



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.



Javed Khan



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.



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