

ELIGIBILITY CRITERIA, CANDIDATE INSTRUCTIONS FOR BUSINESS PROCESS ASSOCIATE (ON CONTRACT) - HR

The Karur Vysya Bank Limited, one of the leading Private Sector Banks in India, invites online applications for appointment of **Business Process Associate (on contract) - HR (Job ID: 329)** from the qualified candidates.

Eligibility Criteria:

- a. Any Graduates or Post Graduate under regular stream with Minimum 60% of marks and above from a college affiliated to a recognized University are only eligible to apply.
- b. Any Degree obtained through Correspondence or Open University is not eligible.
- c. If the percentage of marks is in CGPA mode, the same should be converted into equivalent percentage
- d. Besides English, Candidates should be conversant in Local language as per the posting location.
- e. Age not more than 26 years.
- f. Relevant experience with minimum 1-2 Years in Human Resource Domain.
- g. Candidate with MBA HR / MSW HR (Full Time) are preferred.

Selection Process:

Registration -> Personal Interview -> Offer -> Background Checks & Medicals -> on boarding -> Posting.

Detailed Process Flow:

- a. Online Registration by Eligible Candidates as per the above mentioned criteria.
- b. Depending upon the number of vacancies, the Bank reserves the right to call for Personal Interview.
- c. All the communications (Pre – Screening, Test links & User Credentials, Interview Invite) will be informed to the candidates through registered e-mail only.

How to apply:

- a. Candidates are required to apply online through website www.kvb.co.in (careers page) and apply for the post of **Business Process Associate (on contract) - HR (Job ID: 329)**. No other means/ mode of application will be accepted.
- b. Candidates should ensure to update their active personal email ID and mobile number only throughout the entire selection process.

Compensation:

Fixed pay of Rs.18, 000 in First year Contract (Contract will be extended up to max.of 3 years along with pay increase)

Roles & Responsibilities for Business Process Associate (on contract) - HR.

- Supports HR team with Recruitment, including posting job openings, reviewing resumes, and conducting initial Telephonic Interviews.
- Assists HR team with various administrative tasks, such as maintaining employee files, scheduling interviews, and processing new hire Files.
- Assists with on boarding and orientation for new hires.
- Maintains MIS and ensuring data accuracy and completeness.
- Coordinating with Line Manager in end to end HR operations.

Skills Required

- Strong communication (both oral & Written) and interpersonal skills.
- Ability to multitask and prioritize effectively.
- Strong organizational and administrative skills.
- Proficiency in Microsoft Office Applications (Especially MS Excel).

Posting Locations: Karur (KVB Central office).