



CITY UNION BANK

Campus Recruitment 2020

JOB DESCRIPTION

**Entry Level
Cadres**

Associate / Senior Associate / Assistant Manager : Sales & Operations

Eligibility Criteria

- Final Semester / Year (BBA, B.Com / MBA, M.Com) or its equivalent.
- Candidates without any arrears, at the time of attending the interview.

Selection Process

Based on the overall performance of the candidate in the selection process, one of the above mentioned cadres may be offered.

The selection process comprises the following three steps:-

1. Descriptive test with 2 questions, of which one needs to be answered, in 30 minutes.
2. MCQ Aptitude Test consisting of 60 questions to be answered in 60 minutes.
3. Personal Interview

Note: Candidates found suitable for the Assistant Manager role will be called for a final interview at our Administrative office, to finalize their selection.

**Career Path
(Joining to
confirmation on
successful
satisfactory
completion of
each stage)**

- i. Associate: Hands on Training (6 Months)-> Probation (1 year)-> Confirmation.
- ii. Sr. Associate: Hands on Training (6 Months)-> Probation (1 year)-> Confirmation
- iii. Assistant Manager : Probation (1 year)-> Confirmation

Work Location

The selected candidate may be posted to work in any of the bank's branches / Departments in India. The jobs are transferable periodically and / or as per Administrative / Official requirements.

Career Growth Opportunities

Sr. Associates / Associates are eligible for promotion after one and half years (On Confirmation) of service. Fast Track opportunities for those with DBF/JAIIB/CAIIB.

Assistant Managers are eligible for promotion after one year (On Confirmation) of service. Fast Track with the qualification of CAIIB.

Eligibility of Deputy Manager Cadre to Executive Cadre, is after completing Three years in the said cadre.

Roles and Responsibilities

- ✓ The main Role & Responsibility is both handling day to day branch operations and also sales of any products available with the Bank.
- ✓ Sales of the Bank's product and services and achievement of individual business targets will ensure HR Benefits like incentives, increments, promotions and transfers.
- ✓ Develop and nurture relationship with existing customers, to generate new business from them.
- ✓ Originate and acquire new leads from existing customers and other sources, to convert into business for the branch, by means of marketing calls and customer visits.
- ✓ Cross selling of third party products like insurance, to existing customers.
- ✓ Lead generation for Current and Savings Accounts- CASA to new customers and increase of balance with existing customers.
- ✓ Lead generation for various loan products like housing loan, Jewel loan, vehicle loan, personal loan etc.
- ✓ Responsible for timely processing of bank transactions like Account Opening, fund transfer, cheques etc.
- ✓ Reconciliation of branch accounts.
- ✓ Ensuring timely resolution of customer queries and improving customer relationship through good service.
- ✓ Efficiently handling all branch operation related tasks.
- ✓ Follow up and monitoring of advances, including recovery / legal action.
- ✓ Compliance to the bank's rules, internal guidelines, systems and procedures.
- ✓ Monitor the internal control of the Branch, so as to ensure a healthy overall outlook of the Branch/Bank.
- ✓ Effectively and efficiently handling any assignment given by the Branch Manager or Management from time to time.

Note: The candidate if found suitable for one of the Bank's Department, will be required to handle responsibilities as applicable to the department

Compensation

During the on the job training period, Associates and Sr.Associates will be given a trainee pay as mentioned below:

Associate: Rs.17,000/- per month

Sr. Associate: : Rs.20,000/- per month

Upon entering the probationary period the compensation of employees will be as below:

Associates	Senior Associates	Assistant Manager
↓	↓	↓
Monthly Gross Rs. 24,568/-	Monthly Gross Rs. 29,589/-	Monthly Gross Rs. 41,264/-
↓	↓	↓
Yearly CTC* Rs.4,11,708/-	Yearly CTC* Rs. 4,84,500/-	Yearly CTC* Rs. 6,54,624/-

***CTC inclusive of PLP/Bonus/Ex-Gratia and other benefits**

Other Details and Joining Formalities

- Offer letters will be sent to the selected candidates during the months of April and May. The offer will be conditional and shall be valid only if the candidate meets all the qualifications requirement of the cadre for which they are recruited.
- Upon receipt of the final semester result, the candidate will be called for pre-induction program at one of our training facilities. The program generally will be for 2 to 3 weeks.
- During the pre-induction program, the selected candidates will have to submit their educational documents for verification. A detailed list of documents to be submitted will be enclosed in the training intimation given to the selected candidates.

At the time of joining, all candidates will be required to place a Fixed Deposit towards training costs, for Rs.50, 000/- in their name for a period of 2 years and discharge the same to the branch. The FDR will be returned to the candidate on confirmation of the services in the Bank. In case the selected candidate is unable place a Fixed Deposit, the candidate may request for submission of his/her educational certificates as security. The management, based on the validity of the candidate's request, may accept his /her request. The educational certificates, if accepted, will be returned to the candidates on confirmation of their services in the Bank.