Recruitment of Graduate Trainees

Want to join one of the most dynamic, exciting and leading Mutual Fund? We are a leading Mutual Fund Company hiring young graduates to join our energetic front-line sales force. You will learn about our products and how we position them in the market. Your involvement will be with different segments, products and channels, through which we connect with our investors.

We provide young graduates with a head start towards a career in the Mutual Fund Industry through our *Graduate Trainee Program.* With us, you can expect a long journey of learning, growth and experience. We believe that our Employees are our biggest Asset. We focus on their career development by providing them adequate training in a positive work environment.

If you are a young Indian citizen, talented, a fresh graduate and one who enjoys challenges, you could be a part of our Company.

We are inviting applications for the post of *Graduate Trainee* in the area of *Sales.* The position is open for pan India locations as below –

LOCATION WHERE WE HAVE VACANCIES

West	North	East	South
Aurangabad,Ahmedabad, Anand, Bhavnagar, Baroda, Bhopal, Bhuj, Chinchwad, Ghatkopar,Indore, Jalgaon Jamnagar, Jabalpur, Junagadh, Kolhapur, Margao,Mumbai,Nasik, Navsari,Nagpur, Panaji, Pune,Rajkot, Surat,Solhapur, Valsad, Vapi, Vashi	Bhilwara, Bikaner, Chandigarh, Delhi, Ghaziabad, Gurgaon, Gorakhpur, Janakpuri, Jalandhar, Jodhpur, Jaipur, Kanpur, Kota, Laxmi Nagar, Ludhiana, Lucknow, Meerut, Moradabad, Noida, Nehru Place, Pitam Pura, Rohtak, Shimla, Udaipur	Assam,Behari,Balasore, Bengal ,Bhagalpur, Bhubaneswar, Burdwan, Bihar Darbhanga, Durgapur, Dhanbad, Guwahati, Jamshedpur, Kolkata, Kalyani, Malda, Ranchi, Rash Salt Lake, Silchar, Tinsukia,	Anna Nagar , Bangalore, Belgaum, Coimbatore, Chennai, Hyderabad, Kerala ,Mysore, Malleswaram, Mangalore, Punjgutta Pondicherry, Secunderabad, Shimoga

ELIGIBILITY CRITERIA

1.   Qualification: Degree in any discipline as of September 1, 2020, from a recognized university with qualifying percentage of marks as below –

Exam Passed	Degree / Subject / Stream	Percentage of Marks / Class / Grade
10th / SSC	Any Value	≥ 70%
AND		
12th / HSC	Arts / Commerce	≥ 70%
OR		

12th / HSC	Science	≥ 50%
AND		
Graduation	BMS/BBA/BMM/BFM/BCOM/BBI/BE/BL/Others	≥ 60% (First Class)
AND		
Fluency in English Language (Verbal and Written)		

Note:

- *Candidates who have appeared for the final examinations and waiting for the results are eligible to appear for the whole selection process. However, the offer to join our organization to the selected candidates shall be subject to production of necessary documents evidencing successfully obtaining the requisite qualification.*
- *The current positions are only for Candidates who have completed their Graduation or are appearing for the same and not for Post Graduates from any stream.*

2. Age Criteria: As on September 1, 2020 – less than or equal to 25 years.

	Years	Born on or before
Minimum	21	01-09-1999
Maximum	25	02-09-1995

COMPENSATION STRUCTURE

Salary Component	Monthly (Rs.)	Annual (Rs.)
Basic Pay	15,000	1,80,000
Retirals-PF (Employer Contribution)	1,500	18,000
Special Allowance	5,433	65,200
Total Fixed Pay	**21,933**	**2,63,200**
Target Variable Pay amount at target performance (at rating 3)		**36,848**
Gratuity		14,994
Total Cost		**3,15,042**
Benefits forming part of CTC		
Group Term Life Insurance (Sum Insured - Rs. 30 lacs per annum)	5,912	
Group Personal Accident Insurance (Sum Insured - Rs. 30 lacs per annum)	258	
Group Mediclaim Cover for Hospitalization per family (Sum Insured - Rs. 5.5 lacs pa)	29,652	
Cost to Company		**3,50,864**

Note: On joining, you will have the flexibility to carve out *Personal Telephone and Broadband Reimbursement* from Special Allowance as per the eligibility limit set. Employee PF will be deducted from the gross mentioned apart from Tax.

MODE OF SELECTION/RECRUITMENT PROCESS

I.   Interest candidates will have to apply for the role and provide all the required data asked for. All the eligible candidates will be through the aptitude test.

II.   Candidates clearing the aptitude test would be shortlisted for the first round of Interview/Group Discussion.

III.   Candidates further shortlisted from the first round will be invited for the final round of interview

IV.   Candidates passing all the rounds will be made an offer.

V.   Post acceptance of offer, candidates will have complete the pre-recruitment formalities such as Medical examination, NISM-VA certification and submission of other requisite qualification certificates and recruitment forms.

VI.   Final posting location will be shared with the candidates. Selected candidates are required to accept the location given to them.

VII.   Completion of Psychometric test in order to better understand the selected candidates (not an eliminator).

VIII. Final offer of appointment to be rolled out to candidates completing the above mentioned process.

Information about Aptitude test and its application process

FORMAT OF APTITUDE TEST: -

Sr. No.	Name of the Test	No. of Questions	Maximum Marks	Duration (separately timed tests)
1	Reasoning	50	50	40 Minutes
2	English Language	50	50	40 Minutes
3	Quantitative Aptitude	50	50	40 Minutes
4	General and Financial Awareness	50	50	30 Minutes
	Total	**200**	**200**	**150 Minutes**

Penalty of 1/4 of the marks to be imposed incase of every wrong answer.

DETAILED GUIDELINES/PROCEDURE: -

A. **Application registration**
B. **Document scan and upload**

Candidates can apply online only from 29th September,2020 to 8th October ,2020 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i)   **scan their :**
  - **photograph (4.5cm × 3.5cm)**
  - **signature (with black ink)**
  - **left thumb impression (on white paper with black or blue ink)**

- **a hand written declaration (on a white paper with black ink) (text given below)**
  ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

(ii)   **Signature in CAPITAL LETTERS will NOT be accepted.**

(iii) **The left thumb impression should be properly scanned and not smudged. (**If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv)   **The text for the hand written declaration is as follows –**

"I, _____ (Name of the candidate), hereby declare that I have read all the information provided to me and all the information which is submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v)   **The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (**In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi)   **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. The organization may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

A.   Application Registration

1. Candidates to go to the click on the option "**APPLY NOW**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Submit' button.

B. **Guidelines for scanning and Upload of Documents**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:
- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature, left thumb impression and hand-written declaration Image:
- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20kb – 50 kb
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)

- Set Colour to True Colour.

- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg

- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

   - If the file size and format are not as prescribed, an error message will be displayed.

   - While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.

- The hand written declaration should be of the applicant and not by any other person.
   - File type: jpg / jpeg
   - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
   - File Size: 20 KB – 50 KB

Hand-written declaration:

- Hand written declaration content is to be as expected.

- Hand written declaration should not be written in CAPITAL LETTERS.

- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.

- The hand written declaration should be of the applicant and not by any other person.

- Hand written Declaration
   - File type: jpg / jpeg
   - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
   - File Size: 50 KB – 100 KB

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration

- Click on the respective link "Upload left thumb impression / hand written declaration"

- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.

- Select the file by clicking on it

- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.

- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

(1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

(3) After registering online candidates are advised to take a printout of their system generated online application forms.

GUIDELINES FOR PERSONS WITH DISABILITIES FOR USING SCRIBE:

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

•The candidate will have to arrange his/her own scribe at his/her own cost.
•The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
•A person acting as a scribe for one candidate cannot be a scribe for another candidate.
•The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
•Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
•Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
•Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii)Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

(iii)Guidelines for Visually Impaired candidates
- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

DOWNLOAD OF CALL LETTERS :

Candidates will have to visit the current web page again for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 150 minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

IDENTITY VERIFICATION :

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

RATION CARD AND LEARNER'S DRIVING LICENSE ARE NOT VALID ID PROOF :

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates

must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

LIST OF TEST CENTRES:

Centre of Examination			
Gurugram	Kurnool	Mumbai/Navi Mumbai/Thane	Gangtok
Shimla	Vijayawada	Nanded	Chennai
Hamirpur	Visakhapatnam	Palghar	Coimbatore
Jammu	Rajahmundry	Nagpur	Madurai
Srinagar	Guntur	Nashik	Thiruchirapalli
Dhanbad	Naharlagun	Pune	Salem
Ranchi	Guwahati	Imphal	Agartala
Jamshedpur	Dibrugarh	Shillong	Dehradun
Bangalore	Patna	Aizwal	Haldwani
Belgavi	Muzzafarpur	Kohima	Roorkee
Mysore	Bhagalpur	Bhubaneshwar	Agra
Hubli - Dharwad	Chandigarh - Mohali	Cuttak	Prayagraj (Allahabad)
Gulbarga	Raipur	Rourkela	Ghaziabad
Thiruvananthapuram	Bhilai	Pondicherry	Kanpur
Cochin	Bilaspur (CG)	Amritsar	Lucknow
Kozhikode	Delhi NCR	Ludhiana	Meerut
Leh	Panaji	Jalandhar	Varanasi
Bhopal	Ahmedabad - Gandhi Nagar	Bhatinda	Gorakhpur
Gwalior	Rajkot	Patiala	Moradabad
Indore	Surat	Jaipur	Kolkata
Jabalpur	Vadodara	Jodhpur	Asansol
Aurangabad(MH)	Faridabad	Kota	Siliguri
Amaravati	Ambala	Ajmer	Hooghly
Kolhapur	Yamuna Nagar	Udaipur (Raj)	Hyderabad
			Warangal

Above mentioned are the test centres where the aptitude test will be conducted. Test centres would be allocated based on the number of applications from a particular location.

Centre Clauses:

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. The Organisation, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. The Organisation also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and The Organisation will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular centre for "Online" examination, The Organization reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, the organization reserves the right to allot any other centre to the candidate.

PROCESS OF ARRIVING AT SCORES:

The Scores of Online Examination are obtained by adopting the following procedure:

(i)Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii)The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Test wise scores and scores on total is reported with decimal point upto two digits.

Note: Cut-offs are applied in two stages:

   i.   on scores in individual tests
  ii.   on Total Score