

**STATE BANK OF INDIA BANGLADESH
OPERATIONS
Country Office, Navana Pristine Pavilion,
12th Floor, 128 Gulshan Avenue, Dhaka-1212**

**SBI INVITES APPLICATIONS FROM BANGLADESHI CITIZENS
FOR THE POST OF VISA EXECUTIVES & VISA APPLICATION FACILITATOR**

Opening Date for Application Submission	10.02.2023
Closing Date for Application Submission	20.02.2023
Date of Interview at Dhaka	Will be advised

Salary : In parity with industry peers

Age:

Assistant : Min 20 Years and Maximum 30 years as on 01.01.2023

Executive : Min 22 Years & Maximum 35 Years as on 01.01.2023

Educational Qualifications & Post Qualification Work Experience required as on 01.01.2023

Educational Qualifications	Post Qualification Work Experience & Other stipulations
Essential: <u>Application Facilitator</u> : Minimum Intermediate Pass (Min CGPA 3.50/5.00) <u>Executive</u> : Minimum Graduate in any discipline (Min 3.00 / 4.00)	Proficiency in MS Word/ Excel/& Power Point with good typing speed. Min. 1 year work experience dealing with computers, technology, VISA operations, and data entry or customer service. Proficiency in MS Word/ Excel/& Power Point with good typing speed
Mandatory: - Proficiency in MS Word/ Excel/& Power Point. Expertise in prepare documents in MS Word, as all audit reports are to be prepared in MS Word. Desirable: - Working experience in any other Visa Processing Centre in Bangladesh or the like.	

NOTE: Candidates must specifically indicate the class/division and percentage of marks obtained in the **nearest two decimals** in the relevant column of the application.

SELECTION PROCEDURE

Selection Process will be as under:

1.Executives : Interview.

2.Application Facilitator : 1st Round : Typing Speed Test & 2nd Round : Interview

(Merely satisfying the eligibility norms do not entitle a candidate to be called for the Test.)

Only short-listed candidates will be called for interview

The above interview will be in English language only.

The minimum qualifying marks in interview will not be less than 40%. The combined final score of candidates shall be arrived at on the basis of interview.

Note: Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

GENERAL INSTRUCTIONS

- The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied.
- The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.
- A recent, recognizable color passport size photograph, which should be the same as the one pasted on the application form, should be firmly pasted on the call letter for test/interview and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is complete. **Failure to produce the same photograph at the time of interview may lead to disqualification.** A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.
- The Bank takes no responsibility for any delay in /non-receipt or loss of any communication.
- Canvassing in any form will be a disqualification.
- Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

- Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.
- At the time of interview/ Group Discussion (wherever applicable), if a candidate is/has been found guilty of:
 - using unfair means during the interview or
 - impersonating or procuring impersonation by any person or
 - misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose.
 - resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable to be **disqualified** from the selection process.
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HOW TO APPLY:

Candidates should download the application from Bank's website

<https://www.ivacbd.com/RECRUITMENT>, fill in and submit the scanned copy through mail on info@ivacbd.com and hard copy to the undersigned:

Application received after closing date will not be considered.

Candidates are required to have a valid personal email ID and Contact No. It should be kept active till completion of this recruitment project. Bank may send call letters GD/interview etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**

Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

CALL LETTERS FOR THE INTERVIEW

- The date of the Interview will be intimated in the Call Letter along with the Centre/Venue for the Examination through mail.
- Candidates are advised to regularly visit the Bank's website> Career Section for updates/ notices/ instructions.
- Bank may cancel/change recruitment process in this advertisement, at any stage, depending upon exigencies or otherwise.
- Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- Any notice/communication meant for the candidates displayed on the bank's website or sent by the email id mentioned in the application, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.

Dated: 10.02.2023

SBI, BANGLADESH OPERATIONS
HR DEPARTMENT, Country Office
Navana Pristine Pavilion, Level-12 128,
Gulshan Avenue, Circle-2, Dhaka-1212

To be filled by Bank	Serial No						
	Roll No						

		State Bank of India Bangladesh Operations							
Country Office Navana Pristine Pavilion (12th Floor) 128 Gulshan Avenue, Gulshan-2 Dhaka-1212, Bangladesh									
APPLICATION FOR THE POST OF VISA EXECUTIVE/ APPLICATION FACILITATOR Last Date of Submission: 20.02.2023 Application must be mailed to info@ivacbd.com and submit hard copy to above									
Full Name:									
Father's Name:									
Father's Occupation:									
Mother's Name:									
Mobile Number:									
Email address:									
Date of Birth(DD/MM/YYYY):						Age as on (01.01.2023)			
Gender		Male		Female		(Please Tick)			
Marital Status		Single		Married		Widowed		(Please tick)	
Permanent Address(Please fill in Capital Letters)									
Address Line 1:									
Address Line 2:									
Address Line 3:									
City (Mandatory):									
Address for correspondence (Please fill in Capital Letters)									
Address Line1:									
Address Line2:									
Address Line3:									
City (Mandatory):									

Educational Qualifications:*

Exam Passed	Board/University	Subjects	Year of Passing	Percentage
10th				
12th				
B.Com				
M.Com				
MBA				

Professional Qualifications (If Any):

Banking/Financial Institutions	
Other Qualifications	

Proficiency in English:	Speaking		Reading		Writing		(Please Tick)
Proficiency in MS Office:	Word		PowerPoint		Excel		(Please Tick)

Job Experience(as on 31.01.2023) *

Name of the organization	Position held	Job Profile	Length of Service	Reasons for Leaving

I hereby declare that all the information provided above 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 candidature is liable to be cancelled.

Place: _____

Signature of the Candidate: _____

Date: _____

For use by the Bank:

Application received on:	
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Scrutinized	Found in order		Discrepant	
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Discrepancy:

***Please enclose photocopy of all Marksheet and experience certificate.**