

Notice

Last date of Submission has been extended up to 31/10/2016.

EMPLOYMENT NOTICE

Indian Visa Application Centre managed by State Bank of India, Bangladesh operations, invites applications from the residents of Khulna, Jessore, Rangpur, Barisal, Mymensing, Rajshahi and Dhaka for recruitment as “Visa Executive and Visa Assistants” for Indian Visa Application Centre at Khulna, Jessore (proposed), Rangpur, Barisal, Mymensing and Dhaka. Interested candidates are requested to logon to our website “ www.sbibd.com” for eligibility details.

State Bank of India, Country Office, Gulshan Dhaka.

EMPLOYMENT NOTICE

Indian Visa Application Centres (IVACs), managed by State Bank of India, Bangladesh Operations is looking for “Visa Executive and Visa Assistants” having excellent managerial, leadership and communication skills, on contractual basis for 1 (one) year at a fixed consolidated remuneration. The contract may be renewed upon satisfactory performance.

Eligibility requirements:

For Visa Executives:

- At least graduate, in any discipline, from recognized University.
- Experience in basic computer operations.
- Pleasing personality with good communication skills and a service oriented approach to clients.
- Age: Minimum- 18 years and not exceeding 32 years as on 01.01.2016.
- Fixed monthly remuneration: Tk 15000/- plus bonus of Tk 5500/- once a year

For Visa Assistants:

- At least 10+2 qualified, in any discipline.
- Experience in basic computer operations and scanning of documents.
- Age: Minimum- 18 years and not exceeding 32 years as on 01.01.2016.
- Salary: Tk 12000/- plus bonus of Tk 4500/- once a year.

Candidates with proven experience of computer aptitude will be given preference.

Candidates meeting above requirements are requested to apply in the format attached, enclosing 2 recent passport size coloured photographs and send the same to Vice President (Ops), State Bank of India, Country office, 57-57 A, First Floor, Gulshan Avenue Dhaka, superscribing the envelope as “ **Application for the post of Visa Executive or Visa Assistants and centre opted**”

for” on or before 20th October, 2016. IVAC reserves the right to reject any or all applications without assigning any reasons.

State Bank of India, Country Office, Gulshan Dhaka.

Building Name/Flat No.

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Vill/Road No:

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Thana:

Post Office:

Dist:

PIN:

9.Contact Details:

STD Code:

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Mobile No:

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Land Line No:

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E-Mail ID:

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10.Educational Qualification:

Board /University	Exam Passed	Subject / Stream	Year of Passing	% of Marks Grade/Div/CGPA

11.Experience:

Name of the Organisation where employed	Position held	Job Profile	Length of service		Reasons for leaving
			Remained		
			From	To	

12. Centre for posting, in order of preference:

1. Khulna, 2. Jessore, 3. Mymensing, 4. Rangpur, 5. Barisal, 6. Rajshahi & 7. Dhaka.

13. References:

Particulars	Reference No 1	Reference No. 2
Name		
Relation		
Address		
Occupation/Designation		
Employer's address		
Contact Number		

14. Family details:

S. No	Name	Relation	Address	Occupation	Employer's address	Contact Number
1						
2						
3						
4						
5						
6						
7						

15. I hereby declare that all statements in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage & my not satisfy the eligibility criteria stipulated, my candidature is liable to be cancelled.

Date:

Signature: