

## **THE KARUR VYSYA BANK LIMITED**

### **Instructions to Candidates applying for the Post of Branch Manager**

#### **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 a 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 the latest version of Chrome or Internet Explorer or Firefox for registration of the application.
2. Before filling up the application form, the candidate must ensure that he/she fulfills all the eligibility criteria concerning 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 later, the selection/appointment shall be liable for termination.
4. Mere eligibility will not vest any right on the candidate for being called for a 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. The Bank will select the candidates by considering the eligibility criteria and suitability for the position.
6. Candidates are advised to retain two copies of the photograph which is used in the application, for use at the time of the 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 the 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 authorized 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 the JOB SEARCH PAGE, click the New User link (for a new user)
- (ii) For registering, enter your email id as your user name Fill in all the mandatory details, and click the **register** button
- (iii) Upload photo and signature in the “My Account Information” link available at the top of the page and click the save button
- (iv) After uploading the Photo & Signature click the “JOB SEARCH” link available at 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 for the post of Branch Manager (Job ID:630)**
- (iii) **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 the “Having Exp. As per Norms” field
- Click the **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, and 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 the **SAVE** button.

Personal Information:

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

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

(c) Click the **LICENSES AND CERTIFICATIONS** button (For additional qualifications 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 licenses/certifications click **SAVE AND ADD ANOTHER** button, else click the **SAVE** button.

(d) Click the **DISABILITY** button

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

### **STEP 3: Experience TAB:**

#### **For Experienced Candidates**

- a) Click the "**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 the 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 the **SAVE** button.
- b) Present Employment Details:

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

- Enter the following details in the respective space provided  
RELIEVING 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 the **SAVE** button.
- Click the **NEXT** button to continue

C) KVB-Interview Attended Details:

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

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

#### **STEP 4: REVIEW/SUBMIT**

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

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