

## EMPLOYMENT OPPORTUNITY



NRBC  
BE  
WITH  
US  
PLANET

NRBC Bank Limited, a leading commercial bank in the country is inviting application from both Freshers and Experienced Bankers for the following positions/areas:

**1. \*PROBATIONARY OFFICER / TRAINEE ASSISTANT OFFICER / TRAINEE JUNIOR OFFICER**

REQUIREMENTS:

- Graduation/Post Graduation in any discipline from any UGC approved university
- All 1st class \*
- Age maximum 30 years as of 30th September, 2020

**2. CREDIT OPERATION (AO/OFFICER/EO)- Only Experienced Banker**

**3. FOREIGN EXCHANGE OPERATION (AO/OFFICER/EO)- Only Experienced Banker**

**4. GENERAL BANKING OPERATION (AO/OFFICER/EO)- Only Experienced Banker**

**5. CREDIT ADMINISTRATION DIVISION (SEO/PO/FAVP)**

Candidates with experience of working in Foreign Bank will get priority

**6. TELLER (CONTRACTUAL)**

**7. PRODUCT DEVELOPMENT OFFICER (PERMANENT/CONTRACTUAL):**

Candidates with experience in NGO and Micro Credit will get priority

**JOB LOCATION:** All vacancies are for Rural Areas except Serial No. 5

For Details: please visit [www.nrbcommercialbank.com/career](http://www.nrbcommercialbank.com/career)

Apply on or Before **10 November 2020**

Only short listed candidates will be invited for interview. Bank reserves the right to accept or reject any application without assigning any reason whatsoever.

**We do not entertain influence in any form.**

**YOUR FUTURE AWAITS HERE!**

NUMBER OF VACANCY: 150

**NRBC Bank Limited**, a leading 4<sup>th</sup> generation commercial bank in the country providing high quality products and services is backed by state of the art technology and a team of highly motivated human resources. Having 76 Branches, 45 Sub Branches, 23 Land Registration Sub Branches, 238 Land Registration Fees Collection Booths, 55 ATM Booths, 24 BRTA Booths and more than 584 agent points, this fiscal institution is concurrently reaching out to people from all demographics across the country. Mention worthy, NRBC Bank is enriching itself with the top performers from the banking industry through its head hunting procedure, as a result of which trendsetters and pioneers are proudly marking their territories under NRBC Bank umbrella. The Bank intends to recruit smart, young, energetic, enthusiastic and talented fresh graduates for the following positions:

Position	Education Qualifications
Probationary Officer	<ul style="list-style-type: none"> <li>Graduation/Post Graduation in any discipline from UGC approved universities with minimum CGPA 3.25 out of 4.00 scale or 1<sup>st</sup> division.</li> <li>4.00 out of 5.00 scale in SSC and HSC.</li> <li>No 3<sup>rd</sup> division/equivalent GPA/CGPA.</li> </ul>
Trainee Assistant Officer	<ul style="list-style-type: none"> <li>Graduation/Post Graduation in any discipline from UGC approved universities with minimum CGPA 2.75 out of 4.00 scale or 2<sup>nd</sup> division. <a href="http://www.prebd.com">www.prebd.com</a></li> <li>3.5 out of 5.00 scale in SSC and HSC.</li> <li>No 3<sup>rd</sup> division/equivalent GPA/CGPA.</li> </ul>
Trainee Junior Officer	<ul style="list-style-type: none"> <li>Graduation/Post Graduation in any discipline from UGC approved universities with minimum CGPA 2.50 out of 4.00 scale or 2<sup>nd</sup> division.</li> <li>3.00 out of 5.00 scale in SSC and HSC.</li> <li>No 3<sup>rd</sup> division/equivalent GPA/CGPA.</li> </ul>

**OTHER REQUIREMENTS:**

- Excellent interpersonal skills and ability to work under pressure with multi tasking ability and dynamic presentation skills.
- IT savvy, Strong command especially in MS Word, MS Excel, MS Power Point.
- Age 30 years as of 30<sup>th</sup> September, 2020.
- Applicants must be citizens of Bangladesh.
- Willing to work in rural areas of Bangladesh.
- Commitment to serve minimum 03 (three) years.

**WE OFFER**

- ✓ State of the art work environment with Fast track career path.
- ✓ Providing Continuous training and skill development program in an energized workplace.
- ✓ Attractive compensation package.

*Internal candidates who have fulfilled the above requirements in any positions may encourage to apply*

**APPLICATION PROCEDURE:**

Competent and interested candidates are requested to apply **"ONLINE"** along with scanned recent passport size photograph (size 50kb max) through **"Career Section"** in [www.nrbcommercialbank.com](http://www.nrbcommercialbank.com)

**Only short listed candidates** will be contacted for written test. Admit Card will be sent through "ONLINE" to the eligible candidates to their e-mail address. Candidates qualifying in written test shall be called for interview for final selection.

**ANY CANVASSING OR INFLUENCING THE SELECTION PROCESS WILL RESULT IN AUTOMATIC DISQUALIFICATION OF THE APPLICATION**

## EMPLOYMENT OPPORTUNITY

**NRBC Bank Limited**, a leading 4<sup>th</sup> generation commercial bank in the country providing high quality products and services is backed by state of the art technology and a team of highly motivated human resources. Having 75 Branches, 39 Sub Branches, 20 Land Registration Sub Branches, 238 Land Registration Fees Collection Booths, 55 ATM Booths, 24 BRTA Booths and more than 584 agent points, this fiscal institution is concurrently reaching out to people from all demographics across the country. Mention worthy, NRBC Bank is enriching itself with the top performers from the banking industry through its head hunting procedure, as a result of which trendsetters and pioneers are proudly marking their territories under NRBC Bank umbrella. [www.prebd.com](http://www.prebd.com)

NRBC Bank intends to extend its business activities through Islamic Banking operations and to extend Islamic Banking business portfolio, the Bank is inviting application from the experienced Islamic Bankers for the following positions:

Position	The Head of Islamic Banking Windows
Job Grade	Vice President
Prime responsibilities	<ul style="list-style-type: none"> <li>✓ The incumbent will be responsible for overall business performance of NRBC Bank Islamic Banking</li> <li>✓ Must have exclusive investment knowledge</li> <li>✓ The incumbent have to travel extensively to different branches/Agent points across the country to enhance the business portfolio of Islamic Banking of the Bank</li> <li>✓ The incumbent must be dynamic and assertive to maintain liaison among the distribution channels of the Bank</li> <li>✓ Ability to plan and organize Islamic Banking budget and achieve the same</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>✓ Post Graduate in any discipline</li> <li>✓ Minimum 15 years banking experience in the relevant field</li> </ul>

### **WHAT WE OFFER**

- Attractive compensation package
- Excellent working environment

Only short listed candidates will be invited for interview. We do not entertain canvassing in any form.

*Persons who have no Islamic banking experience need not to apply.*

Bank reserves the right to accept or reject any application without assigning any reason whatsoever.

**For details:** Please visit [www.nrbcommercialbank.com/career](http://www.nrbcommercialbank.com/career)  
**Attachment of photograph is a mandatory requirement (size: 50 kb)**

## EMPLOYMENT OPPORTUNITIES FOR EXPERIENCED BANKERS

NUMBER OF VACANCY: 100

**NRBC Bank Limited**, a leading 4<sup>th</sup> generation commercial bank in the country providing high quality products and services is backed by state of the art technology and a team of highly motivated human resources. Having 76 Branches, 45 Sub Branches, 23 Land Registration Sub Branches, 238 Land Registration Fees Collection Booths, 55 ATM Booths, 24 BRTA Booths and more than 584 agent points, this fiscal institution is concurrently reaching out to people from all demographics across the country. Mention worthy, NRBC Bank is enriching itself with the top performers from the banking industry through its head hunting procedure, as a result of which trendsetters and pioneers are proudly marking their territories under NRBC Bank umbrella.

The Bank is inviting application from the experienced Bankers for the following positions:

### **CREDIT DEPARTMENT**

**Position: Assistant Officer/Officer/Executive Officer**

**Job Location: Rural areas in all over Bangladesh**

**Requirements:**

- 2-3 years experience in Credit Department.
- Conversant with credit appraisal process, analysis of financial statement, ratio analysis, CRG techniques, borrower selection process etc.
- MBA/MBM/Masters from any reputed University, preferably in business discipline with no third class/division in his/her entire academic career.
- Age not exceeding 32 years. However, age may be relaxed for the suitable candidates.

### **FOREIGN EXCHANGE DEPARTMENT**

**Position: Assistant Officer/Officer/Executive Officer**

**Job Location: Anywhere in Bangladesh**

**Requirements:**

- 2-3 years experience in Foreign Exchange Department having experience in imports and exports, negotiation/discount of bills etc.
- Candidates are expected to independently handle foreign exchange department of a designated AD Branch. They should possess sound knowledge in the area of Negotiation of Bills, Opening of LCs and other related areas.
- MBA/MBM/Masters from any reputed University, preferably in business discipline with no third class/division in his/her entire academic career. [www.prebd.com](http://www.prebd.com)
- Age not exceeding 32 years. However, age may be relaxed for the suitable candidates.

### **GENERAL BANKING DEPARTMENT**

**Position: Assistant Officer/Officer/Executive Officer**

**Job Location: Rural areas in all over Bangladesh**

**Requirements:**

- 2-3 years experience in General Banking Department.
- MBA/MBM/Masters from any reputed University, preferably in business discipline with no third class/division in his/her entire academic career.
- Age not exceeding 32 years. However, age may be relaxed for the suitable candidates.

### **WHAT WE OFFER**

- Attractive compensation package
- Excellent working environment

If you are the right person, please visit [www.nrbcommercialbank.com/career](http://www.nrbcommercialbank.com/career)

**Attachment of photograph is a mandatory requirement (size: 50 kb)**

Only short listed candidates will be invited for interview. We do not entertain canvassing in any form.

*Persons who have no banking experience and hold contractual post need not to apply*

Bank reserves the right to accept or reject any application without assigning any reason whatsoever.

## EMPLOYMENT OPPORTUNITY

**NRBC Bank Limited**, an equal opportunity employer emerged as a new generation Bank in Bangladesh with the vision to become peerless in providing efficient and innovative banking services to support economic growth of the country. For achieving its vision NRBC Bank looking for some competent personnel who are presently working in any scheduled Bank and ready to accept challenges as proud member of the **NRBC Bank Limited**.

The Bank is inviting application from the experienced Bankers for the following positions:

### **HEAD OF BRANCH**

**Position: AVP/FVP/VP**

**Job location: Anywhere in Bangladesh except Dhaka Division**

#### **Requirements:**

- Must have banking experience in related field from any reputed commercial bank out of which a minimum of 02 (two) years experience as Branch Manager.
- Sound knowledge of banking including general banking, credit, foreign exchange, business operations, risk management and loan administration.
- Sound knowledge of branch management, banking operations and business development.
- MBA/MBM/Masters from any reputed University, preferably in business discipline with no third class/division in his/her entire academic career.

### **MANAGER OPERATIONS**

**Position: SEO/PO/FAVP**

**Job location: Anywhere in Bangladesh**

#### **Requirements:**

- Must have banking experience in related field from any reputed commercial bank out of which a minimum of 01 (one) year experience as Manager Operation.
- Sound knowledge of banking including general banking, credit, foreign exchange business operations, risk management, loan administration and good housekeeping of branch.
- MBA/MBM/Masters from any reputed University, preferably in business discipline with no third class/division in his/her entire academic career. [www.prebd.com](http://www.prebd.com)

### **ADDITIONAL REQUIREMENTS**

- Good and sound track record in professional and educational career
- Computer literacy is essential
- Target oriented having the ability to work under pressure
- Good communication skill both in English and Bengali
- Applicant must be a citizen of Bangladesh

### **WHAT WE OFFER**

- Attractive compensation package
- Excellent working environment

If you are the right person, please visit [www.nrbcommercialbank.com/career](http://www.nrbcommercialbank.com/career)

**Attachment of photograph is a mandatory requirement (size: 50 kb)**

No hardcopy of any application/ resume will be entertained. Only short listed candidates will be invited for interview. We do not entertain pursuance in any form.

*Persons who have no banking experience need not to apply.*

Bank reserves the right to accept or reject any application without assigning any reason whatsoever.

Canvassing in any form will result in automatic disqualification.

## Become an Intern at NRBC Bank Limited

- ✓ Are you ready to move towards exciting paradigms, in a dynamic business environment?
- ✓ Are you a go-getter who thrives on challenges and believes in pushing yourself to greater heights?
- ✓ We invite you to join our team of professionals and progress your career towards exciting milestones.

### **WHO CAN APPLY**

Undergraduates who are passionate, courageous and innovative are exactly the people we need. But, in order to rise to the challenging work we do, you must also be resilient, ambitious and driven. [www.prebd.com](http://www.prebd.com)

### **OUR PREFERABLE UNIVERSITIES:**

- All Public Universities
- North South University
- East West University
- American International University Bangladesh
- BRAC University
- Independent University
- MIST
- United International University
- Daffodil international University
- ULAB University
- Metropolitan University, Sylhet
- Leading University, Sylhet

### **APPLY PROCEDURE:**

Submit complete CV with University forwarding to [hrd@nrbccommercialbank.com](mailto:hrd@nrbccommercialbank.com)

### **SELECTION PROCEDURE:**

- Through Interview

**EMPLOYMENT OPPORTUNITY**

NUMBER OF VACANCY: 250

<b>Position</b>	<b>Prime Responsibilities</b>
<b>Teller (Contractual)</b>	<ul style="list-style-type: none"> <li>• Make payment and receive of cash efficiently, flawlessly within shortest possible time</li> <li>• Ensure customer satisfaction by ensuring Service Excellence in cash area</li> <li>• Achieve set Business target of loans and deposits</li> <li>• Stay alert against fake notes, fraudulent transaction &amp; Money Laundering</li> <li>• Necessary maintenance/ Cash loading/ Reconcile of ATM</li> </ul>
<b>Product Development Officer (Permanent/ Contractual)</b>	<ul style="list-style-type: none"> <li>• Selling NRBC products</li> <li>• Meeting sales target along with finding potential customers</li> <li>• To help and organize sales promotions (Campaigns, presentations, seminars, exhibitions, etc.) in co- ordination with the Branch &amp; other sales channels <a href="http://www.prebd.com">www.prebd.com</a></li> <li>• Preparing monthly, weekly &amp; daily sales report</li> </ul>

**Qualification & Other Competencies:**

- ✓ Graduate/Masters in any discipline from UGC approved universities
- ✓ Excellent verbal & written communication skills
- ✓ Hard working and ability to work under pressure
- ✓ Adequate computer literacy to work in online software modules & office packages
- ✓ Candidates with experience in NGO and Micro Credit will get priority for Product Development Officer

**Compensation & Benefits:**

- ✓ BDT 15,500.00 per month
- ✓ Other admissible benefits as per Banks policy

**Job Location:** Rural areas in all over Bangladesh specially Chattogram Division, Khulna Division and Rangpur Division

For apply please visit [www.nrbcommercialbank.com/career](http://www.nrbcommercialbank.com/career)

**Attachment of photograph is a mandatory requirement (size: 50 kb)**

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## **We are looking for Talents**

NRBC Bank welcomes Professional/Freshers who are team players, who have high moral standards and comply with the principles of ethics. Employees who are constantly learning and improving in a professional sense, the ones who have the potential to reveal their potential and realize their ideas are the strength of any company.

If you would like to join our team, please visit [www.nrbccommercialbank.com/career](http://www.nrbccommercialbank.com/career)

Attachment of photograph is a mandatory requirement (size: 50 kb)

Your CV will become a part of our database and we will surely contact you if we have a job offer which fits your competences and expectations.