



भारतीय रिज़र्व बैंक RESERVE BANK OF INDIA

PUN.CAB.APTP.No.S531 /09.06.002/2025-26

July 28, 2025

The Chairman/Managing Director/Chief Executive Officer

Commercial Banks

Urban Cooperative Banks

Regional Rural Banks

Small Finance Banks

Payment Banks

Madam/ Dear Sir,

Personal Development Programme (PDP) for Entry Level Officers (In campus)
(September 08-11, 2025)

Entry-level officers in a bank play a vital role in organizational success. They are the first point of contact for customers and all their actions in attracting new clients while retaining the existing customer base are required to be effective as well as compliant with banking regulations. To be successful in their roles, they need to have certain behavioural competencies that unfortunately are not tested in our recruitment exercises.

The Personal Development Programme is a workshop designed to develop the self-awareness and skills young bankers need to be successful and become well-rounded professionals. In the workshop, they would learn to identify their respective strengths and weaknesses, develop required behavioural competencies, and to build strong relationships with their colleagues and customers. Further they would be enabled to set goals for themselves in alignment with organisational goals and develop a plan to achieve them. We believe that by investing in the development of these officers, you will be able to harness their full potential and make a significant contribution to your bank and the industry as a whole.

कृषि बैंकिंग महाविद्यालय, विद्यापीठ मार्ग, पुणे - 411 016 (महाराष्ट्र) भारत
फोन : (91-020) 25538392 ई-मेल: principalcab@rbi.org.in

College of Agricultural Banking, University Road, Pune - 411 016 (Maharashtra) INDIA
Phone : (91-020) 25538392 E-mail : principalcab@rbi.org.in

हिंदी आसान है, इसका प्रयोग बढ़ाइये



2. Keeping the above in mind, Reserve Bank of India, College of Agricultural Banking (CAB) is offering a four- day **(in-campus) Personal Development Programme (PDP) for Entry Level Officers** during **September 08-11, 2025**.

3. **Date and timing of programme:** Four Days: September 08-11, 2025
Time: 10.00 am to 05.30 pm

4. Venue: In Campus Programme

College of Agricultural Banking, University Road, Pune - 411 016

5. **Who should attend:** Entry level officers of banks (Officers with service less than 7 Years)

6. **Fee, Objective, Course Content, and other details** are given in Annex 1.

7. **Nominations:** For sending nominations, you are requested to use the format given in Annex II. Please send nominations by e-mail to: nomination.gl@rbi.org.in

8. **Last date for sending nominations:** Nominations may kindly be sent on or before August 29, 2025 to enable smooth conduct of the programme.

9. **Queries:** In case of any queries, you may contact Smt. Rajashri Kulkarni (rajashrikulkarni@rbi.org.in) or the undersigned (shubhabrat@rbi.org.in)

Yours faithfully

(Shubhabrat Agrawal)

Programme Director

8085120868

Encl: As above

कृषि बैंकिंग महाविद्यालय, विद्यापीठ मार्ग, पुणे - 411 016 (महाराष्ट्र) भारत
फोन : (91-020) 25538392 ई-मेल: principalcab@rbi.org.in

College of Agricultural Banking, University Road, Pune - 411 016 (Maharashtra) INDIA
Phone : (91-020) 25538392 E-mail : principalcab@rbi.org.in

हिंदी आसान है, इसका प्रयोग बढ़ाइये



Annex 1

1. **PARTICIPANT PROFILE:** Entry level officers of banks (Officers with service less than 7 years)

2. **PROGRAMME OBJECTIVES:** To enable the participants to:

- Obtain an insight into their personalities & develop the capacities and skills required to build constructive and effective relationships
- Know their behavioural competencies and its proficiency levels
- Understand their personal and team attributes
- Prepare a Development Action Plan (DAP) and a Personal Development Plan (PDP) for self-development

3. **PROGRAMME CONTENTS:**

Module I: Assessment and Observation Module

- Psychometric assessments
- Solo Exercises – personal essay, In-basket exercise and Situational Judgment Exercise Group Exercises - Leaderless group exercises, Committee (Leader-led) exercises, Management Games/Simulation Exercises
- Interviews – Behavioural Event and Competency Based
- Module II: Development Module
 - Personal Development Sessions – Johari Window, Development Action Plan (DAP), Personal Development Plan (PDP)
 - Individual Development Feedback

4. **VENUE AND ACCOMMODATION:**

The Programme will be held at College of Agricultural Banking, Reserve Bank of India, Pune. The Programme is residential and arrangements for lodging and boarding will be made in the College. Participants may report to CAB on the **evening of September 07, 2025.**



5. **PEDAGOGY:**

A mix of pedagogical tools will be used – cases, lectures, discussions, presentations, audio-visuals, experiential exercises.

6. **DURATION:** September 08-11, 2025, (Time: 10.00am to 05.30pm)

7. **FEES:** Fee has to be paid as per following table for each participant:

Sr.	Group Wise Fee Details	Tuition Fees	GST @18%	Total Fee including GST
1	Group 1: Commercial Banks and Financial Institutions	Rs. 23000/-	Rs. 4140/-	Rs. 27140/-
2	Group 2: Scheduled UCBs, Non-Scheduled UCBs with deposit base of more than Rs.100 crore and RRBs	Rs. 17300/-	Rs. 3114/-	Rs. 20414/-
3	Group 3: Non-Scheduled UCBs with deposit base of less than Rs.100 crore, Small Finance Banks and Payment Banks	Rs. 11500/-	Rs. 2070/-	Rs. 13570/-
* In terms of section 48 of RBI Act 1934, RBI is exempted from payment of Income Tax or Super Tax on any of its Income, Profits or Gains. Nominating institutions should therefore not deduct TDS on the Programme Fees.				
Please use the programme code – HRL/08092025/01 in Sender to Receiver Information while remitting the fee through NEFT.				
GST (Reg. No. 27AAIFR5286M1ZG)				

*Account Details for remittance of Fees will be shared with confirmation of nomination by CAB.

8. **PROGRAMME DIRECTOR:**

Capt. Shubhabrat Agrawal, GM & Member of Faculty, E-mail: shubhabrat@rbi.org.in

कृषि बैंकिंग महाविद्यालय, विद्यापीठ मार्ग, पुणे – 411 016 (महाराष्ट्र) भारत
फोन : (91-020) 25538392 ई-मेल: principalcab@rbi.org.in

College of Agricultural Banking, University Road, Pune - 411 016 (Maharashtra) INDIA
Phone : (91-020) 25538392 E-mail : principalcab@rbi.org.in

हिंदी आसान है, इसका प्रयोग बढ़ाइये



9. **CONTACT PERSON FOR NOMINATION RELATED QUERIES:**

In case of any queries regarding nomination, you may contact Shri Prathamesh Patil, Tel.: 020-25582396 & E-mail: nomination.gl@rbi.org.in during Monday to Friday (10:00am to 05:00pm).

10. **IMPORTANT DATES TO REMEMBER:**

Programme Dates	September 08-11, 2025
Nominations to be received by	August 29, 2025
Reporting at CAB	September 07, 2025 (evening)
Completion of programme	05.30 pm on September 11, 2025

कृषि बैंकिंग महाविद्यालय, विद्यापीठ मार्ग, पुणे - 411 016 (महाराष्ट्र) भारत
फोन : (91-020) 25538392 ई-मेल: principalcab@rbi.org.in

College of Agricultural Banking, University Road, Pune - 411 016 (Maharashtra) INDIA
Phone : (91-020) 25538392 E-mail : principalcab@rbi.org.in

हिंदी आसान है, इसका प्रयोग बढ़ाइये