followed).

## 6. NOTICE PERIOD

At the time of resignation, candidates are required to serve a notice period of 14 days during the probation period and confirmed candidates shall serve a notice period of 1 month (subject to Bank's approval).

## 7. ROLES AND RESPONSIBILITIES

- Front end customer facing role to meet the expected standards of external and internal customer service rendered by the Branch.
- To ensure process standardization, timely service, inculcation of customer-centric culture and strong operational controls in accordance with the quality standards of the Bank.
- Customer Acquisition, Augmentation of Para Banking Income and assisting the team in achieving all the business targets of the Bank.
- Ensuring customer delight by personally attending the customers who visit the Branch and assisting them with the banking operations and functions.
- 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.
- Handling retail operations of the Branch, e.g. sales and processing of liability and asset products, cash operations management (Receipts & Payments of Cash), front office management, issuance of demand draft, ATM cards, cheque books etc.
- Working towards achieving Business targets of the Branch as well as the assigned individual targets by continuously enhancing and upgrading the relationship with customers, meeting prospective customers & adding to the existing client base.
- Assisting in digital transformation by promoting various digital products offered by the Bank among the customers.
- Liaison with senior officials / peers at the Branch and ensure that the day to day operations of the Branch are well executed diligently.
- Adhering and complying with various audit & quality norms / standards of the Bank.
- Develop a learning culture for self and others by consistently updating with various policies of the Bank and trends emerging in the global financial market.
- Any other work allotted from time to time as per the administrative requirements of the Bank.

# ELIGIBILITY CRITERIA



## Associate in Non-Officer (Clerical) Cadre for Branch Banking Role

- Final year and final / penultimate semester students of Graduate courses in the stipulated disciplines from the Universities 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 in Class X, Class XII and Graduation.
- Candidates should be completing Graduation in the academic year 2023-24 within the minimum stipulated period of the course.
- As on date of recruitment process conducted by the Bank, candidate should have cleared all the exams of previous years/semesters of the qualifying course/examination with aggregate of 60% and all the exams of subsequent semester(s) should be cleared along with the results of the final year/semester examination. The final year/semester examination should be cleared in the first chance itself.
- Candidate shall not exceed 24 years as on 01.06.2023 (Candidates should be born on or after 01.06.1999)

- Candidate shall be a citizen of India.
- Minimum aggregate percentage prescribed is not allowed to be rounded off (For example: a candidate who secured only 59.99% or grade point equivalence will not be eligible to appear for the Campus Recruitment Process as the minimum stipulated aggregate is 60%).
- The aggregate percentage obtained by the candidate would be ascertained based on the practice followed by the Board / University / Institution. In case the candidates are being awarded with grades / CGPA / any other metrics system, then aggregate percentage would be based on the equivalence certified by the Board / University / Institution.
- 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 has furnished false / incorrect information and / or found indulged in misconduct / unfair means and/or found ineligible for the post applied for, his/her candidature is liable to be cancelled, without notice & compensation.
- Bank reserves the right to raise the minimum eligibility criteria / 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 Assessment, Group Discussion, Document Verification, Personal Interview etc. and any other matter relating to selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this regard.



# GENERAL INSTRUCTIONS

CAMPUS PROGRAM  
2023-24



## CAMPUS PROGRAM 2023-2024

### • FedRecruit Mobile Application

The selection process is facilitated through 'Fed-Recruit' Mobile Application and all candidates should have a smart phone for participating in the selection process. All candidates should compulsorily carry a smart phone with high speed broadband for participating in the selection process. Minimum specifications regarding the Mobile Handset to be used is given below.

#### iOS:

OS Version: 11.0 and above  
iPhone Devices: iPhone 5s and above  
iPad Devices: iPad mini 2 and above (the app will run in iPads, but UI will be just like in iPhones)  
iPod touch device: iPod Touch 7th Gen  
Internal Storage: 500 MB free space

#### Android:

OS Version: 5.0 (Lollipop) and above  
Processor: Dual core  
RAM: 2 GB and above  
Internal Storage: 500 MB free space  
Screen: 5" HD resolution  
Camera: 2.0+ MP with video recording with VGA resolution and above.

Candidates are requested to download the “Fed Recruit” mobile application and upload all the necessary documents/ certificates as per the list below.

● **Documents / Certificates to be uploaded to ‘Fed Recruit’ App:**

- 10<sup>th</sup> Marklist
- 12<sup>th</sup> Marklist
- Graduation Marklist (Semester / Year wise marklists)
- Proof of Date of Birth (Birth Certificate / PAN Card / Passport / Driving License)
- Proof of Address (Passport / Driving License / Voter ID / Aadhar card)
- College ID Card
- College Certificate and College Declaration (Formats already shared with placement coordinator) shall be uploaded before Initial Document Submission stage.
- Other relevant certificates, if any.

## NOTE

- If the mark list of any semester/year of the current course is not issued by the College or University, such candidates can upload the image of the result published in the Student Information Portal of the College / University Website. Original Mark list of the same must be uploaded to FedRecruit app immediately on receipt.
- College Certificate and College Declaration (Formats already shared with placement coordinator) shall be uploaded to FedRecruit Mobile Application before Initial Document Submission stage.
- The Originals of the mentioned Documents/ Certificates should be produced during Document Verification.
- All candidates shall substantiate the conversion of credit based (CGPA) or any other Grading Point system into equivalent aggregate percentage at the time of document verification.
- The aggregate percentage secured by the candidates will be assessed based on the prevailing practice followed by the Board/University/Institution. Candidates need to submit the aggregate percentage equivalence certificate in case the Board/University/Institution follows grading system.

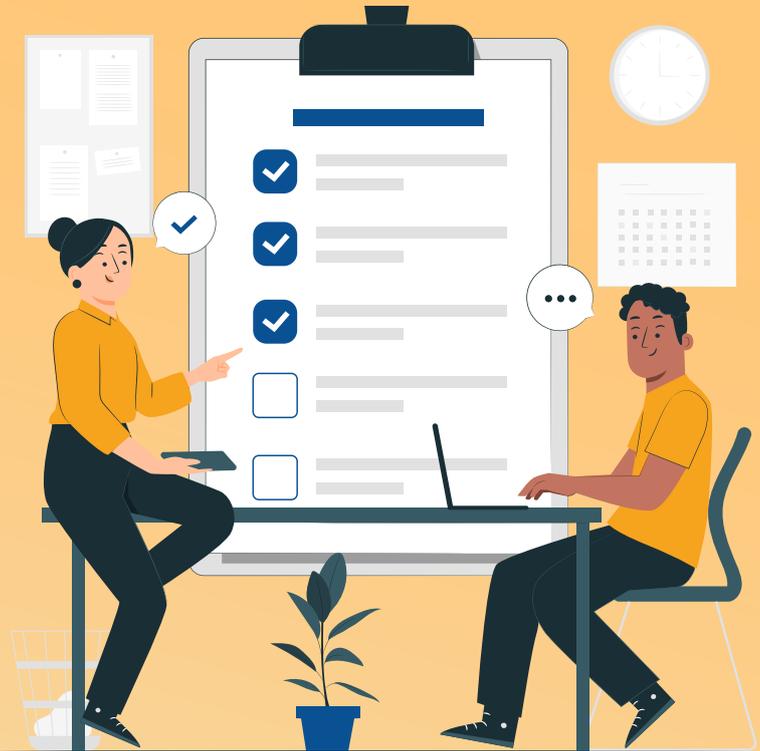
**Digital**  
at the fore  
**Human**  
at the core



**FEDERAL BANK**

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# GUIDELINES FOR REMOTE PROCTORED ONLINE ASSESSMENT



## ASSESSMENT PATTERN

- The Remote Proctored Online Assessment comprises of two sections viz. an Aptitude Test consisting of 60 questions spread across 5 sections with 45 minutes as total time allotted and a Psychometric Assessment for a maximum duration of 15 minutes.
- There will be negative marks at the rate of 0.25 for each wrong answer for the Aptitude Test.
- Candidates not attempting the Psychometric Questionnaire will be disqualified from the selection process.



## GENERAL 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 by assessment partner M/s MeritTrac Services Pvt Ltd) for the Online Aptitude Assessment will be shared to the registered email of the candidates at least two days prior to the Online Aptitude Assessment. Candidates shall compulsorily attend the Mock Assessment in order to avoid system related issues / glitches on the assessment day.
- 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 for any network issues / glitches etc faced by the candidates during the Online Aptitude Assessment and they will not be permitted to retake or reschedule the Online Aptitude Assessment.



Parameter	Minimum Requirements
Browser Required	Latest version of Mozilla Firefox or Google Chrome
Operating System	Windows XP, Windows 7 & above
Processor	Min 2 cores
RAM	Minimum 1 GB
Web Camera	640x480, 15 fps
Microphone	Inbuilt mics for Laptops & external mics for Desktops
Screen Resolution	1024 x 768 and Above
Internet Bandwidth	Preferred 1 Mbps or More
Assessment Taking Device	Laptop or Desktop with Webcam [Mobile phones/ Tablets shall not be used]

- Under no circumstances should candidates rely on mobile hotspot.
- Link & Login Credentials for the Online Aptitude Assessment will be sent to all eligible candidates at least one day prior to the Online Aptitude Assessment by assessment partner M/s MeritTrac Services Pvt Ltd.
- In case of non-receipt of Admit Card, Mock Assessment details, Online Aptitude Assessment link or login credentials after the cut-off time, candidates shall take up the matter separately with us through the placement coordinator.
- The Online Aptitude Assessment should be attempted using a Laptop / Desktop with Webcam. Using any other device for taking the assessment is not permitted (mobile phone, tablet, etc.).
- All the candidates are advised to login to the system at least 5 minutes prior to the reporting time so that completion of various formalities such as verification and submission 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, College ID Card) 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 process.
- Candidates reporting late i.e. after the login time specified on the Admit Card will not be permitted to take the Online Aptitude Assessment.
- 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 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, educational 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, the 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.

- 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.
- 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 has to 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 Online Aptitude Assessment.
- Use of books, notebooks, any reference materials, calculators, calculator watches, 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.
- 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, candidature of such candidates will be cancelled and/or the result withheld.
- 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.
- Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of assessment contents in any form or any information therein 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.

COLLEGE CERTIFICATE

This is to certify that

1. Mr./Ms..... pursuing  
..... (Name of the course) bearing Roll No ..... is a final year or  
final semester / penultimate semester student of this College. (Strike-off whichever is not applicable)

2. He / She has cleared all the subjects up to the ..... semester of ..... year with an aggregate  
percentage of ..... The University has published results up to ..... semester of  
..... year of the course till date.

3. The percentage conversion formula of his / her CGPA or Grade Point of the current pursuing course as  
per the University / Institute is .....

**Note:** Please mention the CGPA to Percentage Conversion formula (For Eg:  $CGPA * 10$ ) or Actual Percentage System

**Declaration**

Particulars given in this Certificate are correct and true as per the regulations of the University /  
College (Strike-off whichever is not applicable). If at any stage it is found that the candidate is ineligible  
for the post applied or the data provided in this Certificate is incorrect, insufficient or misleading, I  
understand that it will render his / her candidature / appointment invalid.

Place :

Date : Name, Signature & Stamp of authorized signatory of the College

(Shall not be signed by junior placement officer or student coordinator)

**Declaration**

I hereby declare that all the information provided by me for participating in Federal Bank Campus  
Recruitment Process 2023-24 is true and correct. I understand that, any incorrect, misleading or false  
information given in the personal / academic details, declaration forms, College Certificate etc. will  
render my candidature / employment invalid. Further, my candidature is liable for cancellation, if the  
system / authorized persons of Federal Bank find me indulging in any suspicious activities during the  
Remote Proctored Online Assessment process or at any other selection stage.

Signature of the Candidate:

To,  
Vice President (HR),  
The Federal Bank Ltd  
HR Talent Acquisition & Deployment  
Head Office, Aluva

Madam,

Reg: Declaration from College - Campus Recruitment Process – 2023-24

This is to certify that the students pursuing the ..... course is participating in the Federal Bank Campus Recruitment Process 2023-24. The College/University has published results up to ..... Semester / ..... Year of the ..... course till the date of recruitment.

***(PS: Please issue different certificates for different participating courses)***

For the above-mentioned course, the College/University follows .....(CGPA or Other Grade Point System / Mark based Percentage System).

- a. If CGPA or Other Grade Point System is being followed

The Grade Point to percentage conversion formula followed by the University / College to obtain equivalent percentage is mentioned below:

**Conversion Formula =**

- b. If the Percentage system is being followed by the University / College.

All the subjects mentioned in the mark lists are considered for calculating the final percentage.

Yes  No  Please specify the system being followed:

- c. If (a) and (b) are not applicable, please specify system / formula followed by the University / College to obtain equivalent percentage below:

I hereby undertake that the participating candidates are eligible as per the criteria stipulated by the Bank. If at any stage it is found that a candidate is ineligible for the post applied or the data provided in this certificate is incorrect, insufficient or misleading, I understand that it will render his / her candidature / appointment invalid.

Yours faithfully,

**Name, Signature & Stamp of authorized signatory of the college**

**(Shall not be signed by junior placement officer or student coordinator)**