

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
BEST BANKJOB  
AND  
SHRI. J.B.DHARUKAWALA MAHILA ARTS  
COLLEGE, SURAT**

**FOR THE DEVELOPMENT OF ACADEMIC CO-OPERATION FOR THE BANKING &  
FINANCE SECTOR**

This Memorandum of Understanding (hereinafter called as the 'MoU') is entered into on the 06<sup>th</sup> Day of December, 2022.

The general objective of this Memorandum of Understanding (MoU) is to stimulate and facilitate the development of collaborative and mutually beneficial programs which serve to enhance the academic standard, intellectual life and cultural development of both the organizations.

Thus, **Best Bankjob, Surat (hereinafter referred to as 'FIRST PARTY')** and **Shri J. B. Dharukawala Mahila Arts College, Surat (hereinafter referred to as 'SECOND PARTY')** have agreed to support each other in the areas of mutual interests and specialization related to the field of education, training and skill development:

The First Party and the Second Party will:

- a) Co-operate in the exchange of information relating to their activities in teaching and research in the fields of mutual interests.
- b) Conduct seminars, workshops, conferences, guest lectures, short-term courses etc. on mutually agreeable themes and topics for the academic augmentation of both the institutions.
- c) Both the Parties intent to co-operate and focus their efforts on co-operation within area of Skill-based Training, Education and Research.
- d) First Party and Second Party believe that collaboration and co-operation between themselves will promote more placement opportunities in BFSI Sectors.
- e) Both parties believe that close co-operation between the two would be of major benefit to the student community in order to enhance their employability.

- f) First Party is solely responsible for the mobilization, sourcing, training & placement of students who join training program for BFSI Sector. Second party will help in student's mobilization & arranging seminar for students.
- g) Financial commitment would be 30:70 ratios. College will get 30% for its development & BBJ will get 70%.
- h) First party will submit the admission & collection report to Second Party after completion of the each month.
- i) Nothing contained in this MoU shall, by express grant, implication or otherwise, create in either Party any right, title, interest, or license in or to the intellectual property of the other Party.
- j) It is expressly agreed that the First Party and the Second Party are acting under this MoU as independent entities, and the relationship established under this MoU shall not be construed as a partnership. Any party can use respective name to make any presentations & use logos only for internal communications.
- k) This agreement will take effect from the date of its signing and shall be **valid for 3 years** period from that date unless sooner terminated, revoked or modified by mutual written agreement between both Parties, and may be extended by mutual written agreement.

Either party may terminate the Agreement at any time by giving a written notice of one month to the other party.

**SIGNATURES**

Signed for and on behalf of  
**Shri J.B. Dharukawala Mahila Arts College, Surat**

*B. Brahma*

President,

*Shree Tapi Brahmacharya*

Signed for and on behalf of  
**Best Bankjob**

**A Unit of the "Blended Finishing Academy"**

FOR, THE BLENDED FINISHING ACADEMY

*H. Dhadhat*

PROPRIETOR

06/12/2022



# Best BankJob

CHOOSE THE BEST FROM THE BEST.

## Introduction:

BEST BANKJOB is a valued partner to Major Private Banks and important Financial Institutions, in their quest for recruiting personnel across nearly every entry level position. By studying them closely, we have come to understand their diverse functions and the quality of human assets needed to deliver a particular function. It is this insight that we leverage during developing our curriculum that is mapped to these industry requirements and this is what makes us a distinct and preferred choice during their recruitment cycles.

**Mr. Hasmukh Dudhat**, an Executive Director of this company, has 22 years of vast experience in the field of Skill Development in various Educational Sectors. He is a **Skill Development Partner of NSDC under Skill India Program of Govt of India**.

Our Placement Network comprises over 25+ Private Banks and Financial Companies and is constantly expanding. Empowered by our powerful Corporate Connect program, we connect the dots to make sure our students get best available career opportunities in BFSI Sector.

## Vision

To be the country's largest and most preferred training organization for banking and financial sector by the year 2025.

## Mission

To train and develop young graduates into professionals who will be attractive to banking and financial sector for employment and proactively showcasing them for suitable placements at an affordable price, thus serving the financial sector, society and nation as large.

## Our Understanding

We are eager to get associated with AMBABA College to prepare Final Year candidate for Private Sector Bankjob.

- We are leading Training & Placement organization working for the Skill Development & Employment of Fresh Graduate especially for Banking & Finance Industries.
- We have trained & placed more than 1800 candidates in various private sector banks & NBFC in the South Gujarat Region in last 7 years.
- Our Head Office is at Surat & Branch office is at Vapi, Gujarat.
- Our placement cell has successfully placed candidates at responsible positions in banks like HDFC Bank, AXIS Bank, Kotak Mahindra Bank, YES Bank, Indusind Bank, RBL Bank, Catholic Syrian Bank, ING Bank, IDBI Bank, Federal Bank, Ujjivan Small Finance Bank, ESAF Small Finance Bank, AU Small Finance Bank, Equitas Small Finance Bank, Utkarsh Small Finance Bank, City Union Bank, IIFL, Muthoot Finance, Muthoot Fincorp and many more.
- Best BankJob will offer its own course **Professional Branch Banking Program(PBBP)** as part of the curriculum.
- The Program will be of **150 hrs(6 Months)** mainly focusing on Retail Branch Banking / Operations / NBFC/ Business Communication/ Advance Excel / Soft Skill/ Grooming /Mock Interviews
- After the Training, students will be offered 5 placement opportunities in BFSI segment. It will be extended for the later on placement help in future as well.

## Delivery Format

- Best BankJob offers the Training in an Instructor Led Format using its own content. Separate sheet provided for the program contents.
- Best BankJob will provide its own Trainers to deliver this program. Our Trainer is **Mr.Himanshu Namle, MBA/M.Sc Post Graduate with 35 years of Experience** in SoftSkills, PD, Banking Domain. **Mr.Bhavin Bhagat, CFA, Financial Analyst, Mr.Ritukumar** who has 20 years of Exp in BFSI Sector will visit as a Visiting Faculty. Apart from that various Visiting Faculty will take the guest lectures.
- The schedule for this program can be mutually agreed upon.
- The sessions can be delivered at
  - Premises provided by the College.
  - College should provide us required infrastructure like Projector and wifi connectivity.

## Mobilization of students

- First party will arrange seminar for B.Com, BBA, BCA final semester students about the Career Opportunities in Banking & Finance Sector. We will generates leads from that seminar & convince them for the training.
- Second Party will help in motivating students to take part in seminar & training.

## Eligibility Criteria for BANKS

- Private sector Banks / NBFC' s / Payment Banks have set eligibility criteria for selection of candidates on rolls.
- The eligibility criteria are as follows
  - Age below 26 years if Pursuing Graduate /Graduate and 28 yrs. if Post Graduate.
  - One-year consideration only for male candidates
  - Not more than one year of education Gap
  - Education pattern -10+2+3 or 10+2+4 -minimum pattern and Engineering Diploma is allowed
  - Good Communication Skills – English is requested, but will work on that if candidate is good in academic.

## Selection Process of candidates at Best Bankjob

- Candidate Enquiry Form
- Aptitude Test – Passing Criteria -45%
- Personal Interview
- Documents verification – PAN CARD/ AADHAR CARD/10<sup>TH</sup>/12<sup>TH</sup> GRADUATION AND PG and 2 photographs
- The selected candidates will be Trained for PBBP Program.

## Fee Structure

- The Fee for the entire delivery will be as follows

Total Fees	45000/*- Including GST
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- For students who are from financially weak background & who has lost one parents, will get special fees discount from the institute up to Rs.5000.
- Students has to pay Registration fee Rs.9000 , Remaining fees, will they have to pay in 6 Installments of Rs.6000/-. Installment should be paid on or before 10<sup>th</sup> of every month.
- Student can pay the fees in cash, online or by cheque. We will provide UPI QR Code for online payment facility.

## Sharing Pattern with the College

- For Every candidate selected for Training the College will receive 30% of the Fees collected from the students after paying GST as a compensation for using College premises.
- College will get its share on 10<sup>th</sup> date of next month for previous month.

## Best Bankjob Deliverable

- Pre-Selection
  - Enrolment forms
  - Aptitude Test
- During Training
  - Faculties for Banking Domain & Grooming
  - Offline Regular Mode training
  - End Term Test with Results
  - Certifications
- Post Training
  - Placements opportunities to all eligible candidates. Minimum Guarantee is to provide job opportunities to each student who will complete the training with required grade.
  - We at BBJ, are solely responsible for Training & Placement of all candidates who have joined the program & cleared their assessment test.

## College Deliverables

- Pre-Selection
  - Expecting necessary help to source right candidates
  - Infrastructure for conducting Interviews. Any damage to electronic gadgets by faculty, will bear by the First Party.
  - For day to day coordination with students, we will assign the work to the person whom college suggests. Remuneration will be decided mutually with College authority.
  - No deposit amount required from college for this training tie ups.
  - Minimum 6 students should be there in a batch, to start a batch.
- During Training
  - Infra as mentioned above if Training is to be delivered at requested premises.
  - Motivate candidates for career in Banking & Finance Sectors.

## Terms and Condition

- Lead-Time: A lead-time of a minimum of 1- 2 weeks is required by Best Bankjob, before the commencement of the training.
- MOU will be signed between Amababa College and Best Bankjob and will be valid for a period of 3 years.
- Mode of Payment: All payments will be made by Students are in favor of "The Blended Finishing Academy" either through NEFT OR CHEQUE payable at Surat.
- Point of contact: There will be a single point of contact from BEST BANKJOB for the execution of this program and similarly there needs to be a single point of contact from College.

## Program Name & Syllabus

### PBBP- PROFESSIONAL BRANCH BANKING PROGRAM

Module	Module Name	Chapter	Chapter Name
1	Banking & Finance Overview	1	Banking & Finance
		2	Money & Interest
		3	Accounting - I
		4	Accounting - II
2	KYC & AML	1	Banking Business
		2	KYC & AML - I
		3	KYC & AML - II
		4	Banking Laws
		5	Technology in Banking
3	Liability & Asset Products	1	Liabilities - An Overview
		2	Asset Products - An Overview
		3	Type of Accounts - Individuals
		4	Type of Accounts - Non Individuals
4	CASA Overview	1	Savings Account - I
		2	Savings Account - II
		3	Current Account - I
		4	Current Account - II
5	Term Deposits	1	Term Deposits - I
		2	Term Deposits - II
6	Trade Finance - Basics	1	An Introduction to Retail Trade
		2	Trade Products - I
		3	Trade Products - II
		4	An Introduction to Forex Transactions
7	Clearing & Remittances	1	Cheque Clearing & Settlement
		2	Electronic Clearing Service
		3	Inward & Outward Clearing
		4	NEFT & RTGS - Remittance
		5	RTGS Payment System - Processes
8	Cash Management	1	Cash Transactions
		2	Beginning of the Day (BOD) - Cash Transaction
		3	Cash Receipts
		4	Cash Withdrawals
9	Third Party Products	1	TPP - Insurance
		2	TPP - Mutual Fund
		3	TPP - Gold
10	Post Account Services - Part 1	1	Post Account Opening Services - I
		2	Post Account Opening Services - II
11	Post Account Services - Extension	1	Change of Nominee - Modification Process
		2	Customer Identification File - Modification
		3	Account Statement - Change of Dispatch Mode
		4	Account Status Modification
		5	Updation of PAN Card in CIF

12	DD & Cheques	1	Demand Draft Issue
		2	Cancellation of Demand Draft
		3	Cheque Book Issue
		4	Issue of Account Statement
		5	Stop Payment Process in CBS
13	Retail Assets (Loans)	1	An Introduction to Retail Assets - I
		2	An Introduction to Retail Assets - II
14	NR Accounts	1	NR Accounts - NRO & NRE
		2	NR Accounts - FCNR & RFC
15	Basel Norms	1	BASEL Norms & Risk Management
		2	Fraud Prevention & Prevention of Frauds - AML Cyber Crime & Safety Precaution
		3	An Introduction to Corporate Banking, Digital Banking, Faceless Banking, Tele Banking
		3	Verbal & Non Verbal Communication Techniques
16	Beyond English Speaking	1	Verbal & Non Verbal Communication Techniques
	Soft Skills & Presentation Skills	2	Interview Preparation, Email Drafting, Roll Play
	Personality Development & Grooming	3	Overall PD sessions with grooming standard as per the requirement of BFSI Industries.
	Customer Service	4	Customer Orientation in Finance Industry
Mock Interviews/VIVA/Final Test			

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