

### Recruitment Process for the position of Assistant Company Secretary & Legal Officers

Federal Bank, one of nation's fastest growing banks invites applications for the position of Assistant Company Secretary & Legal Officers.

Interested candidates, who satisfy the eligibility criteria detailed in this notification, are advised to apply online between 11.10.2017 and 22.10.2017 (both days inclusive) only through the Bank's website [www.federalbank.co.in](http://www.federalbank.co.in), after carefully going through the instructions contained in this notification.

**No other means/mode of application will be accepted.**

Important Dates	
Opening Date of Online Application Gateway	11.10.2017
Closing Date of Online Application Gateway	22.10.2017

### Eligibility Criteria

#### (a) Assistant Company Secretary

##### i. Age (As on 01.10.2017)

Candidates shall not exceed 40 years of age as on 01.10.2017 (should be born on or after 01.10.1977).

##### ii. Nationality

The candidate shall be a citizen of India.

##### iii. Minimum Educational Qualifications

- Graduation in any discipline with minimum 50% marks from an accredited University / Institution. Graduation / Post Graduation in legal discipline is considered desirable.
- Associate member of the Institute of Company Secretaries (ACS).

##### iv. Post Qualification Work Experience

- Minimum 10 years post qualification work experience in handling Regulatory & Compliance requirements of SEBI, NSE and BSE of an entity listed in NSE or BSE with atleast 5 years valid experience, in Statutory Compliance, Secretarial Matters, Investor Relations etc OR in role of a Company Secretary.
- Relevant work experience with Scheduled Commercial Banks will be an added advantage.

##### v. Location

Work will be based at Head Office of the Bank.

**vi. Probation Period**

Selected candidates will be on probation for a continuous period of 1 year.

**vii. Cost to Company**

The average Cost to Company for a candidate selected to the role of Assistant Company Secretary comes to approximately ₹25 lakhs plus other benefits on an annual basis (CTC of Level V).

Cost to Company for a selected candidate will be fixed appropriately on the basis of merit, qualification, exposure, relevant experience, current CTC, etc the candidate possess.

**(b) Legal Officer Scale I / II**

**i. Age Criteria (as on 01st October 2017):**

Candidate shall not be more than 30 years of age (should be born on or after 01.10.1987).

**ii. Nationality**

The candidate shall be a citizen of India.

**iii. Minimum Education & other desired Qualification:**

- i. Should have completed Graduation / Post Graduation in Law with minimum 50% marks from a recognized university/ Institution.
- ii. Graduation in Law means those who have passed 10+2+5 year course in Law or Degree in any subject + 3 year course in Law.
- iii. Post-Graduation in Law means those who have passed 10+2+(5+2) year course in Law or Degree in any subject + (3+2) year course in Law.

**iv. Work Experience:**

- i. Candidates should be enrolled as an Advocate with the Bar council and should have minimum 3 years active practice as Advocate in Civil and Civil / Criminal court or minimum 1 year experience as legal officer in any Scheduled Commercial Bank as on 01.10.2017 for being eligible to be considered for the post of Legal Officer in Scale I.
- ii. Candidates should be enrolled as an Advocate with the Bar council and should have minimum 5 years active practice as Advocate in Civil and Civil / Criminal court or minimum 3 years experience as legal officer in any Scheduled Commercial Bank as on 01.10.2017 for being eligible to be considered for the post of Legal Officer in Scale II.

**v. Location**

Work will be based in the following locations- Delhi, Kolkata, Mumbai and Kerala

**vi. Probation Period**

Selected candidates will be on probation for a continuous period of 1 year.

**vii. Cost to Company**

Scale I- 8-9 lakhs per annum Approx., on the basis of place of posting

Scale II- 10-11 lakhs per annum Approx., on the basis of place of posting

Cost to Company for a selected candidate will be fixed appropriately on the basis of merit, qualification, exposure and relevant experience the candidate possess.

### **Mode of Selection**

Selection Process for Assistant Company Secretary comprises of Personal Interview or any other modes / rounds of selection to be decided by the Bank.

The selection process for Legal Officer shall consist of a written examination and / or Group Discussion and Personal Interview.

Only the short-listed candidates will be called for any stage of the selection process. The Bank reserves the right to call only the requisite number of candidates after short-listing as mentioned herein. Short-listing will be done by taking into consideration the various attributes like qualifications / additional qualifications, experience etc, in tune with the requirements of the Bank.

### **Tentative venues for online assessment process**

The selection process is likely to be conducted at the following center (s) / location (s) depending upon the number of applications shortlisted:

- a. Bangalore
- b. Cochin
- c. Chennai
- d. Kolkata
- e. Mumbai
- f. New Delhi

The Bank reserves the right to allot the candidate any of the centers where the selection process is conducted, or to advance / postpone / reschedule the selection process / interview dates and / or to add or delete or modify / change the Centre and venues and / or cancel the selection process on account of technical or administrative exigencies or any other reason.

### **How to Apply**

Eligible candidates have to apply online through the Bank's website only. No other means/mode of application is acceptable. The application format should be filled in English only. Before registering their applications on the website, candidates should note/possess the following:

- (i) Particulars of educational qualifications and other personal details, as these details are required to be filled in the online application form.
- (ii) Scanned copies of their latest passport size photograph and signature ready for uploading while submitting the online application.
- (iii) Candidate must possess his / her personal e-mail ID which should be valid for entire duration of this recruitment process.
- (iv) To submit applications online, log on to our Bank's website [www.federalbank.co.in](http://www.federalbank.co.in), follow the link 'Careers', and click "Apply Online" provided under "Recruitment of Assistant Company Secretary & Legal Officers" in the 'Careers' page. After reading

the instructions carefully, fill up all the details required in the online application form and click “**Submit**” available at the bottom of the last page of the application platform to submit / register your online application for the process. **Candidates shall take a print-out of the Online Application form** and retain the same for future reference.

- (v) Selection Process call letters will be sent to the shortlisted candidates only through e-mail at the e-mail address furnished by them in the online application. The intimation for the purpose of selection process will be sent to the short-listed candidates only through e-mail to the e-mail address provided by them in the online application.

### **General Instructions**

- (i) 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 group discussion, interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
- (ii) The Bank reserves the right to reject any application/ candidature at any stage without assigning any reason and the decision of the Bank shall be final.
- (iii) For any clarifications candidates may contact at [careers@federalbank.co.in](mailto:careers@federalbank.co.in) or at 0484-2621720, 2634032.
- (iv) **Canvassing in any form will be a disqualification.**

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