

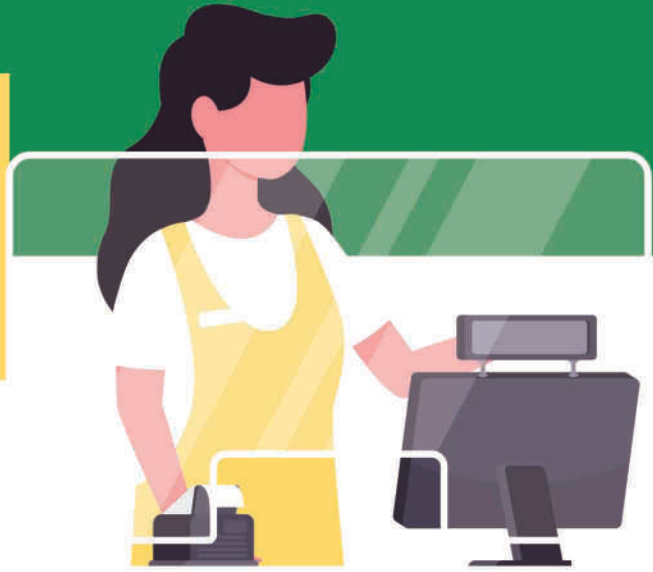
# BANK CLERK

The responsibilities of a Bank Clerk range from interacting with customers to maintaining accurate financial records of the bank's transactions. They ensure the customer traffic in a bank is well regulated and bank records are updated.

## PERSONAL COMPETENCIES



- You like to do filing or typing
- You are good at keeping records of work
- You can comfortably talk with all kinds of people
- You like to organize things (files/desks/offices)



The approx. course fee ranges between **INR 10,000 - 45,000\***

*\*These figures are estimated numbers and will vary from Institute to Institute.*

## SCHOLARSHIPS

• **National Scholarship Portal** - Visit [www.scholarships.gov.in](http://www.scholarships.gov.in). Under this portal there are Central Government schemes, UGC/AICTE Schemes and Assam Government Schemes offered by different departments\*

• Visit [www.buddy4study.com](http://www.buddy4study.com) for details on available scholarships. This is a gateway to scholarships starting from Class XI\*

• Scholarships are also available in the institutes based on merit\*

*\*(Availability of these scholarships can vary from time to time)*

## LOANS

• VidyaLakshmi, [www.vidyalakshmi.co.in](http://www.vidyalakshmi.co.in), is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA)

• All banks give education loans



## ENTRY PATHWAY

1. Complete 10+2 in any stream
  2. Pursue Modular Employable Skills (MES) course for 'Accounting' and follow it up with Modular Employable Skills (MES) course for Banking Associate (The courses are offered by the Ministry of Skill Development and Entrepreneurship
- OR
- Pursue Diploma in Accounting/Office Automation/Banking and Finance or related subject
- OR
- Pursue Bachelor's in Accountancy, Business, Economics, Finance, Mathematics, Business Economics or any related subject

*Please check the duration of the course during enrolment*



## EXPECTED INCOME

*\*These figures are taken from NCS and are indicative and subject to change*

The approx. salary of a Bank Clerk ranges between **INR 8,000 - 30,000\*** per month depending on experience.

Source: <https://bit.ly/407XeMy>





## WHERE WILL YOU WORK?

**Places of Work:** Banks

**Work Environment:** It is a desk job. You are likely to work for 5 to 6 days a week for 8 to 9 hours every day. This may vary from organization to organization.

*Opportunities for work exist for differently abled in this field*

## EXPECTED GROWTH PATH

Bank Clerk → Branch Authorizer → Customer Service Executive → Relationship Manager → Personal Banker → Branch Manager → Regional Manager → Zonal Manager → National Head

## WHERE WILL YOU STUDY?

**Diploma in Accountancy is offered by the School of Commerce and Management.**

This list of institutes is indicative only.

### GOVERNMENT INSTITUTES

1. Dibrugarh University, Dibrugarh
2. Assam University, Silchar
3. Dispur College, Guwahati
4. Gauhati Commerce College, Guwahati
5. K.C. Das Commerce College, Guwahati
6. Nowgong College, Nagaon
7. Darrang College, Tezpur
8. Abhyayapuri College, Abhyayapuri

### PRIVATE INSTITUTES

(Please check if Institute is affiliated and accredited with UGC before applying)

1. St. Xavier's College, Kolkata
2. Assam Don Bosco University, Guwahati
3. Assam Professional Academy, Guwahati
4. National Post Graduate College, Lucknow
5. NEF College of Management and Technology, Guwahati
6. Greenway Institute of Management studies, Uttarakhand
7. Indo Asian Academy Degree College, Bangalore
8. New Arts, Commerce and Science College, Ahmednagar

Information on Institute rankings is available at - <https://www.nirfindia.org/2022/Ranking.html>

### DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU)  
Krishna Kanta Handique State Open University

### ONLINE COURSES

- NPTEL\* Swayam: <https://swayam.gov.in/explorer?searchText=accountancy>
- Udemy: <https://www.udemy.com/courses/finance-and-accounting/accounting-bookkeeping/>
- Coursera: - <https://in.coursera.org/courses?query=accounting>

*\*NPTEL- National Programme in Technology Enhanced Learning. It is by the Government of India and offers a variety of courses in an audio - video form.*

Search keywords...



*bank officer, probationary officer, bank clerk*

## EXAMPLE FROM THE FIELD

After graduating in 1978, **Debabrata Chakraborty** cleared a written test and interview at a nationalised bank, after which he became a clerk. Eventually, he was internally promoted to an IFA after clearing a written test and exam conducted internally. In June 1988, he was promoted to the position of an officer and over the years moved through several departments such as Rehabilitation Finance and Recovery Home Loan to name a few. Chakraborty retired in August 2015 as a DGM (Deputy General Manager).\*

Source: Personal interview

*\*The above information is for training purposes only and will not be used for any commercial gains*