# ELIGIBILITY CRITERIA, CANDIDATE INSTRUCTIONS FOR RLATIONSHIP OFFICER-BUSINESS CORRESPONDANCE CHANNEL



The Karur Vysya Bank Limited, one of the leading Private Sector Banks in India, invites online applications for appointment of <u>Relationship Officer – Business Correspondence Channel Across Kerala (Job ID - 623)</u> from the qualified candidates.

<b>Last Date of Online Registration</b>	02.03.2024

## **Eligibility Criteria:**

- a. Any Graduate / Post Graduate having passion on sales.
- b. Age should be not more than 35 years for RO.
- c. Candidate with experience of 3+ years in NTB Business Acquisition of CASA, TD/ THIRD PARTY PRODUCTS and Cross selling of Asset Products.
- d. Excellent communication skills in English and Regional Language will be an added advantage.
- e. He or she may need to travel extensively and should be ready to mobile.

## **Selection Process:**

Registration -> Personal Interview -> Offer -> Background Checks & Medicals -> Onboarding -> Posting.

## **Detailed Process Flow:**

- a. Online Registration by Eligible Candidates as per the above mentioned criteria.
- b. Pre Screened Candidates will be invited for personal interview with further details like (Mode, Date and Venue for Interview).
- c. Depending upon the number of vacancies, the Bank reserves the right to call for Personal Interview.
- d. Interview Invite will be informed to the candidates through **registered e-mail only**.

#### How to apply:

- a. Candidates are required to apply online through website <u>www.kvb.co.in</u> (careers page) and apply for
  the post of <u>Relationship Officer Business Correspondence Channel Across Kerala (Job ID 623)</u>. No
  other means/ mode of application will be accepted.
- b. Candidates should ensure to update their active personal email ID and mobile number only throughout the entire selection process.

## **Compensation:**

Fixed pay - Depending upon current salary and Retrials, insurance etc. as per Standards + Variable Pay as per policy.

#### Classification | CONFIDENTIAL

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#### **Roles & Responsibilities for RO-BC:**

- a. Handle and manage 50 BC Points day to day basis for acquisition of SA, CA, TD, RD, LI, GI and Asset X sell through BC points in Cluster / Territory / Area
- b. Ensure to grow BC points across the district @ min 50 per each specific Area / Cluster allotted
- c. Ensure to maintain highest level of relationship with BC side local level, regional level and zonal level supervisory teams
- d. Ensure to accommodate seamless service delivery to clients and provide all kinds of support to BC points from Bank side
- e. Ensure activation of every BC point in the allotted Cluster / Area
- f. Ensure conducting of weekly campaigns, marathons, product wise sales drives
- g. Close watch on every BC directly and indirectly to avoid all kinds of malpractices and , to ensure 100% implementation of Bank practices , regulations and compliance
- h. Responsible for achievement of allotted targets of TMs and two downs as per KRAs assigned
- i. Responsible for P & L of Cluster / Area
- j. Should be strong in lobbying, relationship, and rapport building
- Responsible for growing of books through deepening of existing acquired clients and increase CA, SA, TD,
   RD, X Sell of Assets, X Sell of TPP for Income generation etc.
- 1. Ensure 100% LMS exams completion by every team member under supervision including all levels
- m. Ensure providing time to time trainings on products to sharpen sales team's skills and knowledge
- Ensure completion of all compulsory exams like IRDA , NCFM required modules , AMFI etc. of all levels of teams under supervision.

**Posting Locations:** Across Kerala.