SACRED HEART COLLEGE THEVARA KOCHI KERALA

Sajoy P B <sajoypb@shcollege.ac.in>

Fwd: Offer of Appointment as Probationary Clerk- Please inform your acceptance by reply mail

3 messages

AKSHAY K A <akshay1999ka@gmail.com> Thu, May 30, 2019 at 6:05 PM
To: sajoypb@shcollege.ac.in

---------- Forwarded message ----------
From: "HR – TAD (Postings)" <postings@federalbank.co.in>
Date: 29-May-2019 9:59 pm
Subject: Offer of Appointment as Probationary Clerk- Please inform your acceptance by reply mail
To: "akshay1999ka@gmail.com" <akshay1999ka@gmail.com>
Cc:

FEDERAL BANK
YOUR PERFECT BANKING PARTNER

HR TALENT ACQUISITION & DEPLOYMENT

HR TAD/B/ PR-38077/PC/A-338/2019-20 29th May 2019

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Hearty Welcome!

Dear Akshay K A,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at **postings@federalbank.co.in**.

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

John P J

Vice President (HR)

To

Shri.Akshay K A

Koonamveedu

Kedamangalam

N Paravur

Ernakulam

Kerala-683513

The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683 101

E-mail: postings@federalbank.co.in; Phone: 0484-2634123, 0484-2634313.

Offer of appointment to Shri.Akshay K A as Clerk

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You have been selected for appointment in the Bank as Clerk on the basis of your performance in the campus selection process.

Place of Posting

Your initial place of posting will be at Branch/ Office: **Vadasserikara** situated at P B No. 2, Pulivelil Towers, Vadasserikkara-689 662.

Orientation programme/Date of joining

Please report at Federal Knowledge & Development Centre (FKDC), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 17th June 2019 before 09.00 a.m., for two weeks orientation

programme from 17.06.2019 to 29.06.2019. The appointment will be effective from the date of commencement of the orientation programme. The programme is residential and Boarding/Lodging facilities will be provided by the Bank. On completion of the orientation programme on 29.06.2019 at 05.00 p.m., you will have to report for duty on 02.07.2019 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Knowledge & Development Centre from 16.06.2019 onwards. The offer of appointment is valid only up to 17.06.2019.

Remuneration

You will be on a pay scale of ₹ 11765 - 655/3 - 13730 - 815/3 - 16175 - 980/4 - 20095 - 1145/7 - 28110 - 2120/1 - 30230 - 1310/1 - 31540 as applicable to Clerical Staff of the Bank. The total monthly emoluments eligible to be received by a Clerical Staff at **Aluva** initially would be as follows.

Basic Pay	₹	13,075.00 *
Special Allowance	₹	1,013.31
Dearness Allowance	₹	9,087.00
Transport Allowance	₹	425.00
HRA	₹	1,176.75
Total	₹	**24,777.06**

* Includes 2 Graduation Increments of ₹ 655/- each.

Graduation Increments will be released from the date of acquiring graduation/date of joining the Bank whichever is later, on submission of final Degree/Provisional Certificate.

HRA would change depending upon the place of posting.

During the period of probation/on confirmation in service, you will also be eligible for the facility of reimbursement of hospitalization expenses, medical aid, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of one newspaper (on confirmation), Leave Fare Concession, Privilege Leave, Sick Leave, Casual Leave, etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various Staff Loans prevailing in the Bank, including Housing Loan, Vehicle Loan, Computer Loan, Overdraft, Demand Loan, Interest free Festival Advance, etc., subject to the rules in force and as amended, altered or added from time to time. (Details of monthly emoluments /allowances are annexed)

Pre-induction e-learning programme & Periodic Assessment Tests (PATs)

As part of continuous learning approach, Bank will be conducting a pre-induction e-learning programme which helps you understand basic banking functions and terminologies. Completing this e-learning programme is a pre-requisite for joining the Induction programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Participation in Periodic Assessment Test conducted by the Bank from time to time during the period of probation is mandatory.

Probation/Confirmation

Your appointment will be on probation for a period of six months. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if you have not satisfactorily completed the initial period of probation. During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one month's pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of the Bank or of any other Bank or of other organization.

Joining formalities

At the time of reporting for orientation programme, you will have to submit the following papers/certificates/documents:

a. Originals of SSC/SSLC/Matriculation Book/Certificate and final certificates of Graduation (Qualifying Examination). These certificates (Secondary Marklist, Secondary Passing Certificate and Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.

a. Originals of all the documents, certificates and marklists of all semester/yearly examinations evidencing date of birth and academic/professional qualification with **three sets** of self-attested copies. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank.

b. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/Chief Medical Officer of a Government Hospital, in the format attached. Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc. along with medical fitness certificate.

c. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.

d. A certificate about your character/conduct issued recently by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/respected persons.

e. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the enclosed formats.

f. One copy of your latest passport size photograph.

g. One copy of this Order duly signed by you for having accepted the terms and conditions specified herein.

h. Originals and self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License along with Background verification form (attached).

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analysing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Clerk under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final years/semesters examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the

result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank.

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Clerk through campus recruitment is a graduation with 60% marks. Also you should have passed SSC or equivalent exam and plus 2 or equivalent exam with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination with required percentage of marks in the first attempt itself within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Employees' (Award Staff) Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You will be covered under "Defined Contributory" Pension Scheme in line with the New Pension Scheme introduced to Central Government employees.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

On confirmation in Bank's service, you will be required to enroll yourself as a member of the Group Term Assurance Plan. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc. as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

Resignation/ Termination

If you are desirous of resigning from the service during the period of probation, you should give fourteen days' notice in writing to the Bank or you would be liable to pay to the Bank fourteen days' pay and allowances in lieu of notice. In addition to this, you should pay a compensation amount of ₹ 30,000/- to the Bank.

If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give one month's notice in writing to the Bank or you would be liable to pay to the Bank one month's pay and allowances in lieu of notice. If such resignation is within a period of 2 years of joining the Bank, you should pay a compensation amount of ₹ 30,000/- to the Bank, in addition to the notice pay/ notice period.

You are also required to pay the compensation of ₹ 30,000/- and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of date of joining the Bank. You are required to execute an agreement in stamp paper (which will be made available by the Bank) at the time of joining for the orientation programme agreeing to the above terms and conditions of the appointment in respect of compensation/notice pay etc.

The compensation amount of ₹ 30,000/- mentioned above is the fair value of the minimum loss that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

On confirmation in Bank's service, you will be entitled to all the privileges enjoyed by and shall be subject to all the liabilities cast upon other permanent members of Clerical Staff, subject to the changes/amendments made from time to time.

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/Subsidiaries of the Bank to be opened in future. You are advised to adhere to the acceptable levels of decorum at workplace (right from the induction period) by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train Fare) from your place of domicile to FKDC and also from FKDC to the place of posting.

John P J

Vice President (HR)

I, Akshay K A, accept and confirm the above terms and conditions.

Place:

Date: (Signature of the Candidate)

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Annexure

Monthly Emoluments

Particulars	**Amount (₹)**
Basic Pay	13075.00
Special Allowance BP	1013.00
Dearness Allowance	9087.00
HRA	1177.00
Transport Allowance	425.00
Canteen expenses	1250.00
Newspaper (1+ Rs 170)* #	370.00
Travelling Allowance	1350.00
Total	27747.00

after confirmation

Other Allowances

Allowances	Amount (₹)	Remarks
Medical Aid	2200.00	Yearly
Closing Allowance	1200.00	Yearly
Digital Promotion	1200.00	Yearly
Cost of Brief Case/Office Bag	1800.00	Once in Three Years
Ex-gratia paid for 2018-19 @	40500.00	Lumpsum

@ Will vary according to the profit position of the Bank

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The Federal Bank Ltd

2 attachments

BGC.pdf
211K

Personal Data.pdf
394K

Sajoy P B <sajoypb@shcollege.ac.in> Fri, May 31, 2019 at 9:22 AM
To: AKSHAY K A <akshay1999ka@gmail.com>

Dear sir
I hereby thank you for selecting me and the offer letter sent to me. I hereby communicate my acceptance. I am also attaching a signed copy of the offer letter attached to this mail.

Regards
Akshay K.A.

[Quoted text hidden]

3 attachments

image001.jpg
5K

image003.jpg
2K

image002.jpg
2K

Sajoy P B <sajoypb@shcollege.ac.in> Fri, May 31, 2019 at 9:24 AM
To: Iqac SH College <iqac@shcollege.ac.in>

Federal Bank recruitment clerk
[Quoted text hidden]

5 attachments

image002.jpg
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image003.jpg
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image001.jpg
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BGC.pdf
211K

Personal Data.pdf
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