



# Steps to apply to a requisition

# Step 1: Invitation Email to Apply



{In Archive} Fwd: Invite To apply for the Job Requisition  
NIKU KUMAR to: Chiradip\_sanyal

Security: To ensure privacy, images from remote sites were prevented from download  
History: This message has been forwarded.  
Archive: This message is being viewed in an archive.

Company Logo

Hi Niku Kumar,

We have received your application by Pinkal Shah. Your profile has been shortlisted for further evaluation. Please provide the required details by logging on our job portal and creating your account: [https://career2.successfactors.eu/career?career\\_company=icicprudeP2&loginFlowRequired=true&login\\_ns=forget\\_pwd%3F](https://career2.successfactors.eu/career?career_company=icicprudeP2&loginFlowRequired=true&login_ns=forget_pwd%3F)

Once your account is created, please click on [Branch Relationship Executive-Branch Relationship Team-Rajpur](#) to apply for the job.

Regards,

Human Resources

ICICI Prudential Asset Management Company Limited

If you do not know your password, click the URL below, and then click: "Forgot your password?".

[Get Password](#)

If your CV processed by Consultant.  
You will receive similar email

Click on the first link and create your profile(User ID/password)



Chiradip\_Sanyal@ic... 18:13

to me ▾

<https://career2preview.sapsf.eu/sfcareer/jobreqcareer?jobId=621&company=icicprudeT2>

Best Regards

Chiradip Sanyal

Human Resources

If you have been referred by Ipru AMC employee, then you will receive similar link for application.

Click on the link and create your account

# Step 2: Create Account in Success Factors

## Career Opportunities: Sign In

Already have an account?  
Enter your email address and password (both are case-sensitive).

\*Indicates a required field.

\*Email Address:

\*Password:

[Forgot your password?](#)

Not a registered user yet?  
[Create an account](#) to apply for our career opportunities.

Once you click on link shared in previous slide, this will lead you to our career portal

## Career Opportunities: Create an Account

Already a registered user? [Please sign in](#)  
Login credentials are case-sensitive

\*Indicates a required field.

\* Email Address:

Email Address is required

\*Retype Email Address:

\*Choose Password:

\*Retype Password:

\*First Name:

\*Last Name:

\*Country/Region Code:

- Select -

\*Phone Number:

\*Country/Region of Residence:

- Select -

\*Terms of Use:

[Read and accept the data privacy statement.](#)

[Create Account](#)

- Password must be at least 8 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or uncode characters.

Enter details as per requirement.

\* Password must not contain space or uncode characters.

\*Retype Password:

\*First Name:

\*Last Name:

\*Country/Region Code:

- Select -

\*Phone Number:

\*Country/Region of Residence:

- Select -

\*Terms of Use:

[Read and accept the data privacy statement.](#)

[Create Account](#)

Click on date privacy statement post filling up form/ Accept and click on Create account

Data Privacy Consent Statement

Agreed

Agreed

[Accept](#)

[Decline](#)

18:54 • 57%

Career Opportunities: C...  
career2preview.sapsf.eu

## Career Opportunities: Create an Account

Already a registered user? [Please sign in](#)

\*Indicates a required field.

Email Address:

We have sent a one-time password to your email address. If you do not find this email in your primary inbox, please check your spam or bulk email folders.

\*Passcode:

[Show](#)

[Continue](#)

You can request for a new passcode in 01:10 minutes.

One OTP will be shared in your email, enter otp and continue

### Step 3: Apply for Selected Role

← Career Opportunities: R... career2preview.sapsf.eu

Sign In Language En

**Career Opportunities: Relationship Manager-ICICI Bank Retail-Patna - Kanshi Palace (621)**

Requisition ID 621 - Posted 02/07/2021 - Retail Sales - Patna - Kanshi Palace

Job Description Print Preview

Apply Save Job Email Job to Friend Return to List

[Not translated in selected language]

Apply Save Job Email Job to Friend Return to List

Once your account is activated, click on the link which we shared via email and apply for the vacancy

# Step 4 : Application Process



## Relationship Manager-ICICI Bank Retail- Patna - Kanshi Palace (621)

Dear candidate,

Thank you for expressing your interest in a career with ICICI Prudential Asset Management Company.

Your resume offers important information, but the details found in your candidate profile will help increase your chances of being selected in a candidate search. The information you provide will not only help us determine if you're a good fit for us, but it may help you decide if we're a good fit for you. Thank you for your time and we will contact you if we find a position that matches your skills and interests. If you've applied for a specific position, please be aware the information you provided will be accessible to the reviewers of this application.

Your Recruiting Team

Expand all sections Collapse all sections

My Documents

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for cover letters).

Resume

Cover letter

Attach a Cover Letter

Profile Information

Job-Specific Information

Save Profile

Save Apply

Upload Resume

Click on dropdown  
(profile information & Job  
specific information)  
to fill up mandatory details

Sign Out Options English UK (English UK)

## Relationship Manager-ICICI Bank Retail- Patna - Kanshi Palace (621)

Dear candidate,

Thank you for expressing your interest in a career with ICICI Prudential Asset Management Company.

Your resume offers important information, but the details found in your candidate profile will help increase your chances of being selected in a candidate search. The information you provide will not only help us determine if you're a good fit for us, but it may help you decide if we're a good fit for you. Thank you for your time and we will contact you if we find a position that matches your skills and interests. If you've applied for a specific position, please be aware the information you provided will be accessible to the reviewers of this application.

Your Recruiting Team

Expand all sections Collapse all sections

My Documents

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for CVs or cover letters).

Resume

Cover letter

Attach a Cover Letter

Profile Information

Please complete your personal information.

First Name

Last Name

Date Of Birth

Mobile Phone

Gender

Willing to Relocate

Are you an ARB/ASA License holder?

Are you an MSM VA Certified?

Submission

Save Profile

Save Apply

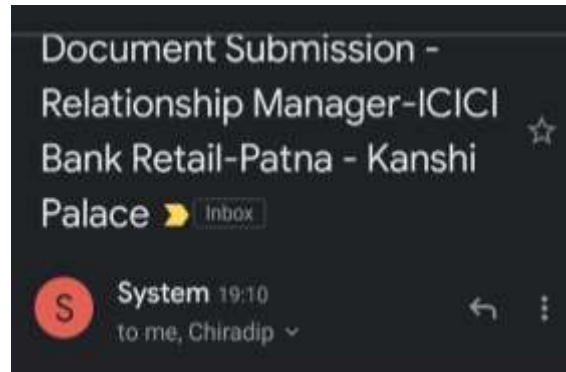
Click on  
apply



# Steps to upload documents



# Documentation Process



Hi Test Candidate ,

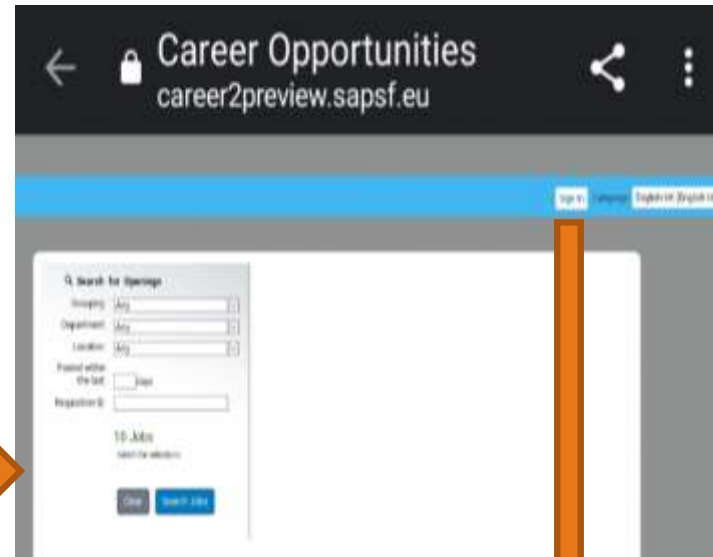
Please note that for further processing of your application with respect to the position of Relationship Manager-ICICI Bank Retail-Patna - Kanshi Palace - 621 , kindly upload the below mentioned documents in <https://career2preview.sapsf.eu/career?company=iciciprudeT2&> by navigating to:

**Careers >> Job Applications >> Actions >> View / Edit Application and Add Attachments >> Mandatory Document Upload >> Update button.**

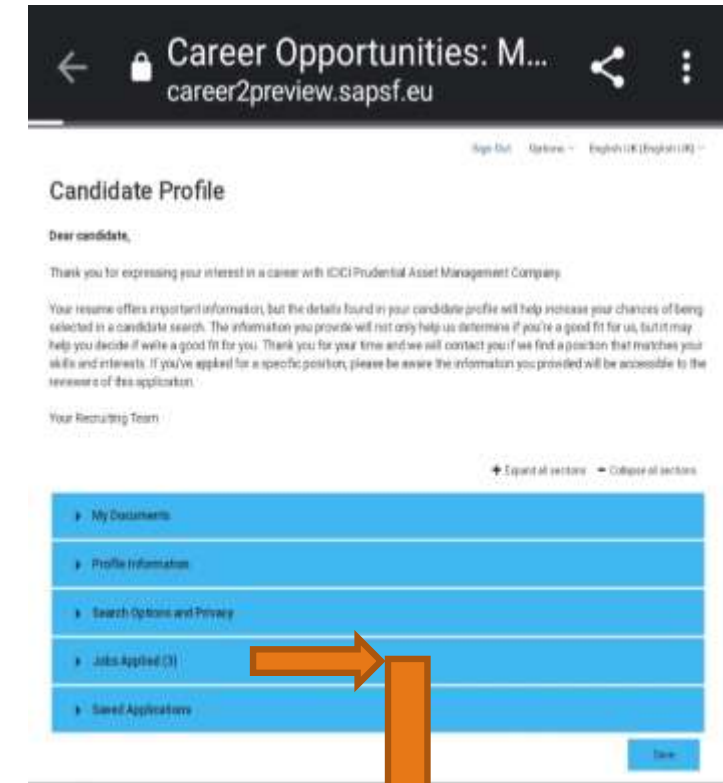
- Graduation mark sheet
- Graduation certificate
- Post-Graduation mark sheet
- Post-Graduation certificate
- Other qualifications (marksheet and certificate)
- NISM certificate / marksheet
- Payslips (last 3 months)
- Passport Size Photograph

Click on the link

Mail format for documentation

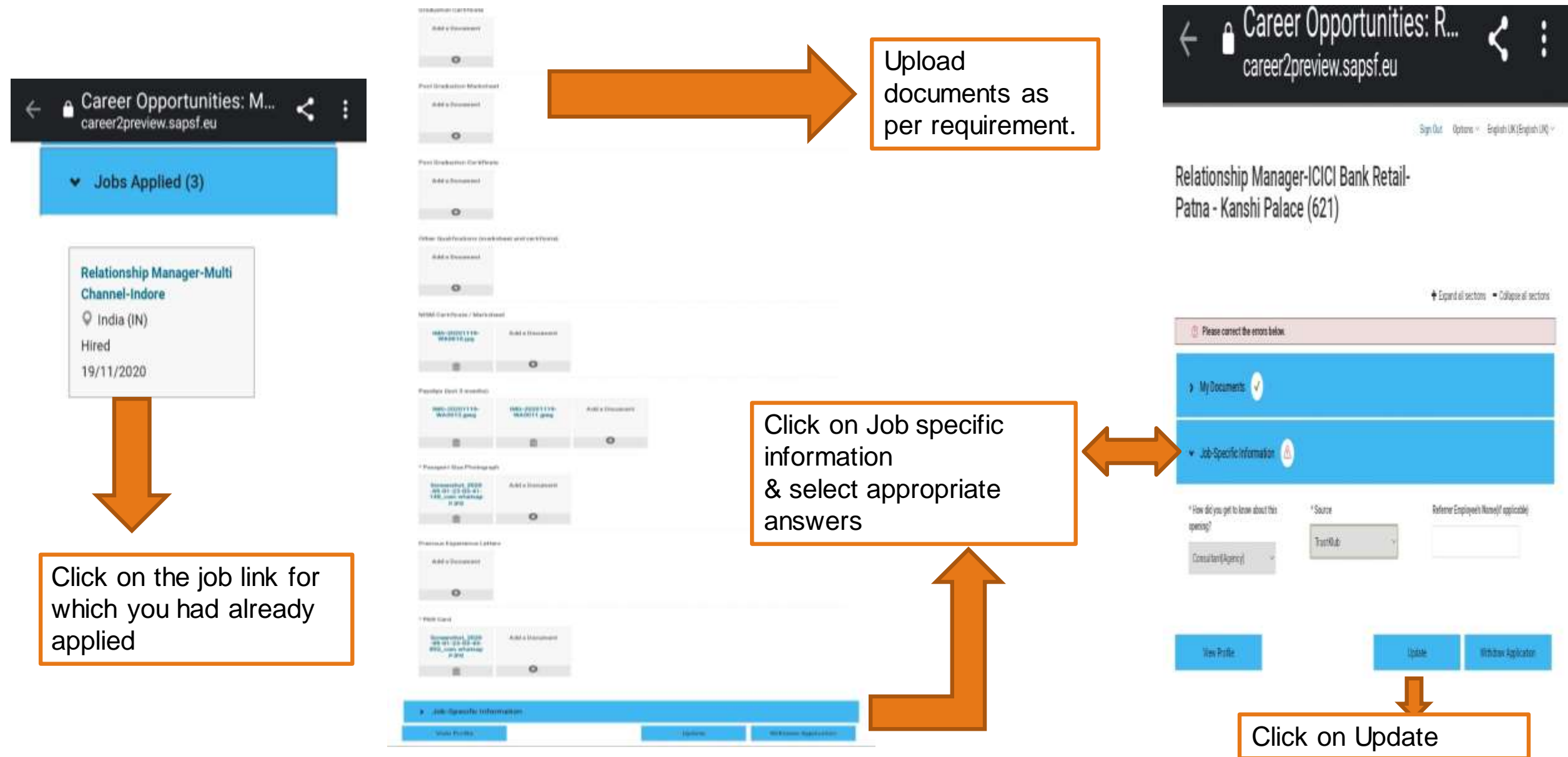


Click on Sign in



Click on Jobs applied section-4<sup>th</sup> dropdown

# Documentation Process







# Offer Acceptance and BGV Submission

# Offer Acceptance

Hi Viral Dhiraj Shah ,

Congratulations!!

We are pleased to make you an offer as **Relationship Manager - CEC** at **Assistant Manager** grade in **Customer Engagement** team. In your role, you will be reporting to **Anuj Gupta** and will be based out of **Mumbai - Fort** office.

You are requested to click on the [View/Accept Offer ...](#) to access your application and download your Offer letter & provide your acceptance

We are looking forward to see you join the team and wish you a long and successful career with us.

Regards,

Human Resources

ICICI Prudential Asset Management Company Limited



Click on view/accept offer

## Career Opportunities: Sign In

Already have an account?

Enter your email address and password (both are case-sensitive).

\*Indicates a required field.

\*Email Address:

\*Password:

Sign In

[Forgot your password?](#)

Not a registered user yet?

[Create an account](#) to apply for our career opportunities.



Sign in to the Career site account

# Offer Acceptance

## My Offers

Virtual Relationship Manager - CEC (367) - Pending

[Offer Letter](#)

Location  
Offer Date 06/07/2021

Offer Letter

 Print  Download

06 July 2021  
Pooja Bari Bari  
Mumbai - Goregaon - B2



Dear Pooja Bari,

Offer Letter

Further to your application and discussions with us, we, ICICI Prudential Asset Management Company Ltd., (hereinafter "Company") have pleasure in offering you appointment with effect from 09 July 2021 as per details given below:-

Designation : Virtual Relationship Manager - CEC  
Department : Customer Engagement  
Grade : I - Executive  
Reporting Manager Name : Sneha Tamhane  
Reporting Manager Designation : Corp - Goregaon  
Location : Mumbai - Goregaon - B2

The other terms and conditions of your appointment are as follows:

- SALARY:** Your salary and allowances, on joining will be as mentioned in the Annexure enclosed herewith. You will be governed at all times by the policies, procedures and rules of the company related to these salary, allowance, benefits and perquisites. Further the company may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- JOB ASSIGNMENTS:** You may during the course of your employment be given any assignment arising out of the company's business that the company, in its judgment, feels is suited to your

Accept Offer

By clicking Accept Offer you understand and agree to the terms of this offer

Comment and Decline Offer

Email Recruiter

Click on accept offer

# BGV / NISM Submission



Download the BGV Form. Fill and scan the form.

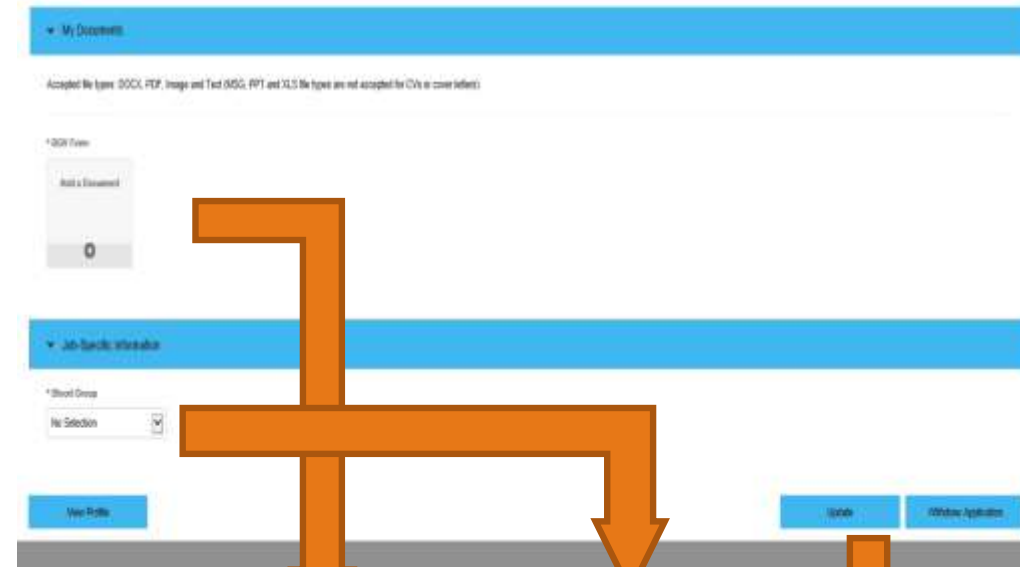
Click on the link and sign in to your Career site profile

Go to my profile – Jobs Applied and Click on the job link for which you had already applied



Relationship Manager-Multi  
Channel-Indore  
India (IN)  
Hired  
19/11/2020

Virtual Relationship Manager - CEC (367)



Upload the BGV form by clicking on Add document.

In case NISM not submitted earlier then click on add document and submit both the documents BGV and NISM

Select your blood group

Click on update



# Onboarding process

# Step 1: Onboarding process

## Welcome to the Onboarding Application

ICICI Prudential Asset Management Logo

Hello Surbhi Dubey,  
Click [here](#) to log on to the Onboarding Home page to complete the tasks related to your Onboarding.  
Your login credentials are:

- User ID: [surbhidubey0302@gmail.com](#)
- Password: Reset your password using this [link](#)

Reset your password using the link

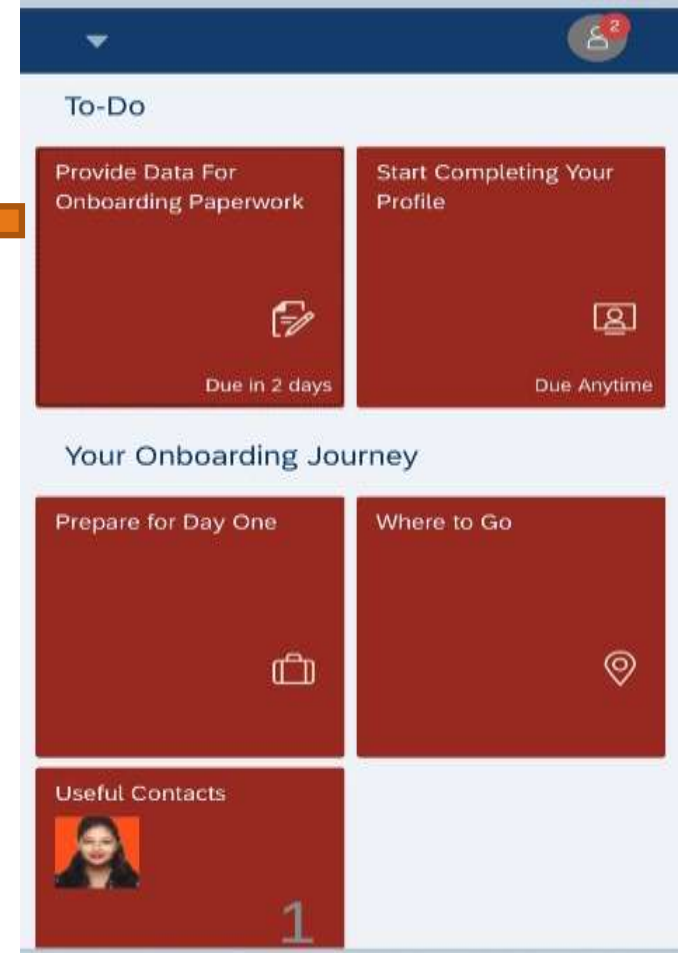


Please log in to begin using SuccessFactors for **icicprudeT2**, or you can enter a different company ID. Both your username and password are case-sensitive.

Username

Enter Password

Sign in to Nucleus portal



The dashboard shows a 'To-Do' section with two tasks: 'Provide Data For Onboarding Paperwork' (Due in 2 days) and 'Start Completing Your Profile' (Due Anytime). Below this is the 'Your Onboarding Journey' section with 'Prepare for Day One' and 'Where to Go'. At the bottom is a 'Useful Contacts' section featuring a contact card for a woman with a large number '1' next to it.

Click on provide data for Onboarding paperwork



## Step 2 : Onboarding process – Fill up the Personal details form

Home »

Please provide us with your personal information. Kindly note, it is mandatory to enter the Address, Emergency and family details by clicking on "+ Add" button. Make sure you enter all the details prior to submitting the data.

DOJ ICD Pru Amt\* (08 Jul 2021) Company\* ICD Prudential AMC (ICD\_PRJ\_AMC) Event Reason\* New Hire (New\_Hire)

Name Information

Salutation\* Mr. First Name\* Pooja Bati Middle Name\* Last Name\* Bati

Biographical Information

Date of Birth\* 08 Jun 1982 Blood Group\* O+ve

Employee Information

Employee Code 30045

Personal Registration IDs.

Country*	National Id Card Type*	National ID*	Is Primary*
No data			

+ Add

Continue

Check your details  
and click on continue

Home »

Please provide us with your personal information. Kindly note, it is mandatory to enter the Address, Emergency and family details by clicking on "+ Add" button. Make sure you enter all the details prior to submitting the data.

Personal Information

Gender\* Female Marital Status\* No Selection Date of Marriage 01/11/2021

Email Information

Email Type*	Email Address*	Is Primary
Personal Email Id	tanjapoo@gmail.com	Yes

+ Add

Phone Information

Phone Type*	Country Code	Area Code	Phone Number*	Extension	Is Primary
No data					

+ Add

Addresses

Address Type\* No Selection

Country\* India

Street

House Number

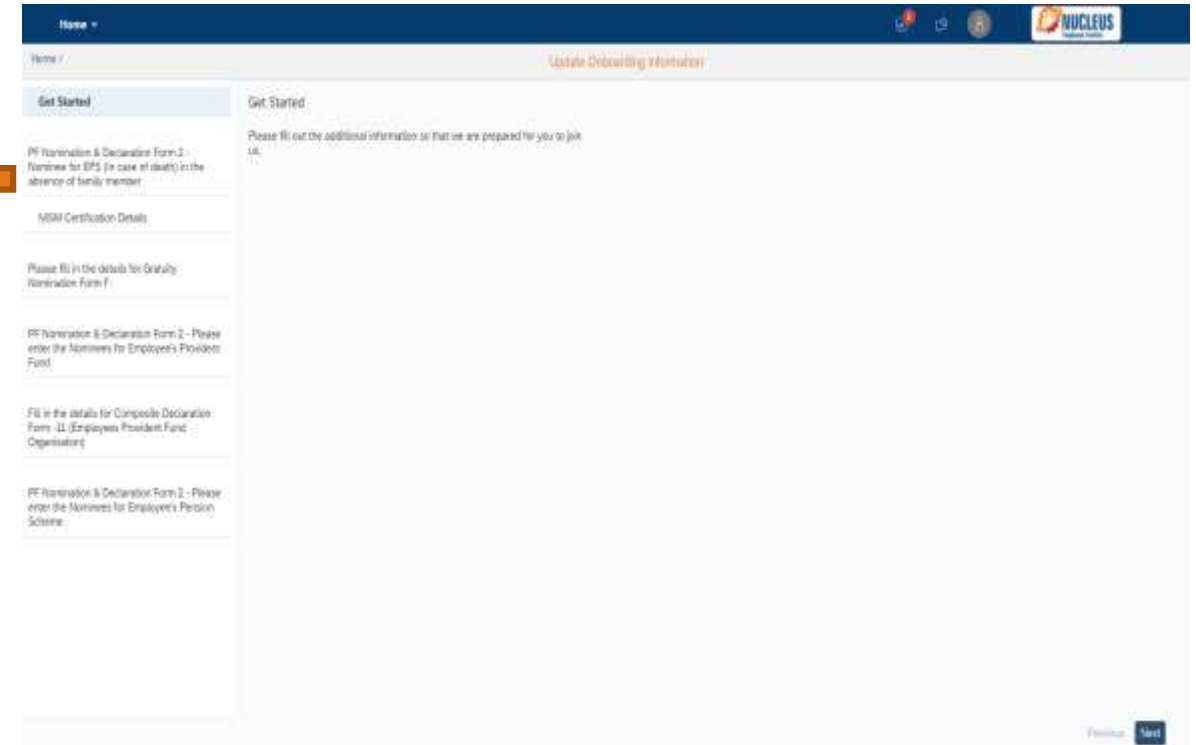
Pin\*

Fill up the mandatory  
details like Address,  
emergency contact and  
family details and click  
on continue

## Step 3 : Complete additional onboarding task

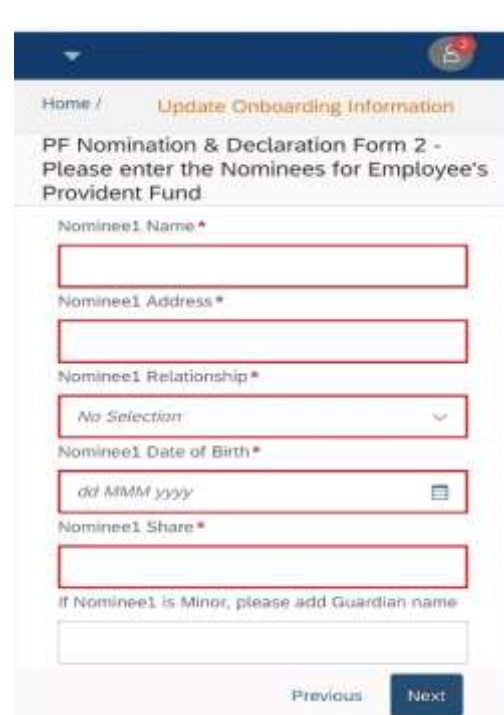


Click on Complete Additional onboarding Tasks



Click on PF Nomination and Declaration Form 2

## Step 4 : Fill up the required forms under additional onboarding task



Home / **Update Onboarding Information**

**PF Nomination & Declaration Form 2 - Please enter the Nominees for Employee's Provident Fund**

Nominee1 Name \*

Nominee1 Address \*

Nominee1 Relationship \*

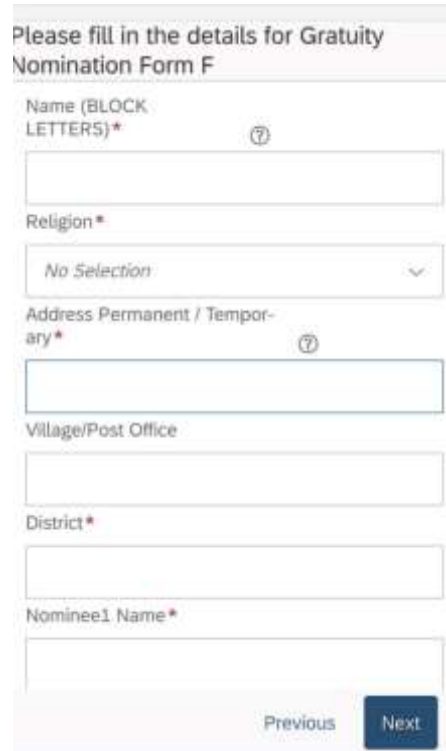
Nominee1 Date of Birth \*

Nominee1 Share \*

If Nominee1 is Minor, please add Guardian name

Previous Next

Fill the required details in PF Nominations Form 2 and click on next



**Please fill in the details for Gratuity Nomination Form F**

Name (BLOCK LETTERS) \*

Religion \*

Address Permanent / Temporary \*

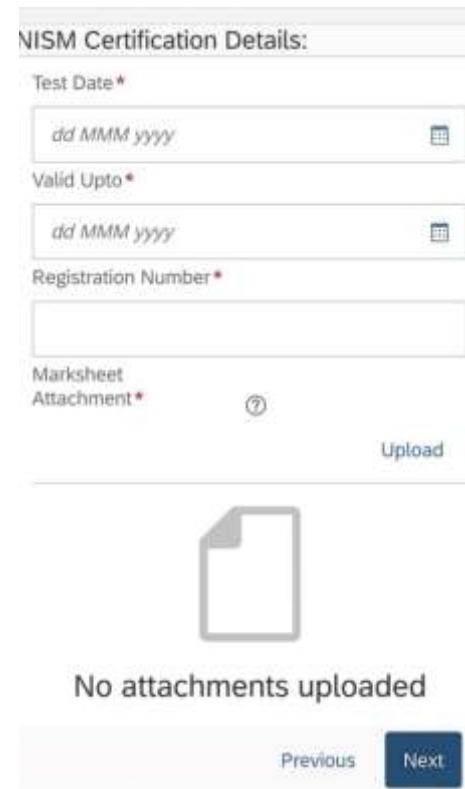
Village/Post Office

District \*

Nominee1 Name \*

Previous Next

Fill the required details in Gratuity Nomination Form and click on next



**NISM Certification Details:**

Test Date \*

Valid Upto \*

Registration Number \*

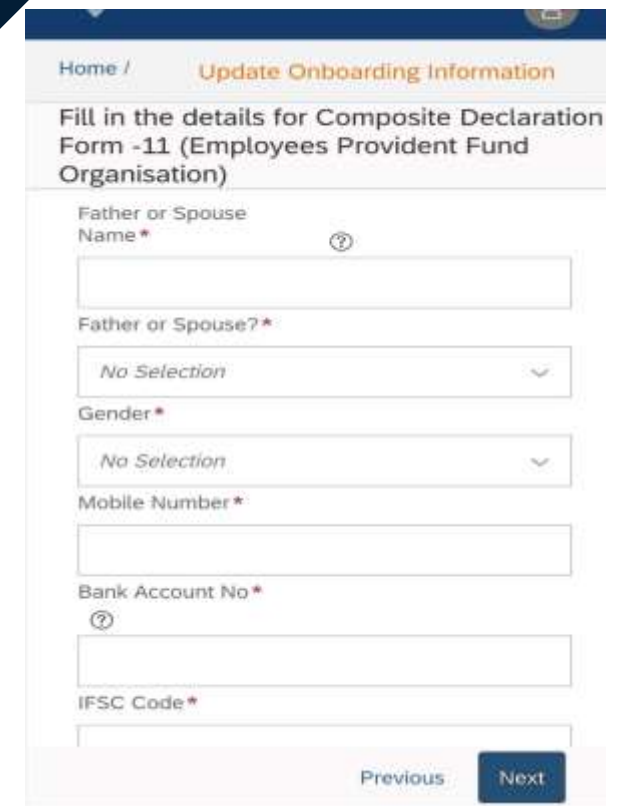
Marksheet Attachment \*

Upload

No attachments uploaded

Previous Next

Fill the NISM Certification details, attach the marksheet and click on next



Home / **Update Onboarding Information**

**Fill in the details for Composite Declaration Form -11 (Employees Provident Fund Organisation)**

Father or Spouse Name \*

Father or Spouse? \*

Gender \*

Mobile Number \*

Bank Account No \*

IFSC Code \*

Previous Next

Fill the Form 11 (EPF) and click on next. Check all the filled details and click on Finished

## Step 5 : E - signature

Home / Update Onboarding Information

NISM Certification Details:

Test Date \*

09 Jul 2021

**Success**

We hope you have submitted all your information including Address, National ID, Depending and Emergency Details.

OK

text.txt  
Uploaded On: 07/07/2021  
File Size: 51 bytes

Certificate

Yes (Yes)

Previous Finished

Review your forms  
click on Finished  
and then ok

To-Do

Complete e-Signing of documents  
Due in 2 days

Start Completing Your Profile  
Due: Anytime

Your Onboarding Journey

Prepare for Day One

Where to Go

Useful Contacts  
1

Click on e-signing of  
documents

Electronic Signature Step for Pooja Bari Bari

record of each document and my signature on it will be stored in electronic code. I accept that both the signatures, the one that I inscribe with 'SuccessFactors eSignature' and the electronic record of it, can be considered as a legal signature for the document. I confirm that the document is 'written' and is an accurate record of the original document.

Enter the password and confirm the same (if required), then click 'Submit'. The list of documents you need to sign will be displayed. Click the 'Click to Sign' button to place your electronic signature on the document. A tick will appear.

☐ I accept the Terms and Conditions.

Submit Cancel

Read and click on the  
check box and then  
submit it

11:22 hcm2preview.sapsf.eu

Submit All Decline e-Signature Save and Exit

By clicking the "Click to Sign" button, you acknowledge that you have read the attestation to be signed. Need help? [Click here for further instructions](#)

GratuityFormF

[Download](#)  
To view this document on your mobile, click Download.

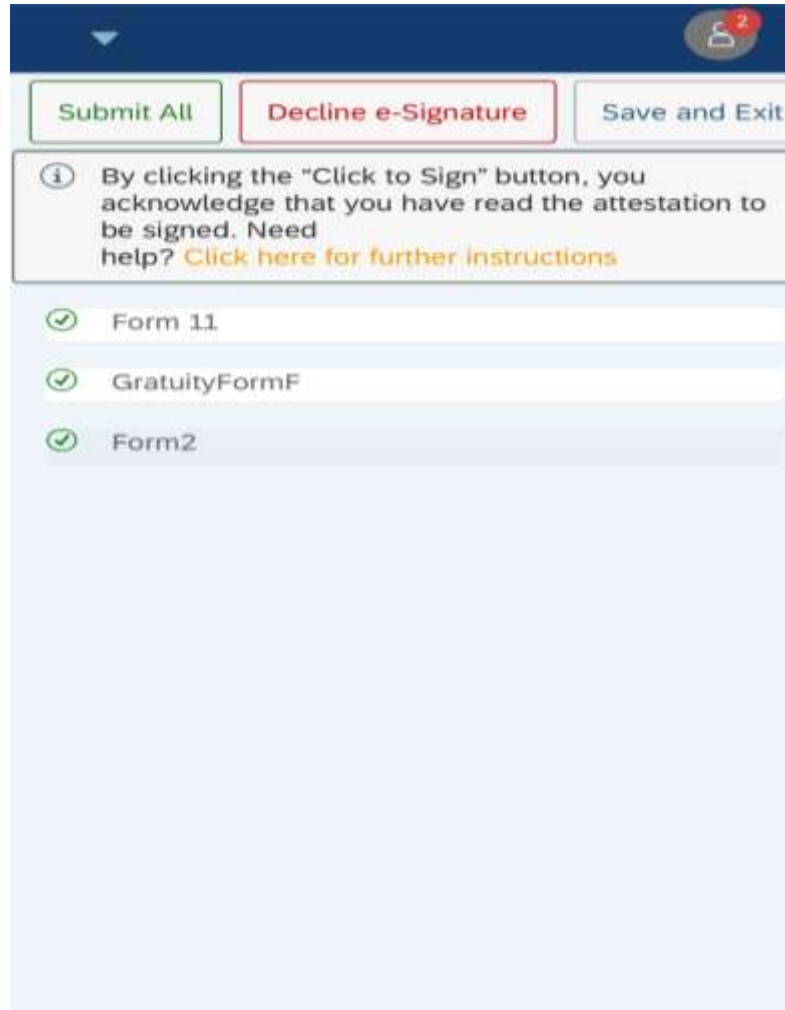
The downloaded PDF is read-only. Please return to the e-Sign Documents screen to continue your e-Signing process.

Click to Sign

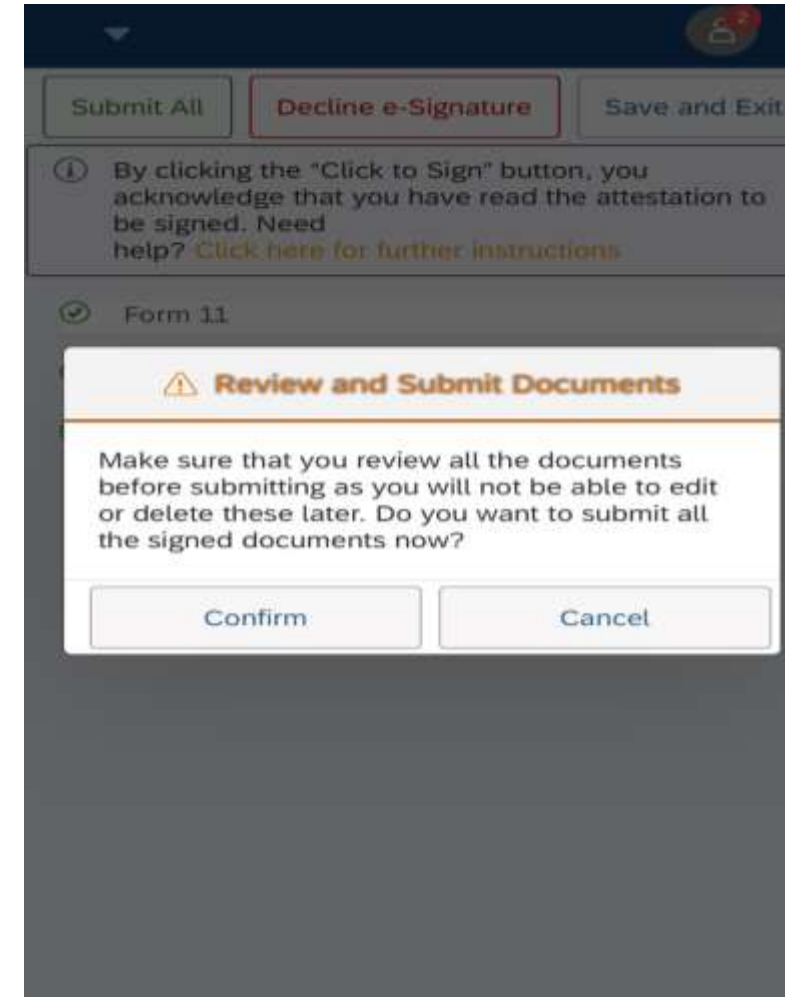
Click on each form. Download  
the form if required, check the  
details and click on "click to sign"  
button. Perform this action for all  
three forms

## Step 6 : Submission of e-signed forms

Once you place your signature on each form click on Submit all



The screenshot shows a web interface for submitting e-signed forms. At the top, there are three buttons: "Submit All" (green), "Decline e-Signature" (red), and "Save and Exit" (blue). Below these buttons is an information box with a red 'i' icon and text: "By clicking the 'Click to Sign' button, you acknowledge that you have read the attestation to be signed. Need help? [Click here for further instructions](#)". Below the information box is a list of signed forms, each with a green checkmark icon: "Form 11", "GratuityFormF", and "Form2".



The screenshot shows a "Review and Submit Documents" dialog box. The dialog has a title bar with a warning icon and the text "Review and Submit Documents". The main text inside the dialog reads: "Make sure that you review all the documents before submitting as you will not be able to edit or delete these later. Do you want to submit all the signed documents now?". At the bottom of the dialog are two buttons: "Confirm" and "Cancel".

Read the message and click on confirm