



# JOIN OUR SALES TEAM

## RECRUITMENT PROCESS OF OFFICER - SALES & CLIENT ACQUISITION (SCALE I)

Federal Bank is delighted to invite ambitious individuals to join our team as Officer - Sales & Client Acquisition (Scale I) for vacancies identified primarily outside Kerala. This opportunity is ideal for candidates who are eager to explore diverse markets, build strong client relationships, and contribute to the Bank's growth across regions.

Eligible candidates with the drive to excel in sales roles are invited to submit applications online between 15<sup>th</sup> October 2025 and 27<sup>th</sup> October 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****15<sup>th</sup> October 2025****Last Date of Application****27<sup>th</sup> October 2025****Centre Based Online Aptitude Test****16<sup>th</sup> November 2025****2****WHO CAN APPLY****2.1 EDUCATIONAL QUALIFICATION**

- 2.1.1 Postgraduates 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 60% or above throughout Class X, Class XII / Diploma, Graduation and Post-Graduation.

**2.2 AGE (AS ON 01.10.2025)**

- 2.2.1 Candidates shall not exceed 27 years of age (should be born on or after 01.10.1998) to be eligible to apply for the selection process.
- 2.2.2 Candidates with at least one year experience in Banking, Financial Services and Insurance (BFSI) Sector as on 01.10.2025 shall be eligible for relaxation of upper age limit by 1 year and they shall not exceed 28 years of age (should be born on or after 01.10.1997).
- 2.2.3 Age of SC/ST candidates shall not exceed 32 years (should be born on or after 01.10.1993).

**2.3 NATIONALITY**

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

**Note:**

1. Candidates who are passing/passed out Post-Graduation in the academic year 2024-2025 are also eligible to participate in the selection process if they have cleared all the papers of previous years / semesters of the qualifying examination with aggregate of 60% as on 01.10.2025. All the papers pertaining to subsequent semester(s) should be cleared along with the results of final year / semester examination. The final year / semester examination should be cleared in the first chance.
2. Graduation course must entail a minimum of 3 years of education after completing Higher Secondary schooling or Diploma.
3. Post-Graduation course must entail a minimum of 2 years of education after completing Graduation, and it must culminate in a Master's degree.

4. Equivalence Certificate from a Competent Authority in India shall be submitted for qualifications obtained from Foreign Educational Institutions/Universities.
5. 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.
6. Candidates are invariably required to produce the supporting documents / certificates in proof of their eligibility (Age, Educational Qualification, Work Experience, 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.
7. Year-wise / semester wise mark sheet for each year / semester in respect of the qualifying examinations from the concerned Board / University / Institution should be made available.
8. 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.
9. The minimum aggregate percentage prescribed for any of the examinations (X, XII, Diploma, Graduation, Post-Graduation), is not allowed to be rounded off. (For example: A candidate who has secured an aggregate of 59.99% or grade point equivalence will not be permitted to appear for the selection process as the minimum stipulated aggregate is 60%).
10. 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 SCALE OF PAY AND OTHER EMOLUMENTS

Presently the starting Basic Pay applicable to Officers (in Scale I) is ₹48,480 in the scale of pay ₹48,480 - 2000/7 - 62480 – 2340/2 - 67160 – 2680/7 – 85920. The selected candidates will also be eligible for Dearness Allowance, Lease Rental/House Rent Allowance, City Conveyance Allowance, Medical and other allowances and perquisites as per rules in force from time to time.

The cost to company per annum would be a minimum of ₹12.84 Lakh and maximum of ₹17 Lakh depending upon the place of posting and other factors. The Take Home Pay will be approximately ₹84,500 per month (excluding statutory deductions like Income Tax, Profession Tax, NPS etc).

### 4 LOCATION

Candidates selected for the post of Officer - Sales & Client Acquisition shall be posted in any of the Branches / Offices of the Bank across India depending upon the administrative requirements.

## 5 ROLE OVERVIEW



Candidates hired as Officer – Sales & Client Acquisition will be responsible for driving the Bank's sales growth by proactively identifying business opportunities, generating quality leads, and engaging clients through data-driven outreach and regular field visits. They shall also support banking operations to ensure seamless service delivery and adherence to regulatory guidelines.

## 6 PERIOD ON PROBATION



Candidates selected as Officer - Sales & Client Acquisition will be on probation for a period of 2 years.

## 7 SELECTION ROUNDS



- 7.1 Selection rounds for the recruitment process will be Centre Based Online Aptitude Test, Group Discussion and Personal Interview or any other mode of selection as decided by the Bank.
- 7.2 Every selection round will be an elimination stage.
- 7.3 The Bank reserves the right to shortlist only the requisite number of candidates in the selection rounds based on the administrative requirements.
- 7.4 Centre Based Online Aptitude Test and Personal Interview will be conducted across various centers and Group Discussion will be conducted virtually through Microsoft Teams.
- 7.5 The mode of the selection process will be upon the prevailing situations / number of candidates / discretion of the Bank.
- 7.6 Marks / Ratings secured by the candidates during any of the selection rounds will be confidential and the same will not be disclosed at any point of time.
- 7.7 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.

## 8 SERVICE LEVEL AGREEMENT



The selected candidates will be required to execute a Service Level Agreement for a minimum period of 2 years upon joining the Bank as per the Bank requirement, terms of which will be detailed in the offer letter.

## 9 VENUES FOR CENTRE BASED ONLINE APTITUDE TEST



The Bank proposes to conduct the Centre Based Online Aptitude Test at the following centres in each State/UT:

Andhra Pradesh

Anantapur

Vijayawada

Visakhapatnam

Assam

Dibrugarh

Guwahati

Silchar

Bihar

Patna

Chandigarh

Chandigarh

Chhattisgarh

Raipur

Delhi

Delhi

Goa

Panaji

Gujarat

Ahmedabad

Bhuj

Rajkot

Surat

Jharkhand

Ranchi

Karnataka

Bangalore

Belagavi

Mangalore

Mysore

Shivamogga

Vijayapura

Kerala

Alappuzha

Ernakulam

Thrissur

Kollam

Kottayam

Kozhikode

Thiruvananthapuram

Madhya Pradesh

Indore

Jabalpur

Maharashtra

Kolhapur

Mumbai

Nagpur

Navi Mumbai

Pune

Solapur

Odisha

Bhubaneswar

Punjab

Ludhiana

Rajasthan

Jaipur

Jodhpur

Udaipur

Tamil Nadu

Chennai

Coimbatore

Madurai

Salem

Thanjavur

Tirunelveli

Telangana

Hyderabad

Uttar Pradesh

Prayagraj

Lucknow

West Bengal

Durgapur

Kolkata

The Bank reserves the right to add / delete / modify the test centre and to allot the candidate any of the centres other than the one opted.

## 10 HOW TO APPLY



Eligible candidates are advised to apply online between 15<sup>th</sup> October 2025 and 27<sup>th</sup> October 2025 (both days inclusive) after carefully going through the relevant instructions.

### 10.1 APPLICATION REGISTRATION

To submit an application, 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 'Officer – Sales & Client Acquisition'. Read the notification carefully. Now click on 'Apply' button.

- 10.1.1 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.
- 10.1.2 Enter your Personal, Academic, Experience and other details as required. Candidates shall fill all the fields in the registration portal correctly.
- 10.1.3 Modify details, if required, and click on 'I Agree' 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 'I Agree' button.
- 10.1.4 Candidates can proceed to upload their Photograph and Signature as per the prescribed specifications. After selecting the respective files, click on the 'Upload' button and wait for the confirmation indicating successful upload. For detailed instructions, please refer to the '**Guidelines for Scanning and Uploading Photograph & Signature**'.
- 10.1.5 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.
- 10.1.6 Upon completion of the registration formalities, please promptly verify the status of the application by checking the automated Email sent to the registered Email address.
- 10.1.7 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.

### 10.2 APPLICATION FEES

Category	Application Fee (₹)*
General / Others	800
SC / ST	160

\* GST at applicable rates (@18%) to be charged extra

### 10.3 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.

- 10.3.1 The payment can be made by using Debit Cards, Credit Cards, UPI or Internet Banking.

- 10.3.2 After submitting your necessary details for making the payment, please wait for the intimation from the server. Do not press back or refresh button.
- 10.3.3 On successful completion of the transaction, an E-Receipt will be generated and sent to the registered email address of the candidate. Please note that if the same is not received, online transaction may not have been successful.
- 10.3.4 Non-generation of 'E-Receipt' indicates payment failure. On failure of payment, Candidates are advised to login again using their mobile number, E-mail ID, password & OTPs and repeat the payment process.
- 10.3.5 Once the registration is completed successfully, a confirmation mail will be sent to the registered email id of the candidate for information / reference.
- 10.3.6 Receipt of confirmation mail and E-Receipt is mandatory for participating in the recruitment process.
- 10.3.7 To ensure the security of your data, please close the browser window once the email confirmation and E-Receipt is received.
- 10.3.8 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. The application fee will also not be refunded in case the application is rejected / not considered by Federal Bank.

## 11 GUIDELINES FOR CENTRE BASED ONLINE APTITUDE TEST



### 11.1 QUESTION PATTERN

The Online Aptitude Test consists of 6 sections as given below:

Name of the Section	Number of Questions	Maximum Marks	Maximum Time
Verbal Ability / English Language	20	20	
Logical Aptitude / Reasoning	20	20	
Quantitative / Numerical Ability	20	20	
General, Socio-economic & Banking Awareness	15	15	
Computer Awareness & Digital Banking	15	15	
Sales Aptitude	10	10	
Total	100	100	Total time of 75 minutes for all the sections together*

11.1.1 A correct answer will fetch 1 mark and a wrong answer will fetch negative 0.25 mark.

11.1.2 The date of Online Aptitude Test is tentatively scheduled on 16<sup>th</sup> November 2025.

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

## **11.2 INSTRUCTIONS FOR CENTRE BASED ONLINE APTITUDE TEST**

- 11.2.1 Admit Card for the Centre Based Online Aptitude Test will be shared to the registered Email ID of the eligible candidates on or before 07th November 2025 by the assessment partner L&T EduTech.
- 11.2.2 In case of non-receipt of Admit Card after the cut-off date, candidates shall take up the matter separately with us at [careers@federalbank.co.in](mailto:careers@federalbank.co.in) by attaching the E-Receipt obtained after successful registration.
- 11.2.3 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.)
- 11.2.4 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.
- 11.2.5 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.
- 11.2.6 Candidates reporting late i.e. after the reporting time specified on the admit card will not be permitted to participate in the Centre Based Online Aptitude Test.
- 11.2.7 Any request for change of date / session / centre / venue will not be entertained.
- 11.2.8 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.
- 11.2.9 Candidates are called for the Centre Based Online Aptitude Test without verifying their personal details, age, qualification, work experience, 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.
- 11.2.10 Candidates should ensure that they sign the Attendance Sheet during the Centre Based Online Aptitude Test.
- 11.2.11 Rough sheets will be provided to all the candidates on the day of the test. Candidates must write their Name and Candidate ID at the top right-hand side of the rough sheet and must handover the same to the Test Officials upon completion of the test.
- 11.2.12 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.

- 11.2.13 Persons with disabilities can request for a scribe and for compensatory time by sending a mail to careers@federalbank.co.in with the subject 'Request for Scribe' and such request shall be placed on or before 30<sup>th</sup> October 2025. Bank reserves the right to review / sanction such requests of the candidates.
- 11.2.14 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.
- 11.2.15 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-test is at the absolute discretion of assessment conducting body. Candidates will not have any claim for a re-test. Candidates not willing to participate in the re-assessment will be rejected from the selection process without any notice or compensation.
- 11.2.16 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.

## 12 GENERAL INSTRUCTIONS

- 12.1 Candidates applying for the selection process should not have any criminal record.
- 12.2 Bank takes no responsibility for any delay in online registration or communications including those on the part of the Assessment partner.
- 12.3 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.
- 12.4 The Bank reserves the right to close the application window at any time before the cut off date i.e. 27<sup>th</sup> October 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.
- 12.5 Federal Bank reserves the right to make any changes to the selection process at their discretion.
- 12.6 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, Group Discussion, Document Verification, Personal Interview, Onboarding 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.
- 12.7 Request for change of date or time for any selection stage/s will not be entertained.

- 12.8 Candidates who fail to appear in 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.
- 12.9 Candidates are advised to upload a recent passport size Photograph and shall not change their facial appearance from that on the Photograph till the selection process is complete.
- 12.10 Candidates have to bear the expenses to attend the selection stages at the stipulated date and time.
- 12.11 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.
- 12.12 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.
- 12.13 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.
- 12.14 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.

