

THE KARUR VYSYA BANK LIMITED

**Instructions to Candidates applying for the Post of Relationship Officer – Business
Correspondence Channel Across Kerala (Job ID - 623)**

Pre-requisites for Applying Online:

Before applying online, candidates should keep ready the following:

1. Scanned (digital) image of Photograph and Signature. The size of the file should be of maximum of 50 kb and in JPG format.
2. Candidate should have a valid personal mail ID and mobile Number.
3. Qualification details / Certificate courses completed and the year of passing.
4. Work Experience if any (Employer Name, Designation, From Date, To Date, Brief description of duties performed).

General Instructions:

1. Candidates are advised to use latest version of Chrome or Internet Explorer or Firefox for registration of application.
2. Before filling up the application form, the candidate must ensure that he/she fulfills all the eligibility criteria with respect to age, educational qualifications, experience etc. in respect of the post for which he/she is making the online application.
3. If any information furnished by the candidate is found to be false at later date, the selection / appointment shall be liable for termination.
4. Mere eligibility will not vest any right on the candidate for being called for personal interview. In matters regarding eligibility and selection, Bank's decision will be final and no further correspondence in these regards will be entertained.
5. Final selection of the candidates will be done by the Bank considering the eligibility criteria and suitability to the position.
6. Candidates are advised to retain two copies of photograph which is used in the application, for use at the time of interview.
7. Canvassing in any form towards securing the job will lead to disqualification.
8. Any resultant dispute arising out of this advertisement shall be subject to sole Jurisdiction of the Courts situated at Karur.
9. In case of selection, candidates will be required to produce proper relieving (if applicable) from the present employer at the time of joining.
10. Appointment of selected candidates is subject to satisfactory Background verification checks comprising of checks on Academic records, Residential / Permanent Address, Employment (if applicable), Court, Criminal records, CIBIL, Reference & Social Media.
11. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank at the time of joining the Bank.
12. On submission of the application, the candidate agrees and authorizes the Bank and its authorised agencies / partners to conduct aforesaid Background and CIBIL Checks and can place the selection decision accordingly.

STEPS FOR APPLYING JOB OPENING

STAGE I : LOGIN - New User / Existing User

New User:

- (i) In JOB SEARCH PAGE, click New User link (for a new user)
- (ii) For registering, enter email id as user name and Fill all the details which are mandatory and click **register** button
- (iii) Upload photo and signature in “My Account Information” link available in the top of the page and click save button
- (iv) After uploading Photo & Signature click “JOB SEARCH” link available in the top of the page.
- (v) Click Apply button available against the respective Job Title

Existing User :

- (i) Click “Sign in” or
- (ii) Click APPLY button available against the **Recruitment of Relationship Officer – Business Correspondence Channel Across Kerala (Job ID - 623)**.

STAGE II: APPLY FOR A JOB

STEP 1: AGREEMENT PAGE

Read the application Terms & Agreement .Tick the check box and click the Next button.

STEP 2: MY APPLICATION TAB: Personal Information

(a) Click **ADD BIOGRAPHICAL DATA** button.

- Choose the Category, Religion, Mother Tongue, and Nationality from the dropdown list.
- Select “Yes” in “Having Exp. As per Norms” field
- Click **SAVE** button.

(b) Click **ADD QUALIFICATION DETAILS** button.

- Choose Qualification, Major Code, Country, University / Institution.
- Enter Class, Medium of Education, Course duration (in years), and Mode of Education.
- Enter the Percentage, Year of passing (Enter month end date).
- Under column - If Others- Degree name and college Name - the Institution/College, Degree Name, University Name which are not present in the drop list can be entered.
- For more than one degree, click “**SAVE AND ADD ANOTHER**” Else Click **SAVE** button.

Personal Information:

- Enter Marital Status (select from the drop down list).
- Enter date of Birth.
- Select Gender from the drop down list.

Click **NEXT** button to continue data entry or click **SAVE AND EXIT** button to continue later.

(c) Click **LICENSES AND CERTIFICATIONS** button (For additional qualification like JAIIB, CAIIB, IRDA, NCFM, NISM, etc.)

Select the name of the license from the drop down list

- Enter the completion date
- To add more license/certification click **SAVE AND ADD ANOTHER** button, else click **SAVE** button.

(d) Click **DISABILITY** button

- Select Disability (Yes / No)
- If Yes, Enter the PERCENTAGE OF DISABILITY and NATURE OF CHALLENGE in the space provided
- Click **SAVE** button to continue or
- Click **NEXT** button

STEP 3: Experience TAB:

For Experienced Candidates

a) Click "**ADD WORK EXPERIENCE**" button to enter the details of your experience.

- Select the "START DATE" and "END DATE" from the calendar provided.
- Enter the EMPLOYER, DESIGNATION in the space provided
- Enter the name of the SUPERVISOR, SUPERVISOR EMAIL, and SUPERVISOR PHONE number.
- Tick the OK TO CONTACT check box if the supervisor can be contacted
- Enter the DUTIES PERFORMED- Details of Job description
- Enter REASON FOR LEAVING, LAST DRAWN SALARY, COST TO COMPANY, COUNTRY, and ADDRESS (of the company) in the respective space provided.
- To add more experience click **SAVE AND ADD ANOTHER** button, else click **SAVE** button.

b) Present Employment Details:

Click **PRESENT EMPLOYMENT DETAILS** button to enter the details of your present employment.

- Enter the following details in the respective space provided
RELEIVING TIME,PRESENT SALARY, NEXT PROMOTION DUE DATE,SPECIAL ALLOWANCE,COST TO COMPANY,NEXT INCREMENT DUE DATE,PRESENT ORGANISATION, DESIGNATION &PLACE OF WORKING,PRESENT BASIC PAY, PRESENT SCALE, PENDING DISCIPLINARY PROCEEDS, JOB DESCRIPTION / DUTIES PERFORMED
- Click **SAVE** button.
- Click **NEXT** button to continue

C) KVB-Interview Attended Details:

Click **KVB-Interview Attended Details** button to enter the details for previous interview in KVB

- Enter Attended any interview (in KVB) (choose yes / no from dropdown box)
- **Enter interview attended date**
- **Enter post applied for**
- To add another Click **SAVE AND ADD ANOTHER** button, else click **SAVE** button
- Click **NEXT** button

STEP 4: REVIEW/SUBMIT

- a) Review the information provided by you in this page and can edit the same if required.
- b) Please ensure the correctness of the data before submitting the application. After submitting the application, modification is not possible.
- c) Click "SUBMIT APPLICATION" button when you have finished editing.
- d) You will be redirected to APPLICATION CONFIRMATION PAGE where you can view the details of the jobs you have applied.
- e) You will get an acknowledgment to your registered e-mail id.

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