



- 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.



*Javed Khan*



**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.



*[Handwritten Signature]*