

Dear Partner,

Kindly find JD for HDFC BANK.

As we discussed over the phone looking your support for HDFC requirements.

JD and positions are attached for your information kindly go through it and come back with your revert.

### **JOB DESCRIPTION**

<b>POSITION</b>	BRANCH SALES OFFICER
<b>FUNCTION</b>	RETAIL BRANCH BANKING
<b>REPORTING</b>	MENTOR (Branch Head / Assistant Branch Manager)
<b>LOCATION</b>	HDFC BANK BRANCH
<b>PERIOD OF EMPLOYMENT</b>	2 YEARS FIXED TERM CONTRACT ON THE ROLE OF BANK (Contract renewed based on performance)
<b>OBJECTIVE:</b> Providing support to branch profitability by selling bank products through different acquisition channels in the catchment area.	
<b>KEY JOB RESPONSIBILITIES</b>	
1) Quality acquisition of Current Account & Saving Account for Resident / Non-resident Indian. 2) Ensure quality sourcing of new customer to sell different banking product like Demat Account, Life Insurance, Credit Card etc 3) Penetration of Fixed Deposit to existing & new customers 4) Generate leads of customer through referral, meeting branch walk-ins customer, associates, e-mailing, direct mailing, ATMs & cold calls in the catchment area. 5) Ensure quality customer service is delivered 6) Meeting productivity norms as defined through support of channels & own efforts 7) Strictly adhere & maintain KYC norms compliance 8) Adhere the norms, regulation & practices of banks religiously	
<b>COMPETENCIES REQUIRED</b>	
Honesty & integrity	Go getter attitude
Hard & smart working	Ability to convince & influence
<b>PREFERABLE</b>	TWO WHEELER WITH VALID LICENCE
	LOCAL RESIDENCE
<b>EDUCATION / QUALIFICATION</b>	GRADUATE & ABOVE
<b>WORK EXPERIENCE</b>	FRESHER
<b>SALARY RANGE</b>	Rs 1.20 LACS to Rs. 1.80 LACS (Depending upon no of year relevant work experience & skills)
<b>PERFORMANCE INCENTIVES</b>	Monthly performance incentives (best in banking industry)
<b>STATUTORY BENEFIT</b>	1. Employee Provident Fund

<b>S</b>	2. Paid leave – 25 days calendar year (after completion of 6 months from DOJ)
<b>OTHER BENEFITS</b>	Self medi-claim benefit of Rs 50,000/-
<b>SALARY RANGE</b>	Rs 1.20 LACS
<b>SELECTION PROCESS</b>	
1	Understand the real requirement from Mentor (Branch Head)
2	Schedule interview of interested candidate with Mentor (Branch Head) based on Mentor's availability & confirmation
3	Mentor will take one to one personal interview with candidate
4	Shortlisted candidate may undergo written general aptitude test
5	On successful completion of aptitude test, either Mentor or Recruiter should direct the candidate to submit below mentioned required documents to Mentor
6	Mentor is responsible to process the candidate's doc to HR for generation of emp code & fixed term contract letter.
<b>DOCUMENTS REQUIRED TO GENERATE FIXED TERM CONTRACT (FTC) LETTER</b>	1 UPDATE RESUME
	2 DATE OF BIRTH CERTIFICATE (photo copy)
	3 MARKSHEET – 10 <sup>th</sup> , 12 <sup>th</sup> & GRADUATION (photo copy)
	4 VALID ID PROOF – PASSPORT, PAN CARD, AADHAR CARD, GOVT. ID CARD (photo copy)
	5 VALID ADDRESS PROOF – RATION CARD, UTILITY BILL, PASSPORT, BANK STATEMENT (photo copy)
	6 RELIEVING LETTER (IF WORKED / WORKING)
	7 PASSPORT SIZE COLOUR PHOTO (RECENT)

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