



## Vacancy Announcement

**Recruitment Criteria, Designation, General Conditions & number of Manpower (For Head Office, Dhaka) are as follows:**

**No. of Posts for the Head Office:** AGM/SPO: 05 (Five), PO/SO: 10 (Ten), Officer- 08 (Eight), JO- 11 (Eleven), Deputy Junior Officer (ADC)- 21 (Twenty One). **Total: 55 (Fifty Five).**

1. AGM/SPO (Unit Head/Deputy Unit Head) for **Merchant Acquisition and Management Unit** of Alternative Delivery Channel (ADC) Division.

**No. of Post(s):** 02 (Two)

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

a) For AGM:

- Minimum 10 (ten) years banking experience with minimum 7 (seven) years in the field of Merchant Acquisition and Management Unit.
- Working as Head of Merchant Acquisition and Management Unit/E-business will be given higher preference.
- Age not exceeding 42 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

b) For SPO:

- Minimum 08 (Eight) years banking experience with minimum 5 (five) years in the field of Merchant Acquisition and Management Unit.
- Working as Head of Merchant Acquisition and Management Unit/E-business will be given higher preference.
- Age not exceeding 40 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Planning for new customer acquisition and setting target.
- On boarding customers/new merchants to ADC.
- Maintenance of merchants and providing/deploying customized solutions through ADC for their products & services.
- Creating and managing merchant accounts.
- Communicating with the branch officials regarding Merchant Acquiring issues.
- Coordinating with Card Division and other departments for promotional activities with the merchants at time-to-time like Festival offer etc.
- Monitoring overall activities of Merchant Acquiring Business.

c) PO/SO (Wing Head) for **POS & QR Business wing** under **Merchant Acquisition and Management Unit** of ADC Division.

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.



*Javed Khan*

*[Signature]*



**Experience:**

**i) For PO:**

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of POS & QR Business wing.
- Working as Head of POS & QR Business wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**ii) For SO:**

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of POS & QR Business wing.
- Working as Head of POS & QR Business wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Visiting and communicating with the merchants for agreement signing.
- New POS & QR Merchant Acquisition & Opening Bank account with Pubali Bank.
- Installation of POS at merchant point with the support of POS vendor.
- Maintaining Merchant relationship to enhance the Business.
- Communicating with the branch officials regarding Merchant Acquiring issue.
- Coordinating with Card Division and other departments for promotional activities with the merchants at time-to-time like Festival offer, etc.
- Monitoring overall activities of Merchant Acquiring Business.
- Planning for new merchant acquisition and setting target.
- Maintenance of merchants and providing/deploying customized solutions through ADC for their products & services.

**d) PO/SO (Wing Head) for EMI Business wing under Merchant Acquisition and Management Unit of ADC Division.**

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

**i) For PO:**

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of EMI Business wing.
- Working as Head of EMI Business wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**ii) For SO:**

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of EMI Business wing.
- Working as Head of EMI Business wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.





**Responsibilities:**

- Visiting and communicating with the merchants for EMI agreement signing.
- New EMI Merchant Acquisition & Opening Bank account with Pubali Bank.
- Maintaining Merchant relationship to enhance the EMI Business.
- Communicating with the branch officials regarding EMI Merchant Acquiring issue.
- Coordinating with Card Business Division for promotional activities with the EMI merchants.
- Planning for new EMI merchant acquisition and setting target.

e) PO/SO (Wing Head) for **Operation and Support wing** under **Merchant Acquisition and Management Unit** of ADC Division.

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Operation and Support wing.
- Working as Head of Operation and Support wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Operation and Support wing.
- Working as Head of Operation and Support wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Verifying and scrutinizing Merchant Request Forms and Agreements.
- Processing Merchant Agreement files for approval.
- Input merchant data in the system for POS & QR configuration.
- Monitoring the POS & QR transactions to identify any unusual transactions.
- Process for Merchant Payment and send payment summary to merchants.
- Copy Request, Charge Back and Dispute Management with Merchants.
- Coordinating with Card Operation Division to manage the dispute with the Payment Scheme.
- Communicating with the branch officials regarding Merchant Acquiring issue.

f) PO/SO (Wing Head) for **Product Inventory wing** under **Merchant Acquisition and Management Unit** of ADC Division.

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Product Inventory wing.



*Signature*





- Working as Head of Product Inventory wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Product Inventory wing.
- Working as Head of Product Inventory wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Maintain the Inventory of POS, Consumable items, SIM and POS battery & Charger.
- Delivery of POS machine to the vendor for POS configuration.
- Delivery of faulty POS machine to the vendor for repair purpose.
- Communicate with the Mobile Operator for SIM related issues.
- Preparing the requisition for Consumable items for POS and other accessories.

g) Officer, Junior Officer (JO), Deputy Junior Officer (ADC) for **POS & QR Business wing, EMI Business wing, Operation & Support wing, Product Inventory wing** of Alternative Delivery Channel (ADC) Division.

**No. of Posts:** Officer- 05 (Five), JO- 05 (Five), Deputy Junior Officer (ADC)- 10 (Ten).

**Job location:** anywhere in Bangladesh.

**Academic Qualification for Officer:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Academic Qualification for Junior Officer (JO) and Deputy Junior Officer (ADC):**

Graduation degree from a reputed University. Having Masters Degree will be given higher preference.

**Experience:**

i) For Officer:

- Minimum 04 (four) years banking experience with minimum 2 (two) years in the field of POS & QR Business wing, EMI Business wing, Operation & Support wing, Product Inventory wing.
- Working experience in ADC Operation/wing of POS & QR Business, EMI Business, Operation & Support, Product Inventory wing will be given higher preference.
- Age not exceeding 33 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For Junior Officer (JO):

- Minimum 03 (three) years banking experience with minimum 1 (one) year in the field of POS & QR Business wing, EMI Business wing, Operation & Support wing, Product Inventory wing.
- Working experience in ADC Operation/wing of POS & QR Business, EMI Business, Operation & Support, Product Inventory wing will be given higher preference.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

iii) For Deputy Junior Officer (ADC):

- Minimum 02 (two) years banking experience with minimum 1 (one) year in the field of POS & QR Business wing, EMI Business wing, Operation & Support wing, Product Inventory wing.
- Working experience in ADC Operation/wing, Digital Banking/MFS will be given higher preference.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.



*Javed Khan*





**Responsibilities:**

➤ **POS & QR Business wing:**

- Visiting and communicating with the merchants for agreement signing.
- New POS & QR Merchant Acquisition & Opening Bank account with Pubali Bank.
- Installation of POS at merchant point with the support of POS vendor.
- Maintaining Merchant relationship to enhance the Business.
- Communicating with the branch officials regarding Merchant Acquiring issue.
- Coordinating with Card Division and other departments for promotional activities with the merchants at time-to-time like Festival offer, etc.
- Monitoring overall activities of Merchant Acquiring Business.
- Planning for new merchant acquisition and setting target.
- Maintenance of merchants and providing/deploying customized solutions through ADC for their products & services.

➤ **EMI Business wing:**

- Visiting and communicating with the merchants for EMI agreement signing.
- New EMI Merchant Acquisition & Opening Bank account with Pubali Bank.
- Maintaining Merchant relationship to enhance the EMI Business.
- Communicating with the branch officials regarding EMI Merchant Acquiring issue.
- Coordinating with Card Business Division for promotional activities with the EMI merchants.
- Planning for new EMI merchant acquisition and setting target.

➤ **Operation & Support wing:**

- Verifying and scrutinizing Merchant Request Forms and Agreement.
- Processing Merchant Agreement files for approval.
- Input merchant data in the system for POS & QR configuration.
- Monitoring the POS & QR transactions to identify any unusual transactions.
- Process for Merchant Payment and send payment summary to merchants.
- Copy Request, Charge Back and Dispute Management with Merchants.
- Coordinating with Card Operation Division to manage the dispute with the Payment Scheme.
- Communicating with the branch officials regarding Merchant Acquiring issue.

➤ **Product Inventory wing:**

- Maintaining the Inventory of POS, Consumable items, SIM and POS battery & Charger.
- Delivery of POS machine to the vendor for POS configuration.
- Delivery of faulty POS machine to the vendor for repair purpose.
- Communicating with the Mobile Operator for SIM related issues.
- Preparing the requisition for Consumable items for POS and other accessories.

2) AGM/SPO (Unit Head/Deputy Unit Head) for **Retail Customer Inclusion Operation Unit** of Alternative Delivery Channel (ADC) Division.

**No. of Post:** 01 (One)

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

a) For AGM:

- Minimum 10 (ten) years banking experience with minimum 7 (seven) years in the Retail Customer Inclusion Operation Unit.
- Working as Head of Retail Customer Inclusion Operation Unit will be given higher preference.
- Age not exceeding 42 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.



*[Handwritten signature]*





b) For SPO:

- Minimum 08 (Eight) years banking experience with minimum 5 (five) years in the field of Retail Customer Inclusion Operation Unit.
- Working as Head of Retail Customer Inclusion Operation Unit will be given higher preference.
- Age not exceeding 40 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Planning for new customer and setting target.
- On boarding customer to ADC.
- Monitoring transactions and Managing dispute, frauds and risks.
- Setting up operation process for call center support services.

c) PO/SO (Wing Head) for **Payroll Business wing** under **Retail Customer Inclusion Operation Unit** of ADC Division.

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Payroll Business wing.
- Working as Head of Payroll Business wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Payroll Business wing.
- Working as Head of Payroll Business wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Planning for new customer acquisition.
- On boarding customers to payroll account.
- Visiting corporate organization or company for implement ADC product services.

d) PO/SO (Wing Head) for **PI Banking/Internet Banking Business wing** under **Retail Customer Inclusion Operation Unit** of ADC Division.

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Mobile Banking/Internet Banking Business wing.



*Javed Khan*





- Working as Head of Mobile Banking/Internet Banking Business wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Mobile Banking/Internet Banking Business wing.
- Working as Head of Mobile Banking/Internet Banking Business Wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Planning for new customer acquisition.
- On boarding customers for PI Banking.
- Implementing PI Banking apps and services in corporate organization/company.
- Promotional activities for PI Banking.

e) Officer, Junior Officer (JO), Deputy Junior Officer (ADC) for **Payroll Business wing and PI Banking/Internet Banking Business wing under Retail Customer Inclusion Operation Unit** of ADC Division.

**No. of Posts:** Officer- 01 (One), JO- 02 (Two), Deputy Junior Officer (ADC)- 04 (Four).

**Job location:** anywhere in Bangladesh.

**Academic Qualification for Officer:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Academic Qualification for Junior Officer (JO) and Deputy Junior Officer (ADC):**

Graduation degree from a reputed University. Having Masters Degree will be given higher preference.

**Experience:**

i) For Officer:

- Minimum 04 (four) years banking experience with minimum 2 (two) years in the field of Payroll Business wing, Mobile Banking/Internet Banking Business wing under Retail Customer Inclusion operation Unit.
- Working experience in Payroll Business wing, Mobile Banking/Internet Banking Business wing will be given higher preference.
- Age not exceeding 33 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For Junior Officer (JO):

- Minimum 03 (three) years banking experience with minimum 1 (one) year in the field of Payroll Business wing, Mobile Banking/Internet Banking Business wing under Retail Customer Inclusion operation Unit.
- Working experience in Payroll Business wing, Mobile Banking/Internet Banking Business wing will be given higher preference.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

iii) For Deputy Junior Officer (ADC):

- Minimum 02 (two) years banking experience with minimum 1 (one) year in the field of Payroll Business wing, Mobile Banking/Internet Banking Business wing under Retail Customer Inclusion Operation Unit.
- Working experience in Payroll Business wing, Mobile Banking/Internet Banking Business wing will be given higher preference.



*[Handwritten signature]*



- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

➤ **Payroll Business wing:**

- Planning for new customer acquisition.
- On boarding customers to payroll account.
- Visiting corporate organization or company for implement ADC product services.

➤ **PI Banking/Internet Banking Business wing:**

- Planning for new customer acquisition.
- On boarding customers for PI Banking.
- Visiting corporate organization or company for PI Banking services.
- Promotional activities for PI Banking.

3) AGM/SPO (Unit Head/Deputy Unit Head) for **Corporate Business Unit** of Alternative Delivery Channel (ADC) Division.

**No. of Post:** 01 (One)

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

a) For AGM:

- Minimum 10 (ten) years banking experience with minimum 7 (seven) years in the Corporate Business Unit.
- Working as Head of Corporate Business Unit will be given higher preference.
- Age not exceeding 42 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

b) For SPO:

- Minimum 08 (Eight) years banking experience with minimum 5 (five) years in the field of Corporate Business Unit.
- Working as Head of Corporate Business Unit will be given higher preference.
- Age not exceeding 40 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Planning for corporate business and setting target
- Establishing relationship with corporate clients
- Opening salary and other accounts of the corporate clients.
- Installment/deployment of ADC products of the Bank to the corporate houses.
- Signing agreement with ISPs, Hospitals etc. to integrate their customers for the payment of bill etc.

c) PO/SO (Wing Head) for **Financial Management Solution wing** under **Corporate Business Unit** of ADC Division.

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.



*[Handwritten signature]*





**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Financial Management Solution wing.
- Working as Head of Financial Management Solution wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Financial Management Solution wing.
- Working as Head of Financial Management Solution wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

➤ **Financial Management Solution wing**

- Planning for corporate business and setting target.
- Establishing relationship with corporate clients.
- Signing agreement with ISPs, Hospitals etc. to integrate their customers for the payment of bill etc.

d) PO/SO (Wing Head) for **E-commerce Business wing** under **Corporate Business Unit** of ADC Division.

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of E-commerce Business wing.
- Working as Head of E-commerce Business wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of E-commerce Business wing.
- Working as Head of E-commerce Business Wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

➤ **E-commerce Business wing:**

- Opening Bank A/C of e-commerce merchants with the Bank.
- Signup with new e-commerce merchants.
- To Meet assigned target set by the management.



*Javed Khan*





- Handling transaction disputes with merchant.
- Maintaining merchant liaison to buildup fruitful business with the bank.

e) PO/SO (Wing Head) for **Operation & Support wing** under **Corporate Business Unit** of ADC Division.

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Operation & Support wing.
- Working as Head of Operation & Support wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Operation & Support Wing.
- Working as Head of Operation & Support Wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

➤ **Operation & Support wing:**

- Verifying and scrutinizing e-Merchant Request Forms & Agreements.
- Merchant Web Portal Check and Verify.
- Merchant Integration process with IT team.
- Report generation.
- Handling transaction disputes with merchant.
- Communicating with respective department for merchant Payment.

f) Officer, Junior Officer (JO), Deputy Junior Officer (ADC) for **Financial Management Solution wing, E-Commerce Business wing and Operation & Support team wing** under **Corporate Business Unit** of ADC Division.

**No. of Posts:** Officer- 02 (Two), JO- 03 (Three), Deputy Junior Officer (ADC)- 06 (Six).

**Job location:** anywhere in Bangladesh.

**Academic Qualification for Officer:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Academic Qualification for Junior Officer (JO) and Deputy Junior Officer (ADC):**

Graduation degree from a reputed University. Having Masters Degree will be given higher preference.

**Experience:**

i) For Officer:

- Minimum 04 (four) years banking experience with minimum 2 (two) years in the field of Financial Management Solution wing, E-commerce Business wing and Operation & Support team wing.
- Working experience in Financial Management Solution wing, E-commerce Business wing and Operation & Support team wing will be given higher preference.



*Handwritten signature: J. M. Islam*





- Age not exceeding 33 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For Junior Officer (JO):

- Minimum 03 (three) years banking experience with minimum 1 (one) year in the field of Financial Management Solution wing, E-commerce Business wing and Operation & Support team wing.
- Working experience in Financial Management Solution wing, E-commerce Business wing and Operation & Support team wing will be given higher preference.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

iii) For Deputy Junior Officer (ADC):

- Minimum 02 (two) years banking experience with minimum 1 (one) year in the field of Financial Management Solution wing, E-commerce Business wing and Operation & Support team wing.
- Working experience in Financial Management Solution wing, E-commerce Business wing and Operation & Support team wing will be given higher preference.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

➤ **Financial Management Solution wing:**

- Planning for corporate business and setting target.
- Establishing relationship with corporate clients.
- Signing agreement with ISPs, Hospitals etc. to integrate their customers for the payment of bill etc.

➤ **E-commerce Business wing:**

- Opening Bank A/C of e-commerce merchants with the Bank.
- Signup with new e-commerce merchants.
- To meet assigned target set by the management.
- Handling transaction disputes with merchant.
- Maintaining merchant liaison to buildup fruitful business with the bank.

➤ **Operation & Support team wing:**

- Verifying and scrutinizing e-Merchant Request Forms & Agreements.
- Merchant Web Portal Check and Verify.
- Merchant Integration process with IT team.
- Report generation.
- Handling transaction disputes with merchant.
- Communicate with respective department for merchant Payment.

4) AGM/SPO (Unit Head/Deputy Unit Head) for **MIS Unit and Office Management Team** of Alternative Delivery Channel (ADC) Division.

**No. of Post:** 01 (One)

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.



*[Handwritten signature]*





**Experience:**

a) For AGM:

- Minimum 10 (ten) years banking experience with minimum 7 (seven) years in the MIS Unit and Office Management Team.
- Working as Head of MIS Unit/Office Management Team will be given higher preference.
- Age not exceeding 42 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

b) For SPO:

- Minimum 08 (Eight) years banking experience with minimum 5 (five) years in the field of MIS Unit and Office Management Team.
- Working as Head of MIS Unit/Office Management Team will be given higher preference.
- Age not exceeding 40 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Preparing different MIS report.
- Merchant Agreement File Management.
- Maintaining and processing all sorts of Bills of different vendors and company.
- Maintaining dispatch register, attendance register and leave record.
- Preparing, maintaining and keeping of AMC, SLA, MoU, agreement and related correspondence letter.
- Maintaining communication with different vendors to resolve ADC issues.
- Inventory Management of ADC Division.
- Maintaining and preparing Office Note, Memo and other documents as per requirement of the ADC division.

c) PO/SO for **MIS Unit and Office Management Team** of Alternative Delivery Channel (ADC) Division.

**No. of Post:** 01 (One)

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of MIS wing and Office Management team.
- Working as Head of MIS wing/Office Management team will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of MIS wing and Office Management team.
- Working as Head of MIS wing/Office Management team will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Preparing different MIS of ADC division.
- File Management of Merchant Agreement.
- Manage and on time implementation new project of ADC division.



*Imedatun*





d) Junior Officer (JO), Deputy Junior Officer (ADC) for **MIS Unit and Office Management Team** of Alternative Delivery Channel (ADC) Division.

**No. of Post(s):** 02 (Two)

**Academic Qualification:**

Graduation degree from a reputed University. Having Hon's & Master's degree in English will be given higher preference.

**Experience:**

i) For JO:

- Minimum 03 (three) years banking experience with minimum 1 (one) year in the field of MIS Unit and Office Management team.
- Working experience in MIS Unit/Office Management team/ADC wing will be given higher preference.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For Deputy Junior Officer (ADC):

- Minimum 02 (two) years banking experience with minimum 1 (one) year in the field of MIS Unit and Office Management team will be given higher preference.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Preparing different MIS report.
- Merchant Agreement File Management.
- Maintaining and processing all sorts of Bills of different vendors and company.
- Maintaining dispatch register, attendance register and leave record.
- Preparing, maintaining and keeping of AMC, SLA, MoU, agreement and related correspondence letter.
- Maintaining communication with different vendors to resolve ADC issues.
- Inventory Management of ADC Division.
- Maintaining and preparing Office Note, Memo and other documents as per requirement of the ADC division.

**General Conditions:**

- Candidates having 3rd division/class/equivalent GPA or CGPA in any of the examinations are not eligible to apply.
- Candidate with foreign degree must have equivalence certificate from the University Grants Commission of Bangladesh and their degree and result must be equivalent as above.
- No affidavit in respect of age will be acceptable.

**Recruitment Criteria, Designation, General Conditions & number of Manpower (For 20 Regional Offices) are as follows:**

1. PO/SO, Officer, Junior Officer (JO), Deputy Junior Officer (ADC) for ADC Division.

**No. of Posts:** PO/SO- 10 (Ten), Officer- 10 (Ten), JO- 20 (Twenty), Deputy Junior Officer (ADC)- 20 (Twenty)  
**Total: 60 (Sixty).**

**Job location:** anywhere in Bangladesh.

**Academic Qualification for PO/SO and Officer:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.



*[Handwritten Signature]*





**Academic Qualification for Junior Officer (JO) and Deputy Junior Officer (ADC):**

Graduation degree from a reputed University. Having Masters Degree will be given higher preference.

**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Merchant Acquisition and Management Unit/Retail Customer Inclusion Unit/Corporate Business Unit/MIS Unit.
- Working as Head of Merchant Acquisition and Management Unit/Retail Customer Inclusion Unit/Corporate Business Unit/MIS Unit will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Merchant Acquisition and Management Unit/Retail Customer Inclusion Unit/Corporate Business Unit/MIS Unit.
- Working as Head of Merchant Acquisition and Management Unit/Retail Customer Inclusion Unit/Corporate Business Unit/MIS Unit will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

iii) For Officer:

- Minimum 04 (four) years banking experience with minimum 2 (two) years in the field of Merchant Acquisition and Management Unit/Retail Customer Inclusion Unit/Corporate Business Unit/ MIS Unit.
- Working experience in Merchant Acquisition and Management wing/Retail Customer Inclusion wing/Corporate Business wing/MIS wing will be given higher preference.
- Age not exceeding 33 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

iv) For JO:

- Minimum 03 (three) years banking experience with minimum 1 (one) year in the field of Merchant Acquisition and Management Unit/Retail Customer Inclusion Unit/Corporate Business Unit/MIS Unit.
- Working experience in Merchant Acquisition and Management wing/Retail Customer Inclusion wing/Corporate Business wing/MIS wing will be given higher preference.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

v) For Deputy Junior Officer (ADC):

- Minimum 02 (two) years banking experience with minimum 1 (one) year in the field of Merchant Acquisition and Management unit/Retail Customer Inclusion unit/Corporate Business unit/MIS unit.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Deploying, implementing and increasing ADC products, services and business to the existing and Potential customers of assigned Branches under the Regional Office.
- Achieving monthly and yearly target assigned by the Head Office & Regional Office.



*Javed Khan*





**General Conditions:**

- Candidates having 3rd division/class/equivalent GPA or CGPA in any of the examinations are not eligible to apply.
- Candidate with foreign degree must have equivalence certificate from the University Grants Commission of Bangladesh and their degree and result must be equivalent as above.
- No affidavit in respect of age will be acceptable.
- Local candidate will be given higher preference for posting in Regional Offices.

**Recruitment Criteria, Designation, General Conditions & number of Manpower (For 55 Main Branches of 64 Districts in Bangladesh) are as follows:**

1) Junior Officer (JO), Deputy Junior Officer (ADC) for ADC Division.

**No. of Posts:** JO- 55 (fifty five), Deputy Junior Officer (ADC)- 51 (fifty one). **Total: 106 (one hundred six).**

**Job location:** anywhere in Bangladesh.

**Academic Qualification for Junior Officer (JO) and Deputy Junior Officer (ADC):**

Graduation degree from a reputed University. Having Masters Degree will be given higher preference.

**Experience:**

i) For JO:

- Minimum 03 (three) years banking experience with minimum 1 (one) year in the field of Merchant Acquisition and Management Unit/Retail Customer Inclusion Unit/Corporate Business Unit/ MIS Unit.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For Deputy Junior Officer (ADC):

- Minimum 02 (two) years banking experience with minimum 1 (one) year in the field of Merchant Acquisition and Management unit/Retail Customer Inclusion unit/Corporate Business unit/MIS unit.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

- Deploying, implementing and increasing ADC products, services and business to the existing and potential customers of the main Branch of the Districts.
- Achieving monthly and yearly target assigned by the Head Office & Regional Office.

**General Conditions:**

- Candidates having 3rd division/class/equivalent GPA or CGPA in any of the examinations are not eligible to apply.
- Candidate with foreign degree must have equivalence certificate from the University Grants Commission of Bangladesh and their degree and result must be equivalent as above.
- No affidavit in respect of age will be acceptable.
- Local candidate(s) will be given higher preference for posting in the Branches of 64 Districts.

**Special Conditions:**

1. **Salary & remuneration:**

- Selected candidates in the rank of Assistant General Manager/Senior Principal Officer/ Principal Officer will be given regular scale as per Bank's rules.
- Selected candidates in the rank of Senior Officer/Officer/Junior Officer/Deputy Junior Officer (ADC) will be given regular scale as per Bank's rules. After completion of 01 (one) year satisfactory service they will be confirmed in the service of the Bank.



*Signature*





2. Selected candidates in the rank of **Senior Officer/Officer/Junior Officer/Deputy Junior Officer (ADC)** will have to give an undertaking that he/ she will serve in the Bank for a minimum period of 05 (five) years.
3. Any incorrect/fake information found later, will cancel the candidature.
4. All applications will be treated on merit and in strict confidentiality.
5. Excellent verbal, written and interpersonal communication skills in both Bangla and English.
6. Certificates of different examinations and experience submitted by the candidates to the Bank will be verified from the respective institutions and any discrepancy found in the documents will be severely dealt with.
7. Only short listed candidates will be called for written test/ interview. No TA/DA will be applicable for this purpose.
8. In-house candidates are not permitted to apply.
9. One candidate can apply for one post only.
10. Management of the Bank reserves the right to reject any or all applications without assigning any reason whatsoever.
11. To avoid possible inconvenience due to server congestion, please apply well ahead of the deadline.

**Apply Instructions:**

Interested candidates who fulfill the requirements should apply **on-line**, link:<https://www.pubalibangla.com/career.asp> with scanned passport size recent colored photograph & Signature. After filling up the online application, the applicant will receive an Applicant Identification Number. The closing date for submission of application is **by 6:00 p.m. of 31 December 2022.**



*[Handwritten Signature]*