

5-Sep-2023

Harsh Jain

Contact No: 8889304392

Email ID hjain9798@gmail.com

Aadhaar Number 558215539943

**LETTER OF ADMISSION TO AXIS BANK YOUNG BANKERS (ABYB) PROGRAM**  
**CONDUCTED BY NIIT IFBI**

Dear Harsh Jain,

1. This is in reference to your application to the Axis Bank Young Bankers (ABYB) Program, which is being conducted in association with NIIT Institute of Finance, Banking and Insurance Training Limited (NIIT IFBI) for a Post Graduate Diploma in Banking Services (PGDBS).

We take immense pleasure to inform you that subsequent to the selection process, you have been selected for the said program.

Your admission to Axis Bank Young Bankers Program will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria – Graduates or Postgraduates from any stream with 50% and above in their FINAL year of graduation OR aggregate of 50% and above in all years of Graduation.
  - b) Graduation Degree (10+2+3 pattern) is compulsory.
  - c) Further Eligibility criteria mentioned on the NIIT's website.
  - d) Satisfactory background verification reports from an authorized agency of the Bank.  
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission/appointment is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. Please follow the **four** steps articulated below to proceed with your admission:

**Step 1: Application submission & Admission Registration with NIIT IFBI.**

- The Total Gross CTC shown above is the minimum CTC. I.e. for Tier 6 cities.
- Your proposed monthly gross salary (Fixed Cash + Retirals) will be approximately Rs. 26,700. **Please note, this is before any deduction towards Income Tax, Loan EMI, Insurance Premium, Retirals (PF/Gratuity), or any other miscellaneous deductions.**
- Retirals are non-cash benefits.
- Staff Loan Benefits are non-cash benefits. The figure Indicated is the Staff Loan value, which can be availed subject to the candidate being a confirmed employee. Staff loans will be applicable as per the designation/grade eligibility and terms of the employment.
- The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with the appointment and fulfillment of requirements of the Insurance Company.
- Performance Bonus is a lumpsum amount that an employee receives after the performance appraisal cycle. Rs 45,000 is indicative of the highest possible performance bonus an individual can get. Final performance bonus received is subject to the individual's performance and the Bank's performance. Please note this is subject to you being a confirmed employee.
- The above CTC break up is exclusive of Location Pay which would be paid over & above Fixed Cash+Retirals depending on the location of posting. This may change basis the Tier of the city.
- Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

**ANNEXURE B: Fee Structure and Admission Process for joining the Young Bankers Program**

**1: Payment of Fees**

- You may choose to fund the fee for the course yourself or apply for Education Loan from Axis Bank. In case of Education Loan, bank will disburse the total fee amount and not in instalments as mentioned in the below table.

**Course Fee structure is appended below for your reference.**

<i>Term</i>	<i>Fee Components</i>	<i>Fee</i>	<i>GST</i>	<i>Total</i>	<i>Payment Schedule</i>
1	Tuition Fee	1,20,119	21,621	1,41,740	In Advance on or before the Commencement of 1st Term
2	Tuition Fee	1,17,169	21,090	1,38,259	In Advance, 15 days before the Commencement of 2nd Term
	<b>Total Fee</b>	<b>2,37,288</b>	<b>42,712</b>	<b>2,80,000</b>	

\* The total fee payable is subject to change basis the revision in GST. The above figures are calculated basis the prevailing rate of 18%.

**2: Initiation of Pre joining formalities**

You will receive an email along a link & application form from NIIT IFBI. Please fill and submit the same immediately on receipt.

**Step 2: Open an Axis Bank Young Bankers - Zero Balance Savings Account (SBEZY Account)**  
**Timeline: Next 5 days**

- You are required to visit any nearest Axis Bank branch in your location for getting your account opened.
- You are required to refer attachment: "**Instructions to open SBEZY Account**" thoroughly before going to the branch for your account opening process.
- Please note, this is a **zero-balance account** and you do not have to pay anything while opening this account. Hence, please specify from your end to the branch staff that it is for ABYB and the type of account as mentioned in the instructions document. You may show the circular given in the same account opening process attachment to the branch staff for opening correct type of Account. If any such issues while opening account in branch/need clarification, call helpline numbers provided in mail towards the end.
- Please note, all COVID related guidelines are being followed at all Axis branches. You need to wear medical grade masks and keep them on for the duration of your time outside your home and always keep social distance.

**Step 3: Admission Confirmation**  
**Timeline: Next 5 days**

Once you complete step 1 & 2 above, please click on the link below to confirm that the Application form (step 1) is submitted and that the Savings account in Axis Bank is opened (step 2)

Click below link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt\\_aVnCWZR8W1PotMh\\_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u](https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt_aVnCWZR8W1PotMh_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u)

**Step 4: Course Fee Payment**  
**Timeline: - immediately**

Identify if you are a Loan or Self-fund candidate.

**4 A. Steps & Timelines for candidates availing Education Loan next 5 days:**

Post completion of your SBEZY account opening process at the branch and confirming the same on the link, you are required to visit any one of the Loan center /RAC from the attached list of RAC Centre (Refer attachment: "**List of Axis Bank RACs for ABYB Loan Processing**") for your loan process.

**Step 1:** In order to apply for the Education Loan, ensure that you are accompanied by a Co-applicant (Father, Mother, Spouse, Parents-in-Law)

**Documents to be carried by the Co-applicant:** (Refer attachment: "**Documents to be submitted**")

3. NIIT University will issue a Post Graduate Diploma in Banking and Services to Young Bankers who successfully **complete 4 terms of 12 months** (4 months of classroom & 3 months of internship in which they will be posted in any of the branches of Axis Bank), to enable them to become eligible for "On the Job Training (OJT)" at Axis Bank, which will again be for a period of 5 months (4<sup>th</sup> term). During the OJT the Young Bankers will be posted in any of its branches, become employees of the Bank and they will be allotted employee IDs and business targets. OJT posting is the final posting. The OJT evaluation will be done by the reporting manager based on performance. In case any Young Banker fails to score minimum of 50% in internship, then the Young Banker has to undergo re-internship without stipend. OJT will also get extended if the Young Banker fails to clear the same. In case the Young Banker fails to clear the OJT within 1 year of joining the bank, he will not be eligible for the PGDBS certificate.
  
4. After successful completion of the OJT, you will be given Post Graduate Diploma in Banking & Services - PGDBS, you will be appointed in the Bank in the grade of Assistant Manager with a **minimum CTC** (Cost to Company) of **Rs. 4.46 Lakhs** per year. This CTC is inclusive of Retirals, Performance Bonus and non- encashable Staff Loan Benefits. Detailed Breakup of the CTC mentioned above is attached in **Annexure A**. **You are requested to please read the same carefully.**
  
5. Successful completion of the Axis bank Young Bankers Program implies fulfilling of the following conditions:
  - a) Completion of the 4 months of classroom training, 3 months of internship and 5 months of "On the Job training (OJT)" leading to the conferring of a *Post Graduate Diploma in Banking Services*, by NIIT University.
  - b) The student has to necessarily pass both Terms and complete internship project & OJT within one year of enrollment in the program.
  - c) Satisfactory conduct throughout the program as per the Code of Conduct prescribed by NIIT IFBI & the Bank.
  - d) Completion of NISM Certification in Mutual Fund is mandatory for all the students of the batch. These exams will be conducted at NIIT University campus/online. The exam fee will be borne by the students themselves and will be reimbursed on joining the Bank, to only those who successfully complete the certification exam during their campus training.

Upon completion of all the above conditions, you will be given a Final Letter of Appointment with the details of your posting to a Branch and your exact compensation breakup. All students after successful completion of the course, will be awarded the "POST-GRADUATE DIPLOMA IN BANKING SERVICES" from NIIT University. Accordingly, you will be absorbed in the Bank in Assistant Manager Grade and can be posted at any Branch / Office in India as per Bank's discretion. The role offered by Axis Bank via this program will constitute of selling banking & financial products to the bank's existing and new customers.

The allocation of branches / offices of the Bank during Internship and at the time of final posting as employee (OJT /On the Job Training period is the first 5 months from the time of your joining as

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*by applicants for Loan for ABYB Loan\_NIIT") by both applicant & co-applicant*

**Step 2:** Ensure that you have the following Savings Account Details - Customer ID, Account No. and non-personalized cheque book (This cheque book will Not have your name printed on it)

**Step 3:** Please refer to the attachment "ABYB Loan Details\_NIIT" for Terms & Conditions of the Loan.

The sanction and disbursal of the loan will be subject to submission of the required documents and completion of the required formalities.

#### 4 B. Steps & Timelines for candidates Self-funding the course

##### **Payment of First Term Fees of Rs. 1,39,240/-**

**Please follow the instructions which is attached for your reference – "ABYBP 1st Term fee".** The first Term Fee of Rs 1,39,240/- may be paid online by logging on to your application form clicking on the link below.

<https://axisbankyb.niit.com>

The link will prompt you to fill the following details.

- Student Name
- Application ID
- Registered E-mail Id
- Registered Mobile Number

Please retain the screenshot of the acknowledgement / receipt which should be produced on demand by NIIT or the bank.

If you are unable to remit the fees through the ONLINE link above, you may visit your bank and remit the fees of Rs 1,39,240/- by way of an RTGS as per details below:

**A/c No. 000705015637**

**IFSC : ICIC0000007**

**ACCOUNT NAME: NIIT INSTITUTE OF FINANCE BANKING & INSURANCE TRAINING LIMITED**

**BANK NAME : ICICI BANK LIMITED**

**BRANCH : BARAKHAMBA ROAD, NEW DELHI**

**Note:** Your admission process will be complete only on completion of all the 4 steps mentioned above.

12. In case you are unable to complete the course for any reason, you will be liable to make payments towards the Fees and other academic charges for the entire course to NIIT IFBI. Axis Bank will not be liable for any payments or claims in this regard.

You need to furnish a copy of the admission letter duly signed by you, at the time of reporting for the program at the NIIT University, Neemrana.

We at Axis Bank wish you success and look forward to you having a long and rewarding career with us!

Yours faithfully,



**Anand Bardhan**  
**Senior Vice President**  
**Human Resources**

Encl: - a/a

- 1) Annexure A (Grade & Indicative Compensation Breakup)
- 2) Annexure B (Steps until Joining the program at NIIT University, Neemrana)

**Annexure A: Grade & Indicative Compensation Breakup**

COMPENSATION	CTC (PA)
Fixed Cash+Retiral	3,20,440
Loan Benefits	69,084
Value of Insurance benefit	11,494
Performance Bonus	45,000
<b>Total Gross CTC*</b>	<b>4,46,018</b>

**Please Note:**

- The Total Gross CTC shown above is the minimum CTC i.e. for Tier 6 cities.
- Your proposed monthly gross salary (Fixed Cash + Retirals) will be approximately Rs. 26,700. Please note, this is before any deduction towards Income Tax, Loan EMI, Insurance Premium, Retirals (PF/Gratuity), or any other miscellaneous deductions.
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\* The total fee payable is subject to change basis the revision in GST. The above figures are calculated basis the prevailing rate of 18%.

\* In case of loan, full fee (INR 2,80,000) will be disbursed in one time.

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employee) will be as per the business requirements of the Bank and the vacancies available at the time of posting. The bank cannot guarantee posting as per the preferred location of the candidate. No location change/transfer requests/change in role will be taken until you have completed 2 years in given posting/role.

6. While in the Program you will be eligible for a Stipend as mentioned below:
  - a) During the 4 months of on Campus training: **Rs.5,000/- per month** (all Inclusive)
  - b) During the 3 months of Internship at Axis Bank Branches: **Rs.24,491/- per month** (all Inclusive)
  - c) During the 5 months of OJT at Axis Bank branches: CTC as mentioned in **Annexure A**
7. The course fees payable to NIIT IFBI, for this one-year Full-time Post Graduate Diploma Course is **Rs. 2,80,000/- (Rupees Two Lakhs Eighty Thousand) including GST** as applicable. The said fees will be payable to NIIT IFBI in two installments as per the schedule advised (Refer to **Annexure B**)

The fee amount is all inclusive, covering course fees, course material, tablet, boarding and lodging during the four months on-campus period but exclusive of any out-of-pocket expenses.

**Please note that the course fee is paid towards the ABYB program to NIIT IFBI and not to Axis bank for getting a guaranteed job.** Also, note that no refund of the course fees will be permissible under any circumstances, if the candidate decides to leave after enrollment, as notified by NIIT IFBI.

8. All students are required to pay **Rs. 2,500/-** as admission fee (non-refundable) at the start of admission process. Only after you complete your Admission at NIIT IFBI, this admission fee will be adjusted against the Term I fee.
9. As a Part of the Axis Bank Young Bankers Program, the Code of conduct and Rules of the Program will be binding on you. These will be applicable to you both on and off the Campus.
10. A copy of the Student Handbook will be provided to you. The Important rules that govern your stay in the campus and as a part of the program are explained therein. Any other applicable rules will be displayed on the notice boards for the students on the campus. During the 4 months study on the campus acts of indiscipline shall attract suitable Disciplinary action including dismissal from the course.
11. In case you are unable to complete the course / unable to pass all the subjects / unable to get the required credits as stipulated within the one-year course duration, this offer of subsequent appointment with Axis Bank, shall stand withdrawn automatically. Any additional expenses required to be incurred in appearing for repeat attempts will have to be borne by the candidate, with no commitment of appointment to the Bank.



## 2: Initiation of Pre joining formalities

- Please note that Axis Bank Ltd has a well-defined structured pre-joining process. This includes the declarations and background verification process. The bank will be advising you the details on your registered e-mail ID. These formalities can be completed post your reporting at NIIT University Campus at the time of joining the Bank.

## 3: Completing the Background Verification Process

- You will receive an email for Background Verification Process.
- Kindly adhere to all the steps and enter correct details & upload all supporting documents.

## 4: Commencement of the Program

- The program will start soon. NIIT IFBI will communicate the exact date in due course.
- Please note that no traveling expenses towards joining the program shall be reimbursed by the Bank.

**NOTE : NIIT IFBI will inform the exact date of reporting to campus along with the detailed guidelines especially due to the prevailing Covid -19 situation. On receipt of these instructions, you may plan your date of travel to the NIIT University campus, Neemrana.**