

RISHTA AAP SE HAI,  
SIRF APP SE NAHI.®

**FEDERAL BANK**

YOUR PERFECT BANKING PARTNER



# JOIN OUR SALES TEAM

## RECRUITMENT PROCESS FOR ASSOCIATE OFFICERS (SALES)

Federal Bank, one of the top private sector Banks in the country is excited to announce an opportunity for dynamic and result-driven individuals to join our team as Associate Officer (Sales). We are on the lookout for candidates who are passionate for sales roles and can contribute to our vision of being the Most Admired Bank.

Eligible candidates shall apply online between 25<sup>th</sup> August 2025 and 03<sup>rd</sup> September 2025 (both days inclusive) through the 'Careers' page of the Bank's website [www.federalbank.co.in](http://www.federalbank.co.in) after carefully going through the instructions detailed below.

## 1

## IMPORTANT DATES



Date of Notification

25<sup>th</sup> August 2025

Last Date of Application

03<sup>rd</sup> September 2025

Proposed Date of Centre based Online Aptitude Test

21<sup>st</sup> September 2025

## 2

## WHO CAN APPLY



## 2.1 EDUCATIONAL QUALIFICATION

- 2.1.1 Graduates 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.
- 2.1.2 Candidates should have a minimum aggregate of 50% or above throughout Class X, Class XII / Diploma and Graduation.

## 2.2 AGE

Candidates shall not exceed 27 years of age (should be born on or after 01.08.1998) to be eligible to apply for the selection process.

## 2.3 PLACE OF DOMICILE

Only candidates whose place of domicile is Gujarat, Telangana, West Bengal or Delhi NCR are eligible to apply for the selection process. Candidates domiciled anywhere in the districts under the Delhi NCR can participate in the selection process.

## 2.4 NATIONALITY

Only citizens of India are eligible to apply for the process.

## 2.5 DRIVING LICENSE

As on 01.08.2025, candidates are required to possess a valid Indian Driving License (either a two wheeler or a four wheeler) issued in their name. Learner's Driving License will not be considered as a valid substitute for a Driving License. Considering the nature of the role, which involves travel within designated areas, it is preferable that candidates have their own vehicle.

## Note:

- Work experience in Banking, Financial Services & Insurance (BFSI) sector is desirable.
- Graduation course must entail a minimum of 3 years of education after completing Higher Secondary schooling or Diploma.
- Candidates whose graduation final results have been officially declared by the Competent Authority (including results published through University / College website or through any other official channel) on or before 01.08.2025 are only eligible to apply for the selection process.

- d. Equivalence Certificate from a Competent Authority in India shall be submitted for qualifications obtained from Foreign Educational Institutions / Universities.
- e. The aggregate percentage obtained by the candidate would be ascertained based on the practice followed by the Board / University / Institution. In case candidates awarded with Grades / CGPA or any other metrics system, percentage should be arrived based on the Equivalence Certified by the Board / University / Institution.
- f. The minimum aggregate percentage prescribed for any of the examinations (X, XII / Diploma, Graduation) is not allowed to be rounded off. (For example: A candidate who has secured an aggregate of 49.99% or grade point equivalence will not be permitted to appear for the selection process as the minimum stipulated aggregate is 50%).
- g. 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, his / her candidature is liable to be cancelled at any stage, without notice and / or compensation.
- h. 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 Test, Document Verification, Personal Interview, Selection etc. and any other matter relating to the selection process will be final and binding on the candidates. No further correspondence or personal enquiries will be entertained by the Bank in this regard.
- i. Candidates are invariably required to produce the supporting documents / certificates in proof of their eligibility (Age, Educational Qualification, Place of Domicile, Driving License, Nationality etc.). Candidates not producing the required documents within the stipulated timeline will be eliminated from the selection process without any notice and / or compensation.
- j. 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.

### 3 COST TO COMPANY & OTHER BENEFITS

The cost to company per annum would be a minimum of ₹4.59 Lakh and maximum of ₹6.19 Lakh depending upon the performance of the employee, place of posting and other factors. Selected candidates will be covered under the National Pension Scheme (NPS) and will also be eligible for other benefits like gratuity, loans on concessional interest rate, medical insurance coverage for self & dependents etc.

Candidates selected for the post of Associate Officer (Sales) can look forward to a rewarding career, with a well defined growth path and opportunities for fast - track career progression, based on performance.

### 4 LOCATION

Candidates selected for the post of Associate Officer (Sales) shall be posted initially to any of the Branches/ Offices of the Bank (in Gujarat, Telangana, West Bengal or NCT of Delhi) in any role as per the administrative requirements. However, Bank reserves the right to redeploy them anywhere in India.

## 5 PERIOD ON PROBATION



Candidates selected as Associate Officer (Sales) will be on probation for a period of 1 year.

## 6 SELECTION ROUNDS



- 6.1 Selection rounds for the recruitment process will be Centre based Online Aptitude Test and Personal Interview or any other mode of selection as decided by the Bank.
- 6.2 Every selection round will be an elimination stage.
- 6.3 Centre based Online Aptitude Test and Personal Interview will be conducted across various centres and candidates will have to travel to the centres allotted by the Bank to participate in the selection process unless otherwise decided by the Bank. The mode of the selection process will be depending upon the prevailing situations / number of candidates / discretion of the Bank.
- 6.4 Marks / Ratings secured by the candidates during any of the selection rounds will be confidential and the same will not be disclosed to anyone, including the candidates at any point of time.
- 6.5 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.

## 7 HOW TO APPLY



Eligible candidates are advised to apply online between 25<sup>th</sup> August 2025 and 03<sup>rd</sup> September 2025 (both days inclusive) through the registration link provided in the Bank's website after carefully going through the relevant instructions.

### 7.1 APPLICATION REGISTRATION

Bank has collaborated with the Hire Train Deploy (HTD) partner - Manipal Academy of BFSI (a UNext Learning entity) to facilitate the registration, assessment and training process.

For the best user experience, candidates are advised to use a Desktop or Laptop for completing the registration process and avoid using mobile phones.

To submit applications online, visit the Bank's website [www.federalbank.co.in/careers](http://www.federalbank.co.in/careers) and click on the link 'Explore Opportunities' or 'Join Our Team'. Now click on 'View Details' button hosted under 'Associate Officer (Sales)'. Read the notification, eligibility criteria and the instructions carefully. Now click on 'Apply' button after verifying eligible Domicile States/ UT. Alternatively, candidates can also apply through the official website of our HTD partner ([federalbank.manipalbfsi.com/federal-bank](http://federalbank.manipalbfsi.com/federal-bank)).

Applicants will be redirected to the registration portal hosted by our HTD Partner and the following steps shall be taken to complete the registration process.

- 7.1.1 Enter your valid Email ID and Mobile Number which will be your registered Email ID and Mobile Number throughout the process. Click the 'Send OTP' button and you will receive an OTP for validation.
- 7.1.2 Enter your Personal, Academic and other details as required. Candidates shall fill all the fields in the registration portal correctly.
- 7.1.3 Candidates can proceed to upload Photo & Signature as per the required specifications. Refer the 'Guidelines for scanning and uploading of Photograph and Signature' for more details.

- 7.1.4 Modify details, if required, and click on 'Finish & Proceed to Pay' button 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 'Finish & Proceed to Pay' button.
- 7.1.5 Application fee details will be available in the screen and candidates can proceed to the next screen after verifying the fee details for making the payment.
- 7.1.6 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 by the HTD partner.
- 7.1.7 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.

## 7.2 APPLICATION FEES



\*GST at applicable rates (@ 18%) & online transaction charges if applicable to be charged extra.

## 7.3 PAYMENT OF FEES

The application page is integrated with a payment gateway and the payment process can be completed by following the below mentioned instructions.

- 7.3.1 The payment can be made by using Debit Cards, Credit Cards, UPI or Internet Banking.
- 7.3.2 After submitting your necessary details for making the payment, please wait for the intimation from the server. Do not press back or refresh button.
- 7.3.3 On successful completion of the transaction, an E-Receipt will be generated and sent to the registered email address of the candidate by our HTD partner. Please note that if the same is not received, online transaction may not have been successful.
- 7.3.4 Once the registration is completed successfully, a confirmation mail will be sent by the respective HTD Partner from the Email ID 'info@u-next.com' to the registered Email ID of the candidate for information / reference.
- 7.3.5 Receipt of confirmation mail and E - Receipt from HTD partner is mandatory for participating in the recruitment process.
- 7.3.6 Non-generation of 'E-Receipt' indicates payment failure. On failure of payment, Candidates are advised to login again using their Email ID & OTP and repeat the payment process.
- 7.3.7 In case the amount is debited from your Bank account for failed transaction, the amount will be refunded by the respective HTD partner.
- 7.3.8 To ensure the security of your data, please log out and close the browser window once your transaction is completed.

7.3.9 An application once made will not be allowed to be withdrawn and the application fee once paid will not be refunded as per the refund policy nor would be held in reserve for any future Online Aptitude Test or Selection Process. The application fee will also not be refunded in case the application is rejected / not considered.

## 8 GUIDELINES FOR CENTRE BASED ONLINE APTITUDE TEST

### 8.1 QUESTION PATTERN

The Centre based Online Aptitude Test is tentatively scheduled on 21<sup>st</sup> September 2025 and will consist of 5 sections as given below:

Name of the Section	Number of Questions	Maximum Marks	Maximum Time
Sales Aptitude	10	10	Total time of 45 minutes for all the sections together*
Logical Reasoning	10	10	
Computer Awareness	10	10	
English Proficiency	10	10	
General Knowledge	10	10	
Total	50	50	

The Online Aptitude Test will be followed by a Behavioral Assessment for a maximum duration of 15 minutes. Candidates not attempting the Behavioral Assessment will be disqualified from the selection process.

### 8.2 VENUES FOR CENTRE BASED ONLINE APTITUDE TEST

The Centre based Online Aptitude Test will be facilitated by the assessment partner M/s L&T Edutech and the following centers are tentatively identified to conduct the same:

Ahmedabad

Hyderabad

Kolkata

New Delhi

Bank reserves the right to add / delete / modify the Online Aptitude Test centers and to assign the candidate to any of the centers other than the one opted.

### 8.3 OTHER INSTRUCTIONS

- 8.3.1 Admit Card for the Online Aptitude Test will be shared to the registered Email ID of the eligible candidates on or before 14<sup>th</sup> September 2025 by the assessment partner L&T EduTech.
- 8.3.2 In case of non-receipt of Admit Card after the cut-off date, candidates shall take up the matter separately with the assessment partner L&T EduTech by attaching the E-Receipt obtained after successful registration.
- 8.3.3 Candidates should confirm their identity using a valid ID proof (Aadhar Card, Driving License, Passport or Voters ID) to participate in the Centre based Online Aptitude Test. (Note: Ration Card is not considered as a valid id proof for this purpose.)
- 8.3.4 Name appearing on the admit card of the candidate 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 registered marriage certificate indicating the changes.
- 8.3.5 If the identity of the candidate is in doubt, Bank will have the right to deny the candidate from participating in the selection process, at any stage.
- 8.3.6 Candidates reporting late i.e. after the reporting time specified on the admit card will not be permitted to participate in the Online Aptitude Test.
- 8.3.7 Any request for change of date / session / centre / venue will not be entertained.
- 8.3.8 Candidates must follow the instructions given by the Test Administrators and the Invigilators in the examination hall. Candidates found violating these instructions / engaging in malpractices will be disqualified and / or may be asked to leave the examination hall.
- 8.3.9 Candidates are called for the Online Aptitude Test without verifying their personal details, age, qualification, domicile, nationality etc. with the certificates / documents. Before appearing for the Online Aptitude Test, 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, without any notice and / or compensation.
- 8.3.10 Candidates should ensure that they sign the Attendance Sheet on the date of the selection rounds.
- 8.3.11 Rough sheets will be provided to all the candidates on the day of the test. Candidates must write their Name and Roll Number at the top right-hand side of the rough sheet and must handover the same to the Test Officials upon completion of the test. Failure to do so will result in disqualification.
- 8.3.12 Candidates would be able to login to the test only with password mentioned in the Admit Card. This password should not be disclosed to others.
- 8.3.13 Persons with disabilities can request for a scribe and for compensatory time by sending a mail to [careers@federalbank.co.in](mailto:careers@federalbank.co.in) and such request shall be placed on or before 08<sup>th</sup> September 2025. Bank reserves the right to review / sanction such requests of the candidates.

- 8.3.14 Responses (answers) of the candidates will be analyzed 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, such candidates will be disqualified and / or the result withheld.
- 8.3.15 The possibility of occurrence of some problem in the administration of the Aptitude Test 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 Aptitude Test. 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 selection process without any notice or compensation.
- 8.3.16 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.

## 9

## GENERAL INSTRUCTIONS

- 9.1 Candidates applying for the selection process should not have any criminal record.
- 9.2 Bank takes no responsibility for any delay in online registration or communications including those on the part of the HTD & the Assessment partner.
- 9.3 Except for the application fees as mentioned above, no other fees shall be paid to any vendor, agency or individual in connection with the selection process.
- 9.4 The Bank reserves the right to close the application window at any time before the cut off date i.e. 03<sup>rd</sup> September 2025 based on volume of applications received, if the required threshold is met. Therefore candidates are advised to submit their application at the earliest opportunity to participate in the selection process
- 9.5 Federal Bank reserves the right to make any changes to the selection process at their discretion.
- 9.6 Request for change of date or time for any selection stage/s will not be entertained.
- 9.7 Candidates who fail to appear in any of the selection round during any of the selection round owing to technical or other reasons whatsoever, will not be permitted to revisit the same. Also, the request for a rescheduled timing for that particular round or selection process as a whole will not be considered.
- 9.8 Candidates are advised not to change their facial appearance from that on the photograph submitted to the Bank till the selection process is complete.
- 9.9 Candidates have to bear the expenses to attend the selection stages at the stipulated date and time.
- 9.10 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.

- 9.11 Recording or sharing the content / details of any selection rounds of the recruitment process privately or on social media or discussion forums is strictly prohibited. Any candidate engaged in such activities will be disqualified and will be debarred from participating in future recruitment processes of the Bank.
- 9.12 If a candidate is found guilty of any unfair means at any stage, he / she will be disqualified from the selection process. In case any such instances are detected at any stage of the recruitment process, even after appointment, services of such candidates are liable to be terminated.
- 9.13 Onboarding of the shortlisted 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, Credit History including CIBIL / Experian scores and status, satisfactory references from respectable referees, verification of certificates and completion of all other formalities to the complete satisfaction of the Bank.



For any clarifications, candidates may reach us through [careers@federalbank.co.in](mailto: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 a disqualification.

