



## CAREER OPPORTUNITY

Pubali Bank Limited a leading largest private commercial Bank with 491 online Branches, 17 Islamic Banking Windows and 106 Sub-branches with a diverse and motivated workforce is inviting applications for the following position in its IT sector from the Bangladeshi citizens who are willing to build a career in Banking:

**Trainee Assistant Junior Officer (Computer)** – for ATM & CRM Operation/ POS Operation/ Dispute & ATM Settlement/ Fraud Prevention/ Card Delivery/ Credit Card Recovery/ Card Validation/Credit Card Operation/ Office Management/ VISA & MasterCard Operation/ Customer Maintenance & Support.

**No. of Posts: 72 (Seventy Two)**

### Academic Qualification:

- ✓ 04 (Four) Years Diploma in Computer Technology/Computer Science and Technology from any Government Polytechnic/Government authorized Institute under Bangladesh Technical Education Board.

### Experience:

- At least 2 years' of practical experience in related field.
- Relaxation for highly experienced/qualified candidates.

### Responsibilities:

- ✓ Monitoring & operating Bank's ATM/CRM.
- ✓ Onsite presence for installation, train Branch Custodians for ATM/CRM Operation, First level maintenance of ATM.
- ✓ ATM Settlement and Reconciliation.
- ✓ Dispute Management.
- ✓ Configuration, Maintenance & Merchant POS Operation.
- ✓ Analyze application form, documents and credit worthiness.
- ✓ Monitoring irregular card, overdue card and over limit card accounts.
- ✓ Card packaging, delivery and customer support.
- ✓ VISA & MasterCard operational support.
- ✓ Strong interpersonal skills to develop position and effective relationship with branches and customers.

### General Conditions:

1. Candidates having 3<sup>rd</sup> division/ class/ equivalent GPA or CGPA in any of the examinations are not eligible to apply. Only published result at the time of application will be accepted. Testimonial for this matter will not be accepted. Candidates with foreign degree must have equivalence certificate from University Grants Commission (UGC) of Bangladesh.
2. **Age:** Not over 30 (Thirty) years as on 30 June 2022. No affidavit in respect of age will be acceptable.
3. **Salary & remuneration:** Consolidated pay Tk. 26,000/- (twenty six thousand) only per month during probation period in the rank of Trainee Assistant Junior Officer (Computer).
4. **Probation period:** 01 (one) year. After successful completion of probation period they will be confirmed in the service of the Bank in the rank of Assistant Junior Officer (Computer).
5. Any incorrect/fake information found later, will cancel the candidature.







6. All applications will be treated on merit and in strict confidentiality.
7. Excellent verbal, written and interpersonal communication skills in both Bangla and English.
8. Certificates of different examinations 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.
9. Only short listed candidates will be called for interview. No TA/ DA will be applicable for this purpose.

**Apply Instructions:**

Interested candidates who fulfill the requirements should apply online, link: <https://www.pubalibangla.com/career.asp> with recent passport size scanned 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 **03 November 2022** by 6:00 p.m.

To avoid possible inconvenience due to server congestion, please apply well ahead of the deadline.

Management of the Bank reserves the right to reject any or all applications without assigning any reason whatsoever.

Sd/-

General Manager

Human Resources Division

