

RISHTA AAP SE HAI,  
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**FEDERAL BANK**

YOUR PERFECT BANKING PARTNER



# JOIN OUR TEAM

## RECRUITMENT PROCESS OF OFFICE ASSISTANTS

Federal Bank, one of India's leading Private Sector Banks, is inviting applications from eligible candidates for the post of Office Assistant to fill up the requirements identified in the Notified Branches / Offices of the Bank.

Eligible candidates are invited to submit their applications online between 30.12.2025 and 08.01.2026 (both days inclusive), through the 'Careers' page of the Bank's website [www.federal.bank.in](http://www.federal.bank.in) after carefully going through the instructions detailed below.

## 1 IMPORTANT DATES

Date of Notification

30<sup>th</sup> December 2025

Last Date of Application

08<sup>th</sup> January 2026

Date of Centre Based Online Aptitude Test

01<sup>st</sup> February 2026

## 2 WHO CAN APPLY

### 2.1 EDUCATIONAL QUALIFICATION (AS ON 01.12.2025)

Candidates should have passed 10<sup>th</sup> Standard or equivalent examination but not passed Graduation.

### 2.2 AGE (AS ON 01.12.2025)

Candidates should not be, below 18 years of age and above 20 years. Candidates should be born in between 01.12.2005 and 01.12.2007 (both dates inclusive).

### 2.3 AGE RELAXATION

Candidates in the following categories are eligible for upper age relaxation up to a maximum of 5 years. Such candidates should be born in between 01.12.2000 and 01.12.2007 (both dates inclusive).

2.3.1 Candidates who have previously served / or are serving in any Branch or Office of Federal Bank as a temporary Office Assistant/Bankman, Driver or Caretaker, and who have been empanelled by the Bank on or before 01.12.2025.

2.3.2 Candidates belonging to SC / ST category.

### 2.4 PLACE OF DOMICILE

The place of domicile of the candidate should be located in the same district of Notified Branch / Office (OR) within 20 kilometres (KM) from Notified Branch / Office. The list of the Notified Branches / Offices is appended as Annexure.

### 2.5 TRAINING PROGRAM IN MICROSOFT OFFICE

Candidates should have adequate knowledge in Microsoft Office and should have undergone at least a one-month (basic / foundation) training programme in Microsoft Office. Certificate of Microsoft Office training undergone by the candidate shall be produced prior to the Personal Interview.

### 2.6 NATIONALITY

Candidates shall be a citizen of India.

(Note : Possession of a valid Driving License issued in India will be considered desirable)

## 3 SCALE OF PAY, TAKE HOME PAY AND OTHER BENEFITS

Presently the starting Basic Pay (applicable to Office Assistant) is ₹19500-665/4- 22160-830/5- 26310-990/4- 30270-1170/3- 33780-1345/3- 37815+11 stagnation increments.

Selected candidates will be covered under the National Pension Scheme (NPS) and will also be eligible for other benefits like gratuity, loans on concessional interest rate, medical insurance coverage for self and dependents etc. as per rules in force from time to time.

## 4 PROBATION PERIOD

Candidates selected for the post of Office Assistant will be on probation for a period of 6 months. The period of probation is liable to be extended, if any candidate has not satisfactorily completed the initial period of probation.

## 5 LOCATION

Selected candidates shall be posted in any of the Branches/Offices of the Bank and are liable to be transferred to any Branch/Office depending upon the administrative requirements.

## 6 NOTIFIED BRANCHES / OFFICES

- 6.1 State and District wise list of the Notified Branches / Offices where the vacancies are identified is provided in the Annexure to this Recruitment Notification.
- 6.2 Candidates shall select a Notified Branch / Office during the registration process after ensuring that they meet the eligibility criteria of having their domicile either in the same District as the Notified Branch / Office or within 20 KM from the Notified Branch / Office.
- 6.3 Any subsequent request for change or modification in the opted Notified Branch / Office shall not be entertained under any circumstances.

## 7 SELECTION STAGES

7.1 Selection rounds for the recruitment process will be Centre Based Online Aptitude Test and Personal Interview or any other mode of selection as decided by the Bank.

### 7.1.1 CENTRE BASED ONLINE APTITUDE TEST

The Institute of Banking Personnel Selection (IBPS) will be the assessment partner of Federal Bank for conduct of the Centre Based Online Aptitude Test.

Bank proposes to conduct the Centre Based Online Aptitude Test tentatively at the following centres in each State/UT:

Assam	Guwahati				
Delhi	Delhi				
Goa	Panaji				
Gujarat	Ahmedabad				
Karnataka	Bangalore				
Kerala	Ernakulam	Thrissur	Kottayam	Kozhikode	Thiruvananthapuram
Madhya Pradesh	Indore				
Maharashtra	Mumbai	Pune			

**Odisha**

**Bhubaneswar**

**Punjab**

**Amritsar**

**Tamil Nadu**

**Chennai**

**Erode**

**Madurai**

**Telangana**

**Hyderabad**

**West Bengal**

**Kolkata**

Bank reserves the right to add / delete / modify the test centers and to allot the candidate any of the centers other than the one opted.

### 7.1.2 PERSONAL INTERVIEW

Candidates shortlisted from the Centre Based Online Aptitude Test only will be considered for Personal Interview round and the same will be scheduled at various centres across the country at the discretion of the Bank.

7.2 Every selection round will be an elimination stage.

7.3 Bank reserves the right to shortlist only the requisite number of candidates in the selection rounds based on the administrative requirements.

7.4 The mode of the selection process will be based on the prevailing situations, number of candidates and discretion of the Bank.

7.5 Marks / Ratings secured by the candidates during any of the selection rounds will be confidential and the same will not be disclosed at any point of time.

7.6 Decision of the Bank with respect to the qualifying criteria in each selection round will be final and binding on the candidates and the same will not be disclosed.

## 8 DOCUMENT SUBMISSION

Candidates shortlisted from the Centre Based Online Aptitude Test needs to download the Fed-Recruit Mobile Application and upload the following documents / Certificates for further processing. The original of the same shall be submitted during the time of Personal Interview and at the time of joining the Bank.

8.1 10<sup>th</sup> Mark List / Certificates.

8.2 12<sup>th</sup> / Diploma Mark List / Certificates (if applicable).

8.3 Graduation Mark Lists if pursued (if applicable).

8.4 Valid Address Proof (Aadhar Card, Passport, Voters ID or Driving License).

8.5 PAN Card / PAN Application Acknowledgement.

8.6 Certificate of Microsoft Office training undergone by the candidate (minimum one month duration).

8.7 Domicile Certificate issued by the Competent Authority.

8.8 Documents in proof of prior experience (if applicable).

8.9 Candidates having experience in Federal Bank as temporary Office Assistant / Bankman / Driver / Caretaker shall submit Appointment Order, Relieving Order or any other valid documents in connection with the temporary engagement / arrangement (if applicable).

8.10 In the case of SC / ST candidates, Caste Certificate issued by the Competent Authority.

8.11 Any other Certificates, Documents and Declarations as specified by the Bank.

Further communication and instructions will be issued to the candidates shortlisted from the Centre Based Online Aptitude Test. Candidates who fail to upload / submit the required documents within the stipulated time period as informed by the Bank will be considered as ineligible and candidature of all such candidates will be rejected without any notice and compensation.

## 9 REGISTRATION PROCESS



Eligible candidates are advised to apply online between 30.12.2025 and 08.01.2026 (both days inclusive) after carefully going through the relevant instructions.

### 9.1 APPLICATION REGISTRATION

To submit an application, visit the Bank's website [www.federal.bank.in/careers](http://www.federal.bank.in/careers) and click on the link 'Explore Opportunities' or 'Join Our Team'. Now click on 'View Details' button hosted under 'Office Assistant'. Read the recruitment notification carefully. Now click on 'Apply' button.

9.1.1 Enter your valid Email address and Mobile Number which will be your registered Email address and Mobile Number throughout the process. Click the 'Send OTP' button and you will receive an OTP for validation.

9.1.2 Enter your Personal, Academic, Experience and other details as required. Candidates shall fill all the fields in the registration portal correctly.

9.1.3 Modify details, if required, and click on 'I Agree' button only after verifying the details entered by you. Candidates are advised to carefully verify the details entered in the registration portal, as no change will be possible / entertained after clicking the 'I Agree' button.

9.1.4 Candidates can proceed to upload their Photograph and Signature as per the prescribed specifications. After selecting the respective files, click on the 'Upload' button and wait for the confirmation indicating successful upload. For detailed instructions, please refer to the 'Guidelines for Scanning and Uploading Photograph & Signature.'

9.1.5 Application fee details will be available in the screen and candidates can proceed to the next screen after verifying the fee details for making the payment.

9.1.6 Upon completion of the registration formalities, please promptly verify the status of the application by checking the automated Email sent to the registered Email address.

9.1.7 Personal Data Form (as per the details entered in the registration portal) will be send to the registered Email address of the candidate for information / reference.

### 9.2 APPLICATION FEES

Category	Application Fee (₹)*
General / Others	500
SC / ST	100

\*Online transaction charges & GST at applicable rates (@18%) to be charged extra

### 9.3 PAYMENT OF FEES

The application page is integrated with a payment gateway and the payment process can be completed by following the below mentioned instructions.

- 9.3.1 The payment can be made by using Debit Cards, Credit Cards, UPI or Internet Banking.
- 9.3.2 After submitting your necessary details for making the payment, please wait for the intimation from the server. Do not press back or refresh button.
- 9.3.3 On successful completion of the transaction, an E-Receipt will be generated and sent to the registered Email address of the candidate. Please note that if the same is not received, online transaction may not have been successful.
- 9.3.4 Non-generation of 'E-Receipt' indicates payment failure. On failure of payment, Candidates are advised to login again using their mobile number, E-mail ID, password & OTPs and repeat the payment process.
- 9.3.5 Once the registration is completed successfully, a confirmation mail will be sent to the registered Email address of the candidate for information / reference.
- 9.3.6 Receipt of confirmation mail and E-Receipt is mandatory for participating in the recruitment process.
- 9.3.7 To ensure the security of your data, please close the browser window once the Email confirmation and E-Receipt is received.
- 9.3.8 An application once made will not be allowed to be withdrawn and the application fee once paid will not be refunded as per the refund policy nor would be held in reserve for any future Online Aptitude Test or selection. The application fee will also not be refunded in case the application is rejected / not considered by Federal Bank.

## 10 GUIDELINES FOR CENTRE BASED ONLINE APTITUDE TEST



### 10.1 QUESTION PATTERN

The Online Aptitude Test will comprise of objective type multiple choice questions consisting of 4 sections as given below:

Sl No.	Sections	Number of Questions	Maximum Marks	Maximum Time
1	Computer Knowledge	15	15	Composite time 60 Minutes
2	English	15	15	
3	Logical Reasoning	15	15	
4	Mathematics	15	15	
	Total	60	60	

Note :

- 10.1.1 The centre based examination will be conducted online and the medium of the Online Aptitude Test will be English.
- 10.1.2 There will NOT be any negative marking for wrong answers.

## 10.2 OTHER INSTRUCTIONS

- 10.2.1 Link for downloading the Admit Card for the Centre Based Online Aptitude Test will be shared to the registered Email address of the eligible candidates by Federal Bank on or before 23.01.2026.
- 10.2.2 Candidates should confirm their identity using a valid ID proof (Aadhar Card, Driving License, Passport, Voters ID or PAN) to participate in the Centre Based Online Aptitude Test. (Note: Ration Card is not considered as a valid id proof for this purpose.)
- 10.2.3 Name appearing on the admit card of the candidate should exactly match with the name that appears in the photo identity proof. Candidates who have changed their name will be allowed only if they produce Gazette notification / their registered marriage certificate indicating the changes.
- 10.2.4 If the identity of the candidate is in doubt, Bank will have the right to deny the candidate from participating in the selection process, at any stage.
- 10.2.5 Candidates reporting late i.e. after the reporting time specified on the admit card will not be permitted to participate in the Centre Based Online Aptitude Test.
- 10.2.6 Any request for change of date / session / centre / venue will not be entertained.
- 10.2.7 Candidates must follow the instructions given by the Test Administrators and the Invigilators in the examination hall. Candidates found violating these instructions / engaging in malpractices will be disqualified and / or may be asked to leave the examination hall.
- 10.2.8 Candidates are called for the Centre Based Online Aptitude Test without verifying their personal details, age, domicile, qualification, certifications, work experience, nationality etc. with the certificates / documents. Before appearing for the Online Aptitude Test, candidates must ensure that they fulfil the eligibility criteria stipulated by the Bank in all respects. If at any stage, the candidate is found not eligible for the post applied for or the declaration given is found to be false / incorrect, his / her candidature is liable to be cancelled, without any notice and / or compensation.
- 10.2.9 Candidates should ensure that they sign the Attendance Sheet during the Centre Based Online Aptitude Test.
- 10.2.10 Rough sheets will be provided to all the candidates on the day of the test. Candidates must write their Name and Candidate ID / Roll Number at the top right-hand side of the rough sheet and must handover the same to the Test Officials upon completion of the test.
- 10.2.11 Candidates would be able to login to the test only with password mentioned in the Admit Card. This password should not be disclosed to others.
- 10.2.12 Persons with disabilities can request for a scribe and for compensatory time by sending a mail to careers@federalbank.co.in with the subject 'Request for Scribe' and such request shall be placed on or before 11.01.2026. Bank reserves the right to review / sanction such requests of the candidates.
- 10.2.13 Responses (answers) of the candidates will be analyzed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred / concluded that the responses have been shared and scores obtained are not genuine / valid, such candidates will be disqualified and / or the result withheld.

10.2.14 The possibility of occurrence of some problem in the administration of the Online Aptitude Test cannot be ruled out completely which may impact assessment delivery and / or result from being generated. In that event, every effort will be made to rectify such problem, which may include postponing the date / time of the Aptitude Test. Conduct of a re-test is at the absolute discretion of assessment conducting body. Candidates will not have any claim for a re-test. Candidates not willing to participate in the re-test will be rejected from the selection process without any notice or compensation.

10.2.15 Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of assessment contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or found to be in unauthorized possession of assessment content is likely to be prosecuted.

## 11 GENERAL INSTRUCTIONS AND CONDITIONS

- 11.1 Candidates should submit only one application. Candidature of applicants submitting more than one application is liable to be cancelled without notice and compensation.
- 11.2 Candidates applying for the selection process should not have any criminal record.
- 11.3 Bank takes no responsibility for any delay in online registration or communications.
- 11.4 Except for the application fees as mentioned above, no other fees shall be paid to any vendor, agency or individual in connection with the selection process.
- 11.5 Bank reserves the right to close the application window at any time before the cut-off date i.e. 08.01.2026 based on volume of applications received, if the required threshold is met. Therefore, candidates are advised to submit their application at the earliest opportunity to participate in the selection process.
- 11.6 Federal Bank reserves the right to make any changes to the selection process at their discretion.
- 11.7 Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced at the time of Online Aptitude Test, Document Verification, Personal Interview, Background Verification, Onboarding etc. and any other matter relating to the selection process will be final and binding on the candidates. No further correspondence or personal enquiries will be entertained by the Bank in this regard.
- 11.8 Request for change of date or time for any selection stage/s will not be entertained.
- 11.9 Candidates who fail to appear in any of the selection rounds owing to technical or other reasons whatsoever, will not be permitted to reappear the same. Also, requests for a rescheduled timing for that particular round or selection process as a whole will not be considered.
- 11.10 Candidates are advised to upload a recent passport size Photograph and shall not change their facial appearance from that on the Photograph till the selection process is complete.
- 11.11 Candidates have to bear the expenses to attend the selection stages at the stipulated date and time.
- 11.12 Bank has the right to reject any application / candidature at any stage without assigning any reason and the decision of the Bank shall be final.
- 11.13 Recording or sharing the content / details of any selection rounds of the recruitment process privately

or on social media or discussion forums is strictly prohibited. Any candidate engaged in such activities will be disqualified and debarred from participating in future recruitment processes of the Bank.

- 11.14 If a candidate is found guilty of any unfair means at any stage, he / she will be disqualified from the selection process. In case any such instances are detected at any stage of the recruitment process, even after appointment, services of such candidates are liable to be terminated.
- 11.15 Onboarding of the shortlisted candidates will be subject to his / her being declared medically fit by the Bank's Medical Officer, satisfactory report about his / her character and antecedents by the Police Authorities, Credit History including CIBIL / Experian scores and status, satisfactory references from respectable referees, verification of certificates and completion of all other formalities to the complete satisfaction of the Bank.



For any clarifications, candidates may reach us through [careers@federalbank.co.in](mailto:careers@federalbank.co.in)

Any canvassing by or on behalf of the candidates or to bring political or other influence with regard to their selection shall be considered as a disqualification.



## ANNEXURE - LIST OF THE NOTIFIED BRANCHES / OFFICES

(The place of domicile of the candidate should be located in the same district of Notified Branch / Office (OR) within 20 kilometres (KM) from Notified Branch / Office)

NOTIFIED BRANCH / OFFICE	DISTRICT	STATE / UT
GUWAHATI/PALTAN BAZAR	KAMRUP	ASSAM
TEZPUR	SONITPUR	
TINSUKIA	TINSUKIA	
CURRENCY CHEST/ NEW DELHI	CENTRAL DELHI	DELHI
GOVERNMENT AND INSTITUTIONAL BUSINESS DEPARTMENT	CENTRAL DELHI	
NEW DELHI / CONNAUGHT CIRCUS	CENTRAL DELHI	
NEW DELHI / KAROL BAGH	CENTRAL DELHI	
NEW DELHI / KIRTI NAGAR	WEST DELHI	
NEW DELHI / PASCHIM VIHAR	WEST DELHI	
PANAJI	NORTH GOA	
AHMEDABAD ZONAL OFFICE	AHMEDABAD	GUJARAT
GANDHIDHAM	KACHCHH	
RAJKOT BHAKTI NAGAR	RAJKOT	
RAJKOT BHUPENDRA ROAD	RAJKOT	
SURAT / VARACHA	SURAT	
SURAT/ VESU-VIP ROAD	SURAT	
VADODARA SAMA	VADODARA	
BANGALORE / JALAHALLI	BANGALORE URBAN	KARNATAKA
BANGALORE / JAYA NAGAR	BANGALORE URBAN	
BANGALORE / RAJAJI NAGAR	BANGALORE URBAN	
BANGALORE J P NAGAR	BANGALORE URBAN	
CURRENCY CHEST/ BANGALORE	BANGALORE URBAN	
DOMMASANDRA (BANGALORE EAST)	BANGALORE URBAN	
KODATHI GATE	BANGALORE URBAN	
CHIKMAGALUR	CHIKMAGALUR	
DAVANAGERE	DAVANAGERE	
MAMKAMKUZHY	ALAPPUZHA	
ERNAKULAM / BYPASS	ERNAKULAM	
ERNAKULAM / KATHRUKADAVU	ERNAKULAM	
ERNAKULAM / MARINE DRIVE	ERNAKULAM	
HEAD OFFICE, ALUVA	ERNAKULAM	
KALADY	ERNAKULAM	
MUVATTUPUZHA	ERNAKULAM	
THODUPUZHA	IDUKKI	
VAZHITHALA	IDUKKI	

NOTIFIED BRANCH / OFFICE	DISTRICT	STATE / UT
KANNUR	KANNUR	KERALA
PANOR	KANNUR	
THALASSERY	KANNUR	
ILAMBAL	KOLLAM	
KADAKKAL	KOLLAM	
KOLLAM / POLAYATHODE	KOLLAM	
OYOOR	KOLLAM	
CURRENCY CHEST / THURUTHY	KOTTAYAM	
KANJIRAPPALLY	KOTTAYAM	
KOTTAYAM / KANJIKUZH	KOTTAYAM	
KURAVILANGAD	KOTTAYAM	
LCRD KOTTAYAM DIVISION	KOTTAYAM	
MUNDAKAYAM	KOTTAYAM	
PAIPAD	KOTTAYAM	
PAMPADY	KOTTAYAM	
PERUNNA	KOTTAYAM	
CHERUVANNOOR	KOZHIKODE	
CURRENCY CHEST/ KOZHIKODE	KOZHIKODE	
KOZHIKODE CREDIT HUB	KOZHIKODE	
VADAKARA	KOZHIKODE	
ANGADIPURAM	MALAPPURAM	
CHELARI	MALAPPURAM	
EDAKKARA	MALAPPURAM	
OTTAPPALAM	PALAKKAD	
CURRENCY CHEST/ ATTINGAL	THIRUVANANTHAPURAM	
KILIMANOOR	THIRUVANANTHAPURAM	
MUTTADA	THIRUVANANTHAPURAM	
PONGUMOODU	THIRUVANANTHAPURAM	
THIRUVANANTHAPURAM CREDIT HUB	THIRUVANANTHAPURAM	
VAKKOM	THIRUVANANTHAPURAM	
CHALAKUDI NORTH	THRISSUR	
CURRENCY CHEST/ KALLETUMKARA	THRISSUR	
KODUNGALLUR	THRISSUR	
THRISSUR / S. T. NAGAR	THRISSUR	
TRIPRAYAR	THRISSUR	
BHAIROPUR	BHOPAL	MADHYA PRADESH
INDORE PIPLIYAHANA	INDORE	
UJJAIN	UJJAIN	
KOLHAPUR	KOLHAPUR	MAHARASHTRA
LCRD MUMBAI DIVISION	MUMBAI	

NOTIFIED BRANCH / OFFICE	DISTRICT	STATE / UT
MUMBAI / CRAWFORD MARKET	MUMBAI	MAHARASHTRA
MUMBAI / CHEMBUR	MUMBAI SUBURBAN	
PUNE / PIMPLE SAUDAGAR	PUNE	
PUNE / WARJE	PUNE	
PANVEL	RAIGAD	
CURRENCY CHEST/ THANE	THANE	
MUMBAI / DOMBIVLI	THANE	
MUMBAI / VASHI	THANE	
SHILLONG	EAST KHASI HILLS	MEGHALAYA
CUTTACK	CUTTACK	ODISHA
BHUBANESWAR	KHORDHA	
AMRITSAR	AMRITSAR	PUNJAB
CHENNAI / T NAGAR	CHENNAI	TAMIL NADU
CURRENCY CHEST/ CHENNAI	CHENNAI	
CURRENCY CHEST / PERUNDURAI	ERODE	
MADURAI/ANNA NAGAR	MADURAI	
MECHERI	SALEM	
SALEM	SALEM	
AMBATTUR	THIRUVALLUR	
TIRUCHIRAPPALLY	TIRUCHIRAPPALLI	
TIRUNELVELI	TIRUNELVELI	
PALLADAM	TIRUPPUR	
VILLUPURAM	VILUPPURAM	
HYDERABAD/ GACHIBOWLI	RANGA REDDY	TELANGANA
AGRA	AGRA	UTTAR PRADESH
ACHHEJA	GAUTAM BUDDHA NAGAR	
NOIDA	GAUTAM BUDDHA NAGAR	
NOIDA SECTOR 18	GAUTAM BUDDHA NAGAR	
GHAZIABAD	GHAZIABAD	
KOLKATA / BBD BAGH	KOLKATA	WEST BENGAL
KOLKATA / C.R.AVENUE	KOLKATA	
DURGAPUR	PASCHIM BARDHAMAN	