

Teller Bank

Aliases: Bank Cashier

Industry/Sector(s): BFSI

JOB DESCRIPTION ¹

The tasks a Teller Bank is expected to perform include:

- Making payment up to specified limit to bank depositors or their authorized persons towards withdrawal forms or cheques
- Maintaining up-to-date account of payments made
- Verifying depositor's balance from ledger book and comparing signatures with specimens before making the payment
- Making debit entries in depositors account card and drawing up-to date balance

WORK ENVIRONMENT ^{1, 2, 4}

- It is a desk job
- Need not handle a team
- Travelling is not a part of this job role
- Part-time work and contractual jobs are not available
- Work from home option is not available

Working hours

- Organizations usually work for 5/6 days a week and 9/10 hours everyday. This may vary organization to organization
- Shift system is available

Is the job suitable for a candidate with special needs?

This job is suitable for candidates with One Leg (OL), Both Leg (BL), Muscular Weakness (MW) and those who have their Hearing Impaired (HH)

This may vary from organization to organization

EDUCATIONAL QUALIFICATIONS AND TRAINING ^{3, 4}

Preferably, graduation with any specialization

KEY COMPETENCIES ¹

- Proficient in checking cash drawers at the end of the day and calculating daily transactions using computer, calculators, etc.
- Adept in verifying signatures, identification of the person receiving payment, legality of the documents and account balance before making payments
- Well-versed in recording transactions and issuing computer-generated receipts
- Proficient in counting currency and coins by hand or by using currency counting machine
- Adept at identifying transaction mistakes when debit and credits does not balance
- Knowledge of preparing and verifying cashier's checks
- Proficient in dealing with customer and resolving their queries
- Adept at monitoring bank vaults to ensure cash balances are correct
- Well-versed in monitoring cash movement and ensuring adequate cash availability
- Proficient in processing transactions such as term deposits, automated teller transaction, etc.
- Knowledge of banking processes and products
- Well-versed in operating banking software

DESIRABLE COMPETENCIES ¹

- Effective communication skills
- Detail-oriented
- Good mathematical skills
- Relationship building skills
- Hardworking and persistent

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

Colleges across India

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>

SAMPLE OF TRAINING AND LEARNING COURSES

<http://www.timespro.com/professional-courses/modern-banker-program>

CAREER PROGRESSION PATH ¹

National Head



Zonal Manager



Regional Manager



Branch Manager



Personal Banker



Relationship Manager



Customer Service Executive



Branch Authoriser → Movement to other corporate office job



Teller Bank

The progression is indicative

EXPECTED EARNINGS ⁵

- For new entrants – Rs 10,000 to Rs 15,000 per month
- For candidates with experience - Rs 15,000 to Rs 25,000 per month

This figure are indicative and subject to change

REQUIRED WORK EXPERIENCE ³

Generally, 0 - 4 years of work experience required

PROBABLE EMPLOYERS ^{3, 4}

All banks, NBFCs and other financial service companies across India

KEYWORDS

Bank Cashier

OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	4211.0400	Teller Bank
ISCO 2008	4211	Bank Tellers and Related Clerks
NIC 2008	69201	Accounting, bookkeeping and auditing activities
QP Reference	Not Available	Not Available
NSQF	Not Available	Not Available

REFERENCES

1	National Classification of Occupations Division 4
2	http://www.ccdisabilities.nic.in/page.php?s=reg&t=def&p=list_jobsNew
3	http://www.naukri.com/job-listings-Teller-for-Leading-Bank-Confidential-Bhopal-Gwalior-Indore-Jabalpur-Ujjain-0-to-4-years-281015007407?src=jobsearchDesk&sid=14677147358332&xp=5&qp=teller&srcPage=s
4	http://www.shine.com/jobs/urgent-opening-teller/company-hidden/4958859
5	http://www.payscale.com/research/IN/Job=Bank_Teller/Salary