

# **ALL ABOUT BECOMING A CLERK**

## **ELIGIBILITY**

- The common eligibility conditions are:-
  1. Pass in any degree
  2. Age limit: 20 – 28 years (Relaxation of 5 years for SC/ST, 3 Years for OBC in maximum age limit)
  3. Proficiency in the local language.
  4. Computer Awareness Certificate.
- \* Eligibility criteria may vary for different recruiting organisations.

## **SALARY (Which may vary among Banks)**

- The pay scale has been fixed at Rs. 7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300 (under review) and the take home salary shall be approximately Rs. 17,500 p.m. at a metro like Mumbai.

## **PERKS**

- Medical Aid
- Hospitalization scheme
- Leave fare concession
- Retirement benefits

## **AFTER PROBATION**

- All selected candidates for clerical posts shall be on probation for six months. After this period, they are assessed either through a short test or performance review and confirmed as a permanent employee.

## **JOB PROFILE**

- For visitors and customers to any Public Sector Bank, clerks are the first point of contact for enquiries and guidance.
  1. The person inside the withdrawal and deposit counter is mostly of clerical cadre.
  2. This is the reason some banks mention clerks as single window operators or cashiers.
  3. They are responsible for accepting payments, sanctioning withdrawals, verifying cheques, issuing demand drafts and offering other banking related services to customers.
  4. Bank office work like receipts collection, ledger maintenance, balance tally and other transactions must be keyed into the computer systems after office hours.
  5. In addition to this, clerks may have to take up marketing of financial products of banks such as loans, deposits, schemes to depositors.

### **CAREER GROWTH**

- Clerks have the opportunity to take part in promotions conducted once every two years through Examinations and get elevated as Officers. Promotions are held after taking into account the performance of employees and interviews. You can reach upto the position of a Senior Manager through promotions.
- After working for 3 to 4 years, you may also apply for jobs in Private Banks or other financial institutions as they prefer to recruit candidates with experience in the banking industry. The chances of getting a better pay and senior position in the private sector are quite high.

### **CHART OF POSITIONS THROUGH PROMOTIONS**

