

KOTAK PROBATIONARY OFFICER COURSE

*In association with Manipal
University*

Course Details

INDEX

• <u>Introduction</u>	<u>3</u>
• <u>About the course, application & eligibility</u>	<u>4</u>
• <u>Selection process</u>	<u>5</u>
• <u>Post selection</u>	<u>6</u>
• <u>Student's Investment To The Course</u>	<u>7</u>
• <u>Benefits to students</u>	<u>7</u>
• <u>Course funding</u>	<u>9</u>
• <u>Post classroom training</u>	<u>11</u>

KOTAK MAHINDRA BANK - PROBATIONARY OFFICER COURSE

INTRODUCTION

The Kotak Probationary Officer Course has been set up jointly by Kotak Mahindra Bank and Manipal University. The course has been set up to attract bright young graduates to a career in Banking with Kotak Mahindra Bank. The complete course duration will be **12 months**, comprising of **nine month full-time residential course** which is followed by **three months of internship** in one of the branches at Kotak Mahindra Bank. Those who successfully complete this one year intensive course will be awarded a **Post Graduate Diploma in Banking and Relationship Management** by Manipal University and will be subsequently absorbed as Probationary officers in the Bank in Relationship Roles as a job profile.

The applicant's will be selected through a rigorous selection process and given systematic inputs in various areas of banking and management disciplines in order to make them ready Bankers by the time they finish the course.

The thrust of the course is to impart functional knowledge on general management and specialized knowledge on Banking related topics and subjects. Students are put through a rigorous **on-campus curriculum spread over 9 months split into trimesters of 3 months each** which emphasizes on application of knowledge and overall development of personality. This is followed by **3 months of intense internship** in any of the branches of Kotak Mahindra Bank.

Salient features of this one-year course are as under:

1. The course has blended curriculum comprising **classroom inputs, e-learning and on-the-job internship**.
2. It imparts knowledge and skills in **core banking**, specialized areas in banking besides **managerial skills, etiquette, grooming and language skills**.
3. The classroom sessions (9 months, trimester pattern) will be conducted at the **Manipal University** and internship (3 months) will take place at any of the **Kotak Mahindra Bank branches**.
4. The students are paid a **fixed allowance every month** for the entire 12 month duration of the course in order to meet their out of pocket expenses and their living expenses.
5. The students will get **assured employment** with Kotak Mahindra Bank on successful completion of the course.
6. Kotak Mahindra Bank provides **easy financing of the course fees** at concessional terms to all students.

COURSE FAQs

ABOUT THE COURSE, APPLICATION & ELIGIBILITY

1. What is the objective of Kotak Mahindra Bank Probationary Officer Course?

Kotak Probationary officer course is an initiative to attract bright graduate students desirous of pursuing a career in banking. Through this course the firm is attempting to create specialist cadre of bankers who have adequate knowledge and skills to cater to the varied needs of the customer.

2. How can I apply for the course?

If you would like to apply for the course, you can mail your resume along with the Application Form available on our Careers Page under the tab 'APPLY NOW' to kotakpo@kotak.com with the subject line as "Application for Kotak PO".

You can also send a hard copy of your CV to -

Aditi Nair/ Hitain Sharma - Kotak PO Applications

Kotak Mahindra Bank,

Human Resource Department,

Kotak Infiniti, 2nd Floor,

Building No. 21, Infinity Park,

Off Western Express Highway,

General AK Vaidya Marg, Malad (E)

Mumbai - 400098

Incase you have any query on the program please send us an email to kotakpo@kotak.com.

3. What are the eligibility criteria for the course?

The eligibility criteria for applying for admission are:

A. Qualification (As on 01.11.2011)

Degree in any discipline from a recognized University OR any equivalent qualification recognized by Central Government with 60 % or above marks. Students appearing in final year degree exams can also apply subject to their submitting their Final Degree Mark sheet & Provisional Certificate on or before 01.11.2011.

B. Age (As on 01.11.2011) Minimum 21 years, Maximum 25 years

The applicant should have been born on or after 1st, November 1986, but not later than 1st November 1991.

4. When is the Kotak Probationary Offer Course starting?

The course is scheduled to start end November or early December 2011 for the 1st batch.

5. Where will the course be held?

The course will be conducted on the Manipal University campus at Bangalore

SELECTION PROCESS

6. What will be the selection process?

The selection will be through a multi stage selection process comprising:

- Aptitude test
- Personality Profiling
- Cultural fit profiling
- Personal Interview

Please click on the below links to refer sample question papers for the aptitude test

[Analytical Ability](#)

[Verbal Ability](#)

[Quantitative Ability](#)

7. In which locations will the selection process be conducted?

The online tests will be conducted at around 20 locations across the country. It will be endeavored to give each applicant a test venue closest to his / her place of residence, however the Bank cannot guarantee the same. The venue and center allocated to the applicant will be mentioned in the call letter/ e -mail and the same will be final, no change being permissible in the centre or venue, once allocated. The dates for the subsequent processes of interview will be announced at a later date for which successful candidates will be intimated through an e-mail/SMS/ phone.

8. How will the applicant be intimated on various activities of the selection process?

Shortlisted applicants will be kept informed on the progress of their application through e - mail / SMS and by phone. Announcements and schedule for the completion / initiation of various activities shall be posted on the careers page of the Kotak Mahindra Bank website (www.kotak.com) and applicants are requested to keep themselves updated of the progress / notifications regarding the selection process by regularly visiting the website. Please ensure that your e-mail address & mobile numbers provided by you are duly updated and in use.

9. When is the selection process being held?

The online tests are likely to be held on various dates in the month of November 2011. This will be followed soon after by personal Interviews for applicants who are found successful in the tests and the entire selection process is likely to be completed by end November 2011.

POST SELECTION

10. What happens after the applicant is selected?

The selected applicants will be issued 2 letters & a service agreement from Kotak Mahindra Bank towards future employment:

A. A letter of admission for the course detailing the course, the scheme, the fee structure, special loan designed specifically for this course, the course curriculum, the criteria for successful completion, internship details, evaluation procedure, joining requirements in terms of academic and internship performance and the fixed allowance and facilities available during the campus terms / internship, etc.

B. A provisional offer of employment in Kotak Mahindra Bank, subject to the applicant's successful completion of the course and other joining requirements as specified therein and which will also contain details of the compensation and other benefits applicable to the applicant on their joining the Bank.

Selected applicants will have to undergo a medical examination to certify their fitness for the Bank's job at the time of their entry into the course itself. Upon being found medically fit, the applicants will be granted admission into the course. The details of the medical examination will be communicated to the applicant during the course of the selection process.

11. What would be the dress code on Campus at Manipal University?

At the start of the course, Kotak Mahindra Bank will issue one time, at its own cost the following set of uniforms to be worn by all students. This uniform, as laid down, would be worn for all classes and other organized activities.

For Gentlemen -

- A. Blazer.
- B. Two formal trousers.
- C. Two formal shirts.
- D. Kotak Branded Tie.

For Ladies

- A. Blazer.
- B. Two formal trousers.
- C. Two formal shirts.
- D. Kotak Branded Scarf.

APPLICANT'S INVESTMENT IN THE COURSE

12. What would be the applicant's investment in this course?

Course Fee - Rs.3 lacs

To pursue this course the interested applicant will have to invest Rs.3 lacs plus taxes as applicable. This amount will cover all boarding, lodging and tuition fee expenses for the 9 months classroom course at Manipal University.

BENEFITS TO APPLICANT

13. How does an applicant selected for this course, stand to benefit as far as the cost of this course is concerned?

This course is in effect a “cashless bridge” for applicants who aspire to get into a Banking career. To pursue this course, the interested applicants will have to invest Rs. 3 lacs plus applicable taxes. Applicants will have the option of availing a special loan from Kotak Mahindra Bank which has been specifically designed for this course. The interest rate on the loan will work out to approximately 7% p.a. for the individual applicant. On successful completion of the course & internship, the students will be absorbed on the rolls of the bank as Probationary officers.

The EMIs for the loan, if taken from Kotak Mahindra Bank, would start once the student joins the bank in full time employment post course completion (12 months). There would be no recovery of EMIs or interest during the training period. The EMIs post joining the bank will be spread over a period of 48 months to ensure that there is minimal impact in the monthly earnings once the student joins Kotak Mahindra Bank as Probationary Officer.

- During the course of the 9 month class room inputs at Manipal University, Bangalore each student would be paid a fixed amount of Rs. 2500 / - per month for out of pocket expenses.
- After the above 9 months campus stay, for the duration of 3 months internship at a Kotak Mahindra Bank branch, the student would be paid a stipend of Rs. 20,000 / - per month to cover for living expenses at the location.
- For the duration of the course i.e. for 12 months the student will be covered for Rs. 1.00 Lac of Medclaim for self only by special scheme borne by Kotak Mahindra Bank.
- On successful completion of the course (12 months - 9 months classroom, 3 months internship) an individual student would be absorbed on rolls of Kotak Mahindra Bank as a Probationary Officer in the Deputy Manager Grade at an annual package of Rs.3.50 Lacs.
- On successful completion of first year of employment and meeting the set performance criteria (Performance rating of Meets Expectations or above) the probationary officer would be entitled for a guaranteed bonus of Rs. 50,000 / -
- On successful completion of first year of employment, the annual package of the Probationary Officer would get revised as per the performance rating of the probationary officer and the normal performance linked variable incentive, as applicable to other employees in the bank would be paid over and above the fixed annual package.
- On successful completion of 48 months of service with the Bank, 85 % of the course fee (Rs. 2,50,000) would be paid back to the Probationary Officer.

Hence this scheme, in effect, is a total cashless bridge to obtain quality Banking and managerial education in the first place and to obtain entry to a prestigious banking career.

14. Probation Period - What would the probation period be as a Probationary Officer once an applicant joins Kotak Mahindra Bank?

Each student on successful completion of the course (12 months - 9 months class room inputs, 3 months internship at Kotak Mahindra branch) will be absorbed as a Probationary Officer in Deputy Manager Grade on the rolls of Kotak Mahindra Bank. An individual Probationary Officer would have a probation period of one year in which he / she would be expected to perform the duties and tasks assigned to them diligently with adherence to the process, practices and values of Kotak Mahindra Bank. Post completion of the one year, subject to a minimum performance rating of 2 "Meets Expectations" the Probationary Officers would be confirmed in the services of the bank.

COURSE FUNDING

15. How can the applicant avail of this special loan being offered by Kotak Mahindra Bank once he / she is selected?

The loan formalities will be centrally coordinated at the Mumbai HO. The selected applicants will have to complete the loan formalities including signing of loan documents by visiting a Kotak Mahindra Bank branch near their place of residence. Details of the formalities to be carried out for availing loan will be intimated along with the offer of admission.

16. Will the applicant be required to sign any agreement for the loan?

Yes. Loan agreement and such other documents, as required for an individual availing loan from a bank, would have to be signed. There will be no Processing charges but value of stamp paper / stamp duty as applicable or as decided by the bank will have to be paid in cash for the agreement by the applicant.

17. Is there a service agreement applicable for the Probationary Officer after joining the Bank's service on successful completion of the course?

All selected applicants, at the time of their joining the course itself, will have to execute a future employment service agreement. The details are stipulated below:

A. If, for any reason whatsoever, the student leaves during the 12 month course period (Campus inputs + internship period) and has availed a loan from Kotak Mahindra Bank, the Bank shall recover

the entire loan amount along with the interest at card rate (which is the normal commercial rate of interest) along with total amount paid by Kotak Mahindra Bank for out of pocket expenses to him/her till that time.

e.g. If the student leaves after 3 months of joining the training, he would be required to pay back the fixed amount paid by Kotak Mahindra Bank for out of pocket expenses received by him/her during the 3 months and the Loan outstanding + Interest @ commercial rate p.a. for 3 months towards the loan repayment.

B. Post completion of the course & after joining, if the Probationary Officer leaves within the first 4 years, then he / she shall pay back to the Bank the full amount of received by him / her from Kotak Mahindra Bank for out of pocket & living expenses during the course plus a notional amount of Rs. 1 lac towards the cost of training. Apart from this the Probationary Officer will also have to immediately pay back the entire loan outstanding (by reckoning interest at the prevailing commercial rate at that point in time from the date of availment). e.g. If a probationary officer leaves 4 months after joining the Bank after completion of the 1 year course, he / she would be required to pay the following:

- Amount received from Kotak Mahindra Bank for out of pocket and living expenses during the 1 year course (Rs. 82,500/-).
- Repayment towards loan outstanding: Rs. 3 lacs + Interest @ commercial rate of interest for 16 Months (12 months training + 4 months as employee) - EMIs/Interest already paid.
- Rs. 1 lac towards notional cost of training.

18. Does the applicant have an option of not taking the Loan Amount from Kotak Mahindra Bank?

Yes. If the applicant so wishes he / she can arrange for their own funds to pursue the course. However the applicant will have to deposit the entire course fees with Kotak Mahindra Bank before joining the course at the Manipal campus in Bangalore. Detailed procedure for the same would be explained to you in you with your letter of admission.

19. Will there be any service agreement applicable if the funds for pursuing the course are personally arranged by the applicant?

Yes there will be a service agreement applicable if the funds of pursuing the course are personally arranged by the applicant.

If a student leaves either during the internship period or within the first 2 years of joining Kotak Mahindra Bank post completion of the course and joining as a Probationary Officer, then he / she

shall pay back to the Bank the full amount by him / her during the course from Kotak Mahindra Bank for out of pocket and living expenses and a notional amount of Rs. 1 lac towards the cost of training.

20. Would the applicant be required to pay any other amount?

Yes. The following two amounts would have to be paid by the applicant at the time of selection.

A. Admission Security Deposit -

All applicant's when selected for the Kotak Probationary Officer course would be required to Deposit Rs. 5,000/- as Admission Security Deposit into a designated Kotak Bank Account before being given acceptance for the letter of admission for the course. The procedure for this will be explained in your letter of admission. This amount will be refunded to you on completion of 90 days at Manipal University. However, if you do not join the course after confirmation or leave the course within 90 days of joining, this amount will be forfeited, additionally to the amount detailed in clause 16.

B. Margin Money (Only in case if the student takes subsidized loan from Kotak Mahindra Bank)

All applicants who avail of the loan facility from Kotak Mahindra Bank will have to pay 10.3 % of the total loan amount taken as margin money to Kotak Mahindra Bank before the loan is sanctioned. The detailed procedure for the same will be explained in your invitation letter.

EMPLOYEMENT ON COURSE COMPLETION (9 months classroom & 3 months internship)

21. What is the guarantee that Kotak Bank will give job as Probationary Officer in after the training and Internship?

All the applicants selected will be given a Provisional offer of employment letter at the time of joining the course at Manipal University in Bangalore. Job will be guaranteed on the successful completion of the Probationary Officer course (9 months classroom & 3 months internship).

For the first nine months when the student is perusing residential class room course at Manipal University there will be regular interactions with Senior Leadership of Kotak Mahindra Bank and the student will be exposed to live policies / process / standards etc. of Kotak Mahindra Bank.

22. What would the Probationary Officers Salary once he / she join the bank after completion of the course?

On joining the bank as a Probationary Officer post completion of the course (12 months) successfully as per the criteria laid down, for the first year the probationary officer will get a gross annual salary of Rs.3.5 Lakhs. Additionally he /she would be entitled for one time guaranteed Annual Bonus of Rs. 50,000 / - on successful completion of one year of service in the bank subject to attaining a minimum performance rating of "Meets Expectations". From the second year onwards the probationary officer will move on to the normal bank appraisal cycle.

23. What are the areas in which training will be provided?

Applicants joining the Probationary officer course will be enrolled for Post Graduate Diploma in Banking and Relationship Management. It is a UGC approved course and Manipal University awards the diploma. Applicants joining the course will be trained in various areas of management as well as in the Banking and Finance domain.

24. Will the Probationary Officer get an option to pursue a Post Graduate Degree with Manipal University once he / she join's Kotak Mahindra Bank?

Post successful completion of the course leading to grant of a post-graduate diploma in Banking and Relationship Management, the Probationary Officer will also have the option of being enrolled for a UGC approved MBA in Banking and Finance through Manipal University which can be completed by candidates in 18 months' time in distance education / online instruction mode, while they pursue their career with Kotak Mahindra Bank.

25. Which functional area / location would the Probationary officers be placed on absorption in the Bank post successful completion of the 1 year course?

Students joining as Probationary officers, upon successful completion of the course will be placed in Branches / offices of the Kotak Mahindra Bank anywhere in India as per the needs and business requirements of the Bank. Our career counselors will help the applicants understand the detailed job profile during thier interaction with us in the course of the selection process.

26. What kind of Career Path can a Probationary Officer expect in Kotak Mahindra Bank ?

Probationary Officers would be placed in Relationship Roles in Kotak Mahindra Bank on successful completion of the course. Relationship roles entail sales & service oriented deliveries. A typical career option for resources working in such roles in Kotak Mahindra Bank would be to move on to the

next career level and start handling larger portfolio of clients and subsequently move into a people management role heading an independent Branch as a Branch Manager. Based on the aptitude, interest and performance of the Probationary Officer he / she will also have the option of moving into different roles such as customer service, marketing, credit etc within the various verticals of the bank.

Movement of roles and grades in Kotak Mahindra Bank are purely decided on merit and which is a combination of on the job performance of a resource along with the alignment to the Kotak Core Values and their demonstration at the workplace.

27. What would be the onboarding schedule once the applicant gets selected?

Selected applicants will be provided detailed instructions to report at the campus where Kotak Mahindra Bank representatives will be at hand to help address any query of the Probationary Officer.