

Date: 12 October 2021

Dear Shama Rani,

**Sub: Admission Offer Letter to Post Graduate Diploma in Sales and Relationship Banking (PGDSRB) Program**

**Ref: Application Number: APP121100736971**

**Congratulations!** We are glad to welcome you to the growing Learner community at NIIT - a Talent Development Organisation that has trained over 35+ million Learners in IT and over 200+ thousand professionals for the Banking Sector.

IFBI - Institute of Finance, Banking and Insurance – has been established by NIIT, Asia's No. 1 leading Global Talent Development Organisation in association with ICICI Bank, India's leading private sector BFSI group. NIIT intends to create a global talent pool for modern Banking, Financial services and Insurance Professionals.

IFBI, has been a pioneer in the BFSI education and training since 2006 and received many awards.

- Was rated as the **'Best Training School for Banking and Financial Services Courses'** by Brands Academy Education in 2013.
- Was recognized as the **'Most Innovative Recruitment Management initiative'** at the Talent & HR Leadership Conference Awards by ET Now at World HRD Congress 2013.

We are happy to inform that you have been selected for **Post Graduate Diploma in Sales and Relationship Banking (PGDSRB)** program at NIIT.

About the Program (PGDSRB):

- The Program duration is of 330 Hrs. and is completely delivered through Online mode. Additionally you need to undergo self-paced modules (e-learnings,

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simulations, games etc.) over and above the Online training hours, followed by 3 months of supervised internship with ICICI Bank. Program delivery schedule is subject to change based on the requirement of ICICI Bank.

- This is a New Age Digital BFSI program and hence it is mandatory for you to have a Computer (Laptop / Desk Top) and Internet connectivity (minimum 2Mbps).
- Upon successful completion of training, and meeting the eligibility requirements (**Refer Annexure I**), you would be entitled to receive an **Offer for Internship from ICICI Bank**.
- Upon successful completion of Internship, you would be eligible to receive an **Offer of Employment from ICICI Bank**, subject to terms and conditions (**Refer Annexure II**).
- **The decision of ICICI Bank with regards to the Offer of Internship and Offer of Employment would be final.**

The **PGDSRB** program shall equip you with both knowledge and Skills, needed to launch yourself on a fast-track career in the rapidly-growing Banking Sector. The program is designed to build competencies in the areas of domain knowledge, application orientation, technology orientation, selling skills and customer service.

During your training period at NIIT, as a Learner, you would be expected to abide by the rules and norms as laid down in Annexure II.

**Please note that this Admission Offer to the PGDSRB program is not transferable and is valid for 7 days from the date of issuance of this Offer Letter.**

**Enrolling for this program and paying program fee (part or full) shall be construed as that you have read, understood and accepted all the terms and conditions as per Annexure I & II of this Admission Offer Letter.**

Wishing you a great future in the Banking Industry and looking forward to seeing you at NIIT.

Warm Regards

Admission Officer

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***(This is a system generated Admission Offer Letter along with all Annexures to this Admission Offer Letter hence needs No Physical Signature)***

***(The System IP address along with the date and time associated with the time of acceptance of this Admission Offer Letter along with all annexures shall be saved for future reference)***

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## Annexure I

### **Eligibility Criteria to avail Internship and Subsequent Employment**

You are required to adhere to the academic and internship / Employment selection process, eligibility requirements and terms and conditions as prescribed by ICICI and NIIT and specified below:

1. Your name registered in NIIT records at time of selection process should **exactly match with the name printed on your AADHAR Card**. Please note that any request regarding change/correction in name after the submission of application form shall not be entertained.
2. You can go through the PGDSRB program selection process only once within a period of 90 days. In case you have gone through the selection process more than once within a period of 90 days then your candidature shall be rejected with respect to program training, internship & Employment services. Under the circumstances there shall be no fee refund applicable.
3. You must have secured  $\geq 50\%$  aggregate marks in 10<sup>th</sup>, 12<sup>th</sup> and Graduation. For calculating the % marks all subject marks need to be included. No round off is allowed for calculating 50% marks (e.g. 49.99% is not eligible). Mark sheets of all years of graduation are required mandatorily.
4. Your 10<sup>th</sup>, 12<sup>th</sup> & Graduation should be in Regular mode. Any other mode of education (i.e. correspondence / distance / diploma / vocational / open schooling etc.) is not allowed.
5. You must not have more than one year gap between 10<sup>th</sup> and Graduation completion.
6. Your age must be less than or equal to 25 years at the time of joining the PGDSRB program.
7. You would be required to upload scan copy of your PAN card and Aadhaar card at the time of selection process (Please upload Jpeg, Tiff, Png & PDF formats maximum 5 MB size).
8. Your work experience (if any) should not exceed a total of 2 years at the time of applying for the PGDSRB program.
9. You are not from any of the select campuses/colleges/universities which are categorized as Tiered & Blacklisted colleges/campuses by ICICI Bank. (Check with the Program Advisor assigned to you in your login for details).
10. You would be required to provide an undertaking if you have completed BE/BTech Degree.
11. You are not eligible for this program, if you have done any of these professional degrees MBA, CA, CS, ICWA.
12. **You must not have any prior work experience with ICICI Group or any of its**

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subsidiaries for any duration.

13. You nor any one of your blood relative and / or spouse should have educational history or studying in NIIT BFSI Training programs e.g. Undergoing PGDSRB or CRBSM / CSMSP program from NIIT or undergoing any ICICI training program.
14. None of your blood relative and / or spouse should be working with ICICI group at the time of admission to the program.
15. You can't join this program, if you are within 1 year of applying to ICICI Bank direct recruitment process and selected but not joined.

**You must successfully complete overall training by meeting mentioned below criteria:**

- a. A minimum of 65% aggregate in overall Module Tests during training.
- b. At least 50% marks in each Module Test (within stipulated attempts - 1 Main + 2 Supplementary attempts). Absence in any of the assessment shall be counted as an attempt.
- c. A minimum of 85% attendance in the program.
- d. Completed all specified **e-learning modules, Gaming, Simulator and activities** and ICICI Bank specific modules.
- e. Successfully completing external certification NISM - Mutual Fund 5A Distributors Module Examination.. While NIIT shall train you for the NISM certification exam. But ***however, registering for the exam and successfully clearing the exam would be your responsibility. You need to submit the Certificate as valid proof of completion to NIIT. External examination fee is approximately Rs.1500 (check the latest fee with NISM) has to be borne by you.***
- f. During the training period you shall have to register for IRDA certification on [https://ams.icicprulife.com/sponline/sp\\_login.jsp](https://ams.icicprulife.com/sponline/sp_login.jsp) portal and get certified during the internship period. ***Registration and completion of exam shall be your responsibility.***
- g. You must be medically fit and be able to produce proof of the same.
- h. You must not have been convicted of an offence involving moral turpitude.
- i. You would be required to maintain satisfactory conduct throughout the training program.
- j. You would be required to upload self-attested scan copies of the following documents and should be able to produce Original documents as and when required:

- Birth Certificate (class 10 certificate mentioning the date of birth is acceptable).
- Class 10, 12 & Graduation Mark Sheets & Certificates.
- Post-Graduation Certificate & Mark sheet (wherever Applicable).
- Work experience Certificate (wherever applicable) - appointment letter, Last salary slip & relieving letter.
- AADHAR card
- PAN card

## **Cancellation of Admission:**

Your admission is liable to be cancelled in case of:

- Prolonged absence during the training or Internship period without seeking any prior permission / approval from NIIT and/or ICICI Bank.
- In the event of
  - Any breach on your part of the terms and conditions mentioned in this letter
  - Any incorrect information furnished by you like:
    - Mismatch in previous employment date
    - Fake qualification certificates, ID and age proof etc.
    - Suppression of any material information regarding yourself.

In the event of non-submission or discrepancy in documents furnished by you, this Admission Offer shall be withheld at NIIT's sole discretion. NIIT reserves the right to cancel your admission offer & termination of program related services any time, in case you do not fulfill the above eligibility criteria & still proceed with the program.

***Note: Fulfillment of conditions as stated above are mandatory to receive provisional selection letter from ICICI Bank prior to commencement of internship.***

## Annexure II

### **Terms and Conditions for PGDSRB Internship & Subsequent Employment**

1. You are bound by the rules, regulations, timings, administrative procedures and discipline requirements of the NIIT Training Centre and ICICI Bank and must necessarily comply with prescribed guidelines.
2. You should abide by the academic milestones and all other guidelines governing the execution and completion of this program. You hereby undertake to put in your best effort towards improving your skills and knowledge by learning from the course you are undergoing and maintain professional behavior at all times.
3. You are expected to co-operate with ICICI's internship and Employment process. Non-participation or any other act of non-cooperation with the process, including non-participation or not adhering to timelines, shall lead to withdrawal of Internship and/or Employment offer, at NIIT's / ICICI's sole and absolute discretion.
4. In case of any issue relating to your course, education delivery, fee and internship you need to directly connect with NIIT. Any attempt to bring any outside influence directly/or indirectly upon any NIIT and/or ICICI official to further your interests in respect of matters pertaining to services from NIIT and/or ICICI would amount to breach of admission contract & academic norms and would lead to debarring you from availing any services from NIIT and/or ICICI.
5. Please note that during the training at NIIT, you shall not take part in any demonstration / agitation against NIIT and/or its officials for /or on behalf of any external bodies / political body either as a member or a sympathizer. Any act in contravention of the above, would be treated as prejudicial to the interest and reputation of NIIT and would lead to debarring you from availing any services from NIIT and /or ICICI.
6. NIIT expects you to notify NIIT immediately with past and current details of any civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice/prosecution with/by any Police Station or by any statutory authority, as also you shall notify any outcome of such complaint to NIIT in writing. Any act in breach of this term or suppression of fact would entail initiation of appropriate action as deemed fit by NIIT and/or ICICI. In case if you are convicted of an offence involving moral turpitude, you will forfeit the right to be provided with the internship or employment, as mentioned herein.
7. **The assignment of work, nature of work, as part of the internship and final Employment allotted to you shall be the sole prerogative of ICICI and therefore NIIT shall not be, in any manner, responsible for the same.** Work profile shall be any or mix of Sales & Business Development, Customer servicing, Branch operations & compliance with sales shall be an integral part of the profile. Internship and Employment joining dates shall be decided by ICICI, and therefore NIIT cannot be held liable for the same.
8. **You can be posted at any office of ICICI anywhere in India, and you should be ready to relocate, if required, at your own cost.** You are required to bear the boarding, lodging and all incidental expenses during the period of Internship. Request for location change or work profile change shall not be entertained by ICICI and/or NIIT. NIIT has no role with respect to internal operations of ICICI.



9. NIIT has always tried to minimize the gap, to zero days, between training completion and internship. However, there may be a gap of up to 6 months or more between training completion and internship start date, depending on available vacancies with ICICI and external factors beyond the control of NIIT / ICICI. In case of any delay you shall be communicated of the same.
10. Commencement of Internship and/ or Employment at ICICI shall be as per the date specified by ICICI. NIIT cannot be held responsible for any delay in commencement of internship and / or subsequent absorption as employee in ICICI as these are internal regulations and guidelines of ICICI.
11. Once allotted, Internship/Employment offer acceptance cannot be deferred to a later date. You are required to proceed for internship/Employment once allotted.
12. ICICI reserves the right to defer or withhold or terminate Internship/ Offer of Employment at any time due to inappropriate behavior of Learner, non-cooperation with specified guidelines, continued non-performance in assignment/training, acts of fraud, embezzlement, or environmental business conditions etc. In such cases, NIIT does not hold any obligation for refund, reallocation of internship and/or Employment offer in future.
13. ICICI evaluates performance during and / or after internship. Subsequent final Employment is subject to performance during the internship period. ICICI norms and regulations shall apply.
14. Please note that additional requirements may be specified by ICICI in special situations.
15. You shall be eligible for receiving the NIIT PGDSRB program certification, if and only if the overall performance in the program is  $\geq 50\%$  marks (Training and internship component) and all evaluations are completed within specified timelines. You shall be eligible for getting a certificate 'Certificate Program in Sales and Relationship Banking' in case you are found not eligible
  - a. for internship
  - b. have not completed the PGDSRB training successfully.
16. If you wish to cancel your admission to this program, you need to submit the application for withdrawal from the program at least 48 hours before the batch commencement. In such case, you shall be eligible for full refund.
17. In rare and unforeseen circumstances, in case of lack of vacancies at ICICI, NIIT would try to organize internship and Employment with other partner organizations. You should be willing to accept such offer, should this rare need arise.
18. **You need to have access to Computer (laptop / Desk Top) with High speed Internet connection (Min 2 Mbps). The Delivery of the program includes Online Classrooms, Pre-reads- Videos, e-learning. The courseware provided is also in digital form and hence to read the same it is mandatory to have machine and connectivity for the Learner.**
19. It shall be construed that you are well aware of the program fee and the applicable tax to be payable in favor of 'NIIT Limited' as mentioned on the PGDSRB program page on niit.com.
20. NIIT does not appoint any agent / broker, nor charges any additional money for

confirmed program admission or internship and does not grant any Employment assurance at your preferred branch/location. You are expected not to pay any money apart from the program fee to anyone for applying and / or for admission in the PGDSRB program. If any staff member or any person approaches and demands additional money, please report to the same immediately to [customercare@niit.com](mailto:customercare@niit.com).

21. If you are found indulging in malpractice or approaching any middle men or bribing the NIIT staff for any favour for admission, selection, posting etc., the Learner shall be debarred from the program and no refund shall be applicable.
22. You are required to check the status of all payments made in favor of “NIIT Limited” with respect to the PGDSRB program on training.com, available in your login. In case of any discrepancy please report the same immediately to [customercare@niit.com](mailto:customercare@niit.com)