

Padma Bank



Padma Bank Recruitment Process:

The Padma Bank PLC recruitment process generally involves submitting an application with a CV and photograph via email or a specific online portal, followed by a shortlisting process

Shortlisted candidates are then invited for interviews, with the final selection based on their qualifications and performance.

Application: Online application: Some positions may use an online application form available on the Padma Bank career page.

Email application: Candidates can also apply via email by sending their CV and a recent photograph to the specified HRD email address, such as hrd@padmabankbd.com or career@padmabankbd.com.

Physical application: In some cases, hard copies of the application can be sent to the Corporate Head Office at Lotus Kamal Tower-2, Gulshan-1, Dhaka.

Shortlisting and interview

Shortlisting: After the application deadline, the bank will review applications and shortlist candidates who meet the requirements.

Interview: Shortlisted candidates will be called for personal interviews, which may include a written test for some roles.

Panel interview: Interviews are typically conducted by a panel of interviewers at the Corporate Head Office.

Selection and offer

Final selection: The final selection is based on the candidate's qualifications, experience, and performance during the interview process.

Compensation: The salary and benefits package are competitive and commensurate with the candidate's experience and suitability for the role.

Probationary period: New employees are often subject to a probationary period (e.g., one year) before being confirmed in their position.

Premier Bank



The recruitment process at Premier Bank PLC. involves a multi-stage selection process, typically including online application, CV screening, written test, multiple interviews, medical examination, and a final job offer.

General Recruitment Process Overview

The standard process is as follows:

Inviting Applications: Job openings are advertised on the bank's official careers website, job portals (like Bdjobs.com), and professional networking sites (like Facebook career pages). Candidates must submit an online application with a scanned photograph and copies of educational certificates by the specified deadline.

CV Screening: The Human Resources (HR) division screens the submitted CVs to shortlist eligible candidates who meet the specified academic and experience requirements for the position.

Written Test: Only short-listed candidates are called for a written test, which typically assesses knowledge in areas like English, Bengali, mathematics, and general knowledge/banking.

Face-to-Face Interviews: Candidates who pass the written test usually undergo two or three rounds of face-to-face interviews with the HR department and management.

Selection and Offer Letter: Successful candidates receive a job offer letter.

Medical Examination: A medical examination is a required step before final joining.

Joining: Upon successful completion of all stages, the candidate joins the bank, often starting with a probation period (e.g., one year for Management Trainee Officers).

Key Requirements (for typical entry-level MTO role)

Education: A 4-year graduation or post-graduation degree with a minimum CGPA of 3.00 out of 4.00 (or equivalent first-class results) from a recognized university.

Academic Record: Generally requires minimum GPA 4.50 out of 5.00 in both SSC and HSC exams.

Skills: Strong communication skills (Bengali and English), proficiency in MS Office, and analytical and problem-solving abilities are essential.

Age: Age should not exceed a specific limit (e.g., 32 years for recent MTO circulars) as of a given date.

Flexibility: Willingness to work anywhere in Bangladesh where the bank has branches.

How to Apply

Interested and eligible candidates should apply online via the official Premier Bank career portal at <https://thepremierbankplc.com/career/> or through specific links provided in job circulars on job portals like Bdjobs. It is recommended to check these sources regularly for current openings and detailed application instructions.

Prime Bank PLC



The Prime Bank recruitment process typically includes a written test, preliminary interviews, and an assessment center, followed by a final interview and medical examination. It begins with inviting applications, screening CVs, and then progresses through these selection stages to a final offer and joining.

Stages of the recruitment process

Application and screening: Inviting applications and screening the submitted CVs to create a shortlist of candidates.

Written test: A test that assesses basic knowledge, often including multiple-choice questions, and written sections like math, essay, and translation.

Preliminary interview: A first-round interview to assess interest, qualifications, and basic information, which may be a viva voce.

Assessment center: Candidates may be grouped and given a case study to analyze and present on, evaluating their teamwork and problem-solving skills.

Final interview: A more in-depth interview that covers typical questions like "why should we hire you?" as well as questions related to macro-economics and the banking industry.

Selection and offer: The final selection is made, and an offer letter is extended.

Medical examination: A mandatory medical check to ensure the candidate is physically fit for the role.

Joining: The final step where the candidate officially joins the bank.

Pubali Bank



The Pubali Bank recruitment process typically involves an online application, followed by a written test and/or interview for short-listed candidates

Applicants must meet specific academic and, for some positions, professional experience requirements. The bank verifies submitted documents and reserves the right to reject applications.

Application

Apply online through the Pubali Bank career portal.

You will need a scanned passport-size photograph and signature.

An Applicant Identification Number will be provided after the online application is submitted.

Note the specific application deadline for each vacancy.

For roles requiring it, you may need to submit a hard copy of your CV and other documents to the Human Resources Division by the deadline.

Selection process

Screening: Only short-listed candidates will be contacted for further stages.

Tests: A written test is often part of the process.

Interview: A viva-voce (interview) is the final stage, which may include a panel of interviewers asking questions on relevant subjects.

Document verification: All submitted documents will be verified, and any discrepancies may lead to disqualification.

Probation and confirmation

Selected candidates are placed on a one-year probationary period.

After successfully completing the probation, you will be confirmed in your position.

General requirements

Academic: Requirements vary by position but often include minimum GPA/CGPA in SSC, HSC, and Honors/Masters degrees.

Experience: Some roles require previous banking or relevant professional experience.

Computer skills: Proficiency in MS Office and basic computer literacy is generally required.

Communication: Strong communication and interpersonal skills, with good command of English, are essential for most positions.

Foreign degrees: If you have a degree from a foreign university, you must provide an equivalence certificate from the University Grants Commission of Bangladesh.

South Bangla Agriculture and Commercial Bank



The recruitment process for South Bangla Agriculture and Commerce Bank PLC involves an online application submitted through their career website, followed by a shortlisting of candidates. The bank then proceeds to a written examination for the shortlisted applicants, and only those who pass this stage may be called for further interview steps. The bank also has specific academic requirements and a policy of only contacting qualified candidates who have been shortlisted.

General process

Application: Candidates apply online, often through the bank's official career portal, and must provide a detailed resume and a recent photograph.

Shortlisting: The bank reviews all applications and selects only the most qualified candidates to be invited to the next stage.

Written Examination: Shortlisted candidates are called for a written exam.

Interview: Candidates who successfully pass the written exam may be called for further interviews.

Final Selection: The final selection is made based on the candidates' performance throughout the process.

Eligibility and requirements

Academic qualifications: Specific academic qualifications are required, such as a minimum of one 1st division and no 3rd division in any academic level.

Application completeness: Incomplete applications may be disqualified.

Misrepresentation: Any misrepresentation of information will lead to disqualification.

Canvassing: Any form of canvassing will lead to disqualification.

How to apply

Keep an eye on the bank's official career page for job announcements and application details.

Check for specific requirements in each job circular, as they can vary.

Southeast Bank PLC



The Southeast Bank PLC recruitment process generally involves online application, followed by shortlisting and a selection process that includes a written test and/or interview

Candidates must meet specific criteria, such as strong computer skills and command of English, and will be placed on probation if selected. The bank primarily advertises positions through newspapers and its career portal, where interested individuals can apply online.

Application and screening

Application: Apply online through the bank's career portal or specific job application links.

Shortlisting: Only short-listed candidates will be contacted for the next stages.

Verification: A candidate's application may be rejected if there are discrepancies between their online resume and the original documents.

Selection process

Written test: A written test is a common part of the selection process.

Interview: Candidates who pass the written test may be called for an interview.

Probation: Successful candidates will be on probation for a period (e.g., one year) before being absorbed into a permanent role.

Required qualifications

Communication: Excellent communication and interpersonal skills are necessary.

Language: A good command of English is a must.

Technical skills: Basic computer and ICT skills, including MS Office, are required.

Personal attributes: Candidates should be hard-working, self-driven, and able to work under pressure.

Analytical skills: Strong analytical and problem-solving skills are important.

Where to find vacancies

Online portal: Check the official Southeast Bank website for career opportunities.

Newspaper advertisements: The bank also advertises openings in newspapers.

Standard Bank PLC



The Standard Bank recruitment process typically involves a five-step process: application, screening, online assessment, interviews, and selection/onboarding. Candidates first apply online, then are screened for suitability. Those who pass the initial screening proceed to an online assessment, followed by one or more interviews. The final stage is selection and onboarding.

Step-by-step recruitment process

Application: Create an online profile, search for and apply to relevant job openings by attaching your CV. You can also set up job alerts to be notified of new roles.

Screening: The talent acquisition team reviews applications to see how a candidate's skills and experience match the role's requirements.

Online assessment: Candidates who are shortlisted are invited to complete online assessments. This may involve technical tests, personality questionnaires, or other evaluations.

Interviews: This stage can involve multiple interviews, ranging from technical or competency-based questions to formal discussions with management. Some roles may also require a case study or presentation.

Selection and onboarding: Following the interviews, the successful candidate is offered the position and goes through the onboarding process.

Tips for applicants

Tailor your application: Ensure your CV and cover letter are tailored to the specific role you're applying for.

Create a job alert: This helps you stay informed about new opportunities that match your interests and qualifications.

Prepare for different interview formats: Be ready for technical questions, competency-based questions, and potentially case study presentations.

Be prepared for multiple rounds: The interview process can include several stages with different interviewers.

Trust Bank



Trust Bank PLC's recruitment process involves applying online through their careers portal, meeting specific academic criteria (which vary by position), and potentially undergoing several interview rounds that can include technical and behavioral assessments. For entry-level roles, candidates need to submit a CV and may be subject to interviews, while experienced hires can apply through the CV Bank for lateral entry.

General process

Online application: All applications are submitted online through the Trust Bank careers portal.

CV submission: Candidates must submit a CV online; hard copies are not accepted.

Eligibility: Only candidates with published academic results are eligible. Those with pending results are not considered.

Academic requirements: Requirements vary by position but generally include meeting a minimum GPA or percentage in secondary and higher secondary education, as well as in graduation and post-graduation.

No third division: Candidates with a third division/class or equivalent at any stage of their academic life are typically not considered for entry-level positions.

Interview rounds: Depending on the role, the process may involve multiple interview rounds with different teams, such as HR, technology, and management.

Experience: For experienced roles, the application is based on relevant experience in the financial sector or specialized fields like IT, HR, or marketing.

Specifics for different roles

Entry-level (e.g., Trainee Junior Officer, Trainee Assistant Cash Officer): Requires meeting specific academic criteria, such as a minimum GPA in SSC and HSC.

No previous experience is typically required for these roles.

Lateral entry (experienced hires): Requires relevant experience in a specialized field like IT, HR, Finance & Accounts, or Marketing.

Candidates are encouraged to submit their CV to the CV Bank.

Digital Banking positions (e.g., Officer, POS & A2A Operation): Requires a minimum number of years of experience in a specific area, like digital banking and electronic payment operations.

Strong understanding of relevant platforms (e.g., POS switching, mobile financial services) is necessary.

The United Commercial Bank PLC



The United Commercial Bank PLC (UCB) recruitment process involves a multi-stage selection, starting with an online application. Candidates who meet the criteria are then shortlisted for a competitive written exam, which may cover topics like English, math, and general knowledge. Those who pass the written test are invited for an interview. Finally, successful candidates may undergo a rigorous training program before being confirmed in their position.

Application and screening

Application: Candidates must apply online through the UCB careers page or job portals like bdjobs.com.

Shortlisting: The Human Resources department screens applications to create a shortlist of qualified candidates based on academic and other qualifications.

Selection stages

Written Test: Candidates who are shortlisted take a competitive written test. The subjects covered often include English, math, and general knowledge.

Interview: Those who pass the written test are called for an interview (or "viva").

Final Selection: The final selection is based on the results of the interview and written test.

Post-selection

Probationary Period: Selected candidates, such as Probationary Officers, begin with a probation period (e.g., one year) where they undergo both classroom and on-the-job training.

Confirmation: Upon successful completion of the probation period, the candidate is confirmed as a regular employee with an increased salary and benefits.

Bond: Candidates selected for certain positions, such as Probationary Officers, are required to sign a service bond for a minimum period (e.g., 3 years).

Uttara Bank PLC



The recruitment process for Uttara Bank PLC generally involves online applications, followed by an initial screening based on academic qualifications. Shortlisted candidates are then called for a Viva-voce (interview), and potentially other selection tests depending on the role. Candidates must meet specific GPA/CGPA requirements and submit all necessary documents to be considered.

1. Application

Apply online: Submit applications through the bank's website or as directed in a specific job circular.

Meet eligibility criteria: Ensure you meet the minimum academic qualifications (GPA/CGPA requirements), age limits, and other criteria outlined in the job posting.

Provide required documents: Prepare necessary documents such as academic certificates, National ID (NID) photocopy, and recent passport-sized photographs.

2. Screening and Selection

Initial screening: The bank reviews all applications to check eligibility and academic qualifications against the requirements for the specific post.

Shortlisting: Candidates who meet the initial criteria are shortlisted for the next stage of the selection process.

3. Final Selection

Viva-voce (Interview): Shortlisted candidates are called for an interview. Depending on the number of applicants, there may be other selection tests before or after this stage.

Final selection: The bank makes a final decision based on performance in all stages of the recruitment process. The bank reserves the right to cancel the recruitment process at any time.

Probation: A period of probation or training is required after being hired, which is followed by confirmation in the permanent position.

Islami Bank PLC



The Islami Bank PLC recruitment process generally involves online application submission via its career website, followed by selection stages that include CV screening, written tests, and interviews or vivas. Candidates must meet specific academic and age requirements outlined in the job circular, and only shortlisted candidates will be contacted for further steps via email or SMS.

Application

Online application: Candidates must apply online through the official Islami Bank career website, which is www.career.islamibankbd.com/career.php.

Application form: Fill out the application form accurately on the website and submit it electronically by the deadline.

No other method: Physical, postal, or courier submissions are not accepted.

Check for updates: It is essential to read the job circular details carefully and apply according to the specific instructions provided.

Selection process

CV screening: The bank screens the applications to short-list candidates who meet the eligibility criteria.

Written/Skill Test: Shortlisted candidates may be called for a written or skills-based examination.

Interview/Viva-Voce: Candidates who pass the previous stages are then invited for an interview or viva-voce.

Notification: All correspondence regarding the next steps (like test or interview dates, time, and center) will be sent via email or SMS to the contact details provided in the application.

Key considerations

Eligibility: Ensure you meet the minimum academic qualifications, such as GPA requirements, and age limit as specified in the circular.

Honesty: Provide only accurate information, as the bank may conduct background checks.

Follow instructions: Adhere strictly to the application instructions and requirements listed in the job circular.

Al-Arafah Islami Bank PLC



Al-Arafah Islami Bank PLC (AIBPLC) manages its recruitment process through its official online career portal. The typical process for entry-level positions involves applying online, shortlisting of applications, a written test, interviews, and final approval.

Application Process:

Interested and eligible candidates must apply online through the official AIBPLC career website: career.al-arafahbank.com. Job circulars are published on this portal and sometimes on major job sites like Bdjobs.com and the bank's main website.

The application procedure generally requires:

Submitting an online form with personal and academic details.

Uploading a scanned photograph and copies of educational certificates.

Meeting specific academic requirements (e.g., minimum GPA/CGPA) and age limits, which are detailed in each job circular.

Selection Procedure:

The general mode of selection in Al-Arafah Islami Bank is a structured, merit-based process designed to evaluate candidates thoroughly.

Sorting out Applications: The HR division reviews all applications and shortlists potential candidates based on the job requirements.

Informing Candidates: Shortlisted candidates are contacted, typically via phone or the online portal, about the written test or interview schedule. Admit cards for written tests are usually issued through the career portal or courier services.

Written Test: Entry-level positions generally require a written test, which is often administered by external, impartial institutions like the Institute of Business Administration (IBA), University of Dhaka, to ensure transparency and meritocracy.

Interview: Candidates who pass the written test are called for an interview. This is a formal, in-depth conversation to evaluate the applicant's suitability, knowledge, and soft skills.

Final Approval & Physical Examination: The selection decision is made, followed by final approval by the competent authority and a physical medical examination.

Job Offer & Placement: Successful candidates receive a job offer, which includes an appointment letter and details regarding joining and placement.

First Security Islami Bank PLC



The recruitment process for First Security Islami Bank PLC (FSIBL) is a structured, multi-stage procedure managed by its Human Resource (HR) division. The bank follows a formal policy for recruiting different grades of employees, such as Probationary Officer, Trainee Assistant Officer, etc..

The general steps involved in the recruitment process are:

Advertisement/Job Posting: FSIBL advertises job openings on its official website, print media, and potentially other online job portals (like Bdjobs.com). The advertisements outline the eligibility requirements, key dates, and application process.

Online Application/Resume Screening: Applicants are required to submit their applications, often through the bank's website, providing necessary information and uploading required documents. Applications are then screened by the HR department.

Assessment Test/Written Exam: Shortlisted candidates usually undergo a written examination or aptitude test to evaluate skills such as quantitative ability, reasoning, English proficiency, and banking knowledge.

Interview: Candidates who pass the written exam are called for a personal interview, where the panel assesses their communication skills, character, and fit for the position.

Background and Reference Checks: The bank conducts background and reference checks to verify the information provided by the candidate.

Medical Assessment: A medical test may be required to ensure the applicant is physically fit for the job.

Job Offer and Bond Sign: Successful candidates are issued an offer letter detailing the terms and conditions of employment. New employees may be required to sign a bond, committing to a certain period of service.

For the most up-to-date and specific career opportunities, candidates should monitor the official First Security Islami Bank PLC website and their official social media pages, such as their Facebook page, where they post announcements.

Global Islami Bank PLC



The recruitment process for Global Islami Bank PLC involves candidates checking for job circulars on the official Global Islami Bank PLC website or Bdjobs.com, applying with a detailed CV via email for many positions, and then potentially moving through stages that could include written tests and interviews. Specific qualifications vary by role, with different educational requirements for positions like Probationary Officer versus Assistant Officer or entry-level roles.

Application process

Find job openings: Look for current circulars on the Global Islami Bank PLC career page and Bdjobs.com.

Submit your CV: For many positions, candidates are instructed to send a detailed CV with a recent photograph to a specific email address, such as career@globalislamibankbd.com.

Follow instructions: Ensure applications are complete and submitted correctly, as incomplete or improperly submitted applications may be rejected.

Selection process

Initial screening: Applications are screened based on the eligibility criteria and the quality of the submitted CV.

Written test: Depending on the position, a written test may be part of the process, such as a multiple-choice question (MCQ) test.

Interview: Candidates who pass the written test will proceed to interviews.

Probation: Selected candidates may undergo a probationary period before being confirmed in their roles.

Key requirements

Educational qualifications: Specific requirements vary by role. For example: Probationary Officer: Minimum graduation with a 4-year Honors degree, with specific GPA requirements for different disciplines.

Assistant Officer Grade-III: Graduation or equivalent with specific GPA requirements.

Entry-level roles: May have lower educational requirements, such as passing Class VIII for cleaner/mali positions.

Age limit: Some positions have a maximum age limit, such as 52 years.

No 3rd Division: A "3rd Division/ Class or below GPA 2.5" in any examination is often a disqualifier.

ICB islamic Bank PLC



The recruitment process for ICB Islamic Bank PLC is online, with applicants applying through the bank's online recruitment system or job portals like Bdjobs.com. The process typically involves applying online, followed by written and viva voce (oral) interviews for shortlisted candidates. Specific requirements vary

by position, but generally include academic qualifications, a good work ethic, and language proficiency in both Bangla and English.

General recruitment process

Find job openings: Look for career opportunities on the ICB Online Recruitment System and on job websites like Bdjobs.com.

Apply online: Submit your application electronically through the specified online portal or job board.

Get shortlisted: The bank will review applications and shortlist candidates who meet the basic requirements.

Attend interviews: Shortlisted candidates are then invited to participate in written and viva voce (oral) interviews.

Receive an offer: If you are successful, you will receive a job offer.

Key requirements and considerations

Academic: A bachelor's degree is often required, with specific requirements like a master's degree or a minimum GPA varying by position. No 3rd Division/Class or equivalent in any academic stage is usually accepted.

Experience: Some positions may require a minimum number of years of experience, though fresh graduates are also encouraged to apply for certain roles.

Skills: Strong command of both spoken and written Bangla and English, computer literacy (MS Office), and strong interpersonal skills are frequently requested.

Additional: A hardworking attitude and the ability to work under pressure are important for success.

Be aware of scams: All applications should be made through official channels. Be wary of any requests for payment or informal communication, as this can lead to disqualification.

Shahjalal Islamic Bank PLC



The recruitment process for Shahjalal Islami Bank PLC (SIBL) generally involves online application, a written test, and two phases of interviews.

Recruitment Steps

Application: Candidates typically apply online through job portals like Bdjobs.com/sjibl or the official SJIBL website when a vacancy is announced.

Screening and Shortlisting: Applications are reviewed, and only shortlisted candidates are selected to proceed to the next stage.

Written Test: Shortlisted candidates must sit for a competitive written examination, which is purely merit-based.

Two-Phase Interview: Successful candidates from the written test are called for two rounds of interviews for final selection. The interview process can be rigorous, with candidates rating the difficulty relatively high.

Final Selection and Offer: Candidates who successfully navigate the interview stages are offered a position.

Bond Requirement (for certain roles): For positions like Probationary Officer, selected candidates are required to execute a bond on a non-judicial stamp, committing to serve the bank for a minimum period (e.g., 5 years).

General Requirements

The selection process is entirely based on merit.

Merit-based: Education Generally requires a post-graduation degree from a reputable university with no third class/division in the academic career.

Conditions: Candidates must be willing to work anywhere in Bangladesh.

Transparency: Shahjalal Islami Bank PLC reserves the right to accept or reject any application at any stage without providing a reason.

For current openings and specific application procedures, check the official Shahjalal Islami Bank PLC career page or job advertisement websites like Bdjobs.com.

Social Islamic Bank PLC



The Social Islami Bank PLC (SIBL) recruitment process typically involves

online applications, followed by a multi-stage selection process that includes a written test, interviews, and sometimes a psychometric test. The primary method for finding current job openings is through the bank's official website.

Application Process

Online Portal: Most current job applications are handled through the bank's official career portal. You can check for available jobs on the Social Islami Bank PLC Career page.

External Portals: SIBL also uses external job portals like Bdjobs.com to advertise vacancies.

Direct Application (Historical): In some cases (more common historically), candidates might be asked to send a detailed CV and relevant documents, such as educational certificates and photographs, to the Human Resources Division at the bank's head office via mail.

Required Documents: Necessary documents typically include academic certificates, NID photocopy, and passport-size photographs.

Selection Procedure

The selection process is designed to evaluate a candidate's suitability and typically follows these stages:

Initial Screening: Applications are screened based on the specified academic qualifications, age limits, and experience requirements.

Written Test: Shortlisted candidates are generally required to pass a written examination, which may cover basic aptitude, mathematics, and English.

Psychometric Test: For certain positions, a psychometric test may be included to assess a candidate's personality and emotional intelligence.

Interviews: Candidates who pass the tests will undergo one or more rounds of interviews. This may include a preliminary interview by a professional to evaluate the psychological profile, followed by a final interview with senior management.

Probation/Training: Finally selected candidates undergo a probation period (e.g., one year for Assistant Officer (Cash)), which includes mandatory training at the SIBL Training Institute. Upon successful completion, they are absorbed as permanent employees.

Candidates selected for a position are usually required to sign an undertaking to serve the bank for a minimum number of years (e.g., five years).

Union Bank PLC



The UNION Bank Plc recruitment process generally involves an application submitted through their website, followed by written and computer tests. Candidates who meet the minimum qualifying marks for the written test are then invited for a personal interview, with a ratio of 1:3 for General/Unreserved candidates and 1:5 for Reserved Categories. Marks from certain objective tests are added to interview marks for the final merit ranking.

1. Application and initial screening

Submit application: Apply for a position through the Union Bank PLC website.

Screening: The Human Resources Division screens applications based on suitability.

2. Written and computer tests

Written test: Candidates must pass the minimum qualifying marks to proceed to the next stage.

English language test: This is a mandatory qualifying test, but the marks are not included in the final merit ranking.

Computer knowledge test: This is a 30-minute objective test with 50 marks. The minimum qualifying mark is 50% (or 45% for reserved categories).

3. Interview

Selection for interview: Candidates are selected for an interview based on their performance in the written test.

Interview ratio: The ratio of candidates called for interviews is typically 1:3 for General/Unreserved candidates and 1:5 for Reserved Categories, though the bank reserves the right to change this.

4. Final selection

Merit ranking: The marks from the objective tests (like computer knowledge) are added to the marks obtained in the interview and any other relevant tests to determine the final merit ranking.

Final appointment: The final selection is based on this merit ranking, with appointments made to those who score highest.

AB Bank



The recruitment process at AB Bank PLC is structured and competitive, typically involving several key stages that ensure candidates are rigorously evaluated for their suitability to the banking sector and specific roles within the organization.[bdgovtjobcirculars+1](#)

Recruitment Steps

- **Application Submission:** Candidates must apply online through the official AB Bank PLC career portal (www.abbl.com/career), adhering to deadlines specified in job circulars.[talents.studysmarter+1](#)
- **Shortlisting and Screening:** Only applicants who meet the academic qualifications and criteria are shortlisted for the next stages. Eligible candidates usually need to have at least an MBA, MBM, or a Master's degree (with a minimum CGPA, often 3.0 or 3.5, specific to the post), be under the age limit (generally below 30 years), and possess essential computer skills.[bdgovtjobcirculars+1](#)
- **Written Test:** Shortlisted candidates are invited to take a competitive written exam assessing their banking knowledge, analytical skills, and general awareness.[talents.studysmarter+1](#)
- **Interview:** Candidates who pass the written exam participate in competency-based face-to-face interviews to evaluate their skills, attitude, and professional readiness.[bdgovtjobcirculars+1](#)
- **Medical Examination:** A physical and medical test is conducted to ensure the candidate's health readiness for banking work environments.[talents.studysmarter+1](#)
- **Final Selection and Offer:** Successful candidates receive an offer letter and must produce original academic certificates and other supporting documents at this stage. The final placement usually depends on performance throughout the recruitment process and the ability to work anywhere within Bangladesh.[bdgovtjobcirculars+1](#)

Career Track for Management Trainee Officers (MTO)

- MTO is a key entry position, leading to roles in Core Banking Cadre after a structured two-year training period.

- During training, recruits are engaged in rotations through general banking, credit portfolios, foreign exchange, and undergo professional development via in-house and external programs.
- After successful completion of training, MTOs are promoted to the Principal Officer position.

Additional Advice

- Candidates should ensure all CV details and application documents are properly completed and submitted before deadlines.
- Providing correct contact information is crucial, as only shortlisted individuals are contacted for written exams and interviews.talents.studysmarter+1
- Canvassing or attempting undue influence during the process leads to automatic disqualification.bdgovtjobcirculars+1

This rigorous multi-step recruitment process is specifically designed to attract, evaluate, and prepare future bankers for leadership roles at AB Bank PLC.

Bangladesh Commerce Bank Ltd



The recruitment process at Bangladesh Commerce Bank Ltd (BCBL) is methodical, transparent, and aims to attract both fresh graduates and experienced banking professionals for various positions, such as Probationary Officers and mid-to-senior management roles.bcblbd+2

Step-by-Step Recruitment Process

- **Job Announcement:** Vacancies are announced through the bank's official website, job portals (such as bdjobs.com/bcbl), and national newspapers, specifying the application deadline and eligibility criteria.hotjobs.bdjobs+1
- **Application Submission:** Interested candidates must apply online, submitting a detailed CV, recent passport-size photograph, and academic certificates by the announced deadline.jobstestbd+2

- Initial Screening: The bank rigorously evaluates academic qualifications and professional experience. Probationary Officer applicants must have a 4-year Honours or Master's degree from a recognized institution, usually with a minimum CGPA of 3.00 on a 4.00 scale and two first division results during SSC/HSC or equivalent. Age limits normally range from 22 to 32 years.bdjobslive+1
- Written Test: Shortlisted applicants are invited to take a competitive written examination. The test typically covers Analytical Ability (20 marks), Banking Knowledge (20), General Knowledge (20), and Bengali & English (40), for a total of 100 marks.dspace.daffodilvarsity+1
- Viva-Voce/Interview: Candidates who perform well on the written exam are called for a face-to-face viva/interview to assess analytical skills, professional attitude, and suitability for banking work.dspace.daffodilvarsity+2
- Final Selection: Successful candidates receive conditional offers and must produce original documents for verification. Selected Probationary Officers are appointed on a one-year probation; upon satisfactory performance, they are confirmed as permanent Senior Officers.bcblbd+1

Additional Details

- For experienced positions, additional criteria such as prior senior banking experience and industry knowledge may apply.bcblbd
- The bank is committed to merit-based recruitment, equal opportunity, and regular training for new recruits.bcblbd+1
- Canvassing or attempts to influence the process result in disqualification.bcblbd

This structured process ensures that both young graduates and experienced professionals are evaluated fairly for positions at Bangladesh Commerce Bank Ltd.

Bank Asia PLC



Bank Asia PLC follows a comprehensive, merit-based recruitment process for both entry-level (such as Management Trainee or Teller) and experienced banking positions. The process includes several key stages designed to assess candidates' academic credentials, skills, and overall suitability for a banking career.bdgovtjob+2

Step-by-Step Recruitment Process

- Job Announcement and Online Application: Vacancies are posted on the Bank Asia official website (www.bankasia-bd.com/about/career) and leading job portals, providing detailed instructions on eligibility, deadlines, and required documents. Applications must be submitted online before the last date.[hotjobs.bdjobs+2](#)
- Screening and Shortlisting: Applications are screened as per the job circular requirements. Typical criteria include a Master's degree (or minimum 4-year graduation), minimum CGPA 3.00 out of 4.00 (or equivalent), and the age limit specified in the circular. Both fresh graduates and experienced candidates are considered.[tbsnews+2](#)
- Written Test: Shortlisted candidates are invited to a competitive written exam designed to evaluate general aptitude, banking knowledge, analytical skills, and language abilities.[scribd+1](#)
- Interview (Viva-Voce): Candidates who pass the exam proceed to one or two phases of interviews, assessing professional attitude, ambition, communication skills, and readiness for banking work. Document verification (educational certificates, photographs, etc.) is also done at this stage.[bdgovtjob+2](#)
- Final Selection and Offer: Results are combined from the written test and interviews. Final offers depend on performance, and selected candidates must confirm their eligibility and produce original certificates before appointment. Training and probation are common for entry-level roles such as Management Trainee Officer (MTO).[dspace.daffodilvarsity+2](#)

Additional Recruitment Practices

- For positions like Teller or Assistant Officer, freshers are encouraged to apply, usually with an upper age limit and basic IT/computer skills.[facebook+1](#)
- Recruitment for Management Trainee may take up to 6 months, while experienced hires are processed more quickly (about 2 months).[scribd](#)
- Solicitation or canvassing leads to immediate disqualification.[hotjobs.bdjobs](#)

Bank Asia PLC's recruitment emphasizes transparency, equal opportunity, and professional growth through structured training and merit-based selection.

BRAC Bank PLC



The recruitment process of BRAC Bank PLC is structured, transparent, and designed to recruit talented professionals for various positions including Management Trainee Officers, entry-level staff, and experienced hires.studocu+2

Key Recruitment Steps

- **Job Announcement and Application:** Vacancies are published on the BRAC Bank careers page and in leading job portals. Applicants must submit online applications following the instructions in the circular. Deadlines, educational requirements, and position-specific criteria are clearly mentioned.bdgovtjob+1
- **Screening and Shortlisting:** Human Resources performs an initial screening of CVs to match candidates with minimum required qualifications (typically, for MTOs or Officer roles, at least a Bachelor's or Master's with strong academic records and relevant skills).hotjobs.bdjobs+1
- **Written Test:** Shortlisted candidates are invited to a competitive written examination, often focusing on analytical ability, English proficiency, math, and general knowledge. For programs like MTO, the first step is a 100-mark MCQ (multiple choice) preliminary exam.facebook+1
- **Interview (Viva-Voce):** Candidates who pass the written test proceed to one or two rounds of interviews which assess professional competencies, communication skills, and cultural fit. Higher positions may involve a second interview with senior management.studocu
- **Final Selection and Offer:** Selected candidates are asked to submit original certificates for verification, after which they may receive an appointment letter. Entry-level recruits often undergo orientation and structured training.scribd+1
- **Probation and Confirmation:** New employees typically serve a probationary period, after which successful candidates are confirmed in permanent roles.scribd

Additional Details

- The bank follows a merit-based and equal opportunity policy, ensuring transparency and fairness at every stage.hotjobs.bdjobs+1
- Internal and external candidates can apply; internal postings and promotions are available for current employees who meet criteria.dspace.bracu+1

- Canvassing or any attempt to unduly influence the process leads to immediate disqualification.todayinbd+1

The recruitment process at BRAC Bank PLC focuses on attracting and nurturing the best talent, ensuring alignment with organizational values and career growth opportunities.

The City Bank Ltd



The recruitment process at The City Bank Ltd is designed to systematically identify, assess, and onboard candidates who best fit the organization's values and requirements for both fresh graduates and experienced professionals.citybankplc+2

Step-by-Step Recruitment Process

- **Job Announcement and Application:** City Bank regularly posts job vacancies via its official careers portal (citybankplc.com/career), internal circulars, and external advertisements. Candidates must apply online or submit CVs as per circular instructions. Jobs may be applied for via email (recruitment@thecitybank.com) or by uploading a CV on the careers portal.bdgovtjob+2
- **Screening and Shortlisting:** The Human Resource Division screens applications to match minimum requirements—typically a 4-year graduation or postgraduation, a minimum CGPA of 3.00/4.00 (or first class from any UGC-approved university), age limits as stated in circulars, and relevant skills or experiences.scribd+1
- **Assessment Process:** For positions like Management Trainee Officer (MTO) and professional roles, City Bank employs a three-stage knockout assessment:
- **Stage 1: Group Case Discussion (FGD):** Candidates work in groups to solve real-world business cases, demonstrating teamwork, analytical skill, and communication. Only top performers move to the next stage.linkedin
- **Stage 2: Individual Presentation & Role Play:** Candidates present on assigned topics and engage in managerial role-plays to evaluate problem-solving and leadership skills.linkedin
- **Stage 3: Final Interview:** Those who clear the assessment attend a final interview with senior management that tests strategic thinking, personal fit, and leadership potential.slideshare+1
- **Selection and Offer:** Successful candidates are notified and must present original academic and experience documents for verification. Offers are made based on assessment and interview performance. Probation periods apply for fresh hires before confirmation.ashrafblog+1

Additional Notes: Canvassing or repeated applications for the same position within six months may disqualify candidates. Preference may be given to internal candidates when suitable.dspace.bracu+2

This comprehensive process by The City Bank Ltd ensures the selection of high-caliber candidates for competitive banking roles, focusing on merit, professionalism, and future potential.

Dhaka Bank PLC



Dhaka Bank PLC follows a structured recruitment and selection process aimed at hiring both new graduates and experienced professionals for a wide range of banking roles. The procedure is transparent, merit-based, and involves multiple stages to ensure the most suitable candidates are selected.[dhakabankltd+3](#)

Recruitment Process Overview

- **Job Announcement and Application:** Vacancies are advertised via Dhaka Bank PLC's official website, leading job portals (e.g., [bdjobs.com](#)), and major newspapers. Candidates must apply online by following instructions in job circulars and submitting all required documents before the deadline.[bdgovtjob+1](#)
- **Initial Screening:** The Human Resources division reviews applications to select candidates meeting required qualifications (typically 4-year graduation or postgraduation, minimum CGPA specified in the circular, and age below 30 for fresh graduate positions).[studocu+1](#)
- **Written Test:** Shortlisted candidates take a competitive written exam, often managed by IBA for Management Trainee or Probationary Officer posts, covering analytical ability, English proficiency, and banking knowledge.[scribd+1](#)
- **Interview (Viva-Voce):** Those passing the written exam are invited to one or more rounds of interviews to assess professional aptitude, attitude, and role suitability.[diit+1](#)
- **Document Verification:** Selected candidates must present original educational, experience, and other certificates for verification during final interview stages.[hotjobs.bdjobs+1](#)
- **Final Selection and Offer:** Successful candidates receive appointment letters and begin with a probation period. Probationary Officers, for example, are confirmed as Officers after successful completion of one year of probation.[scribd+1](#)

Key Points

- Both internal and external methods are used: job postings, referrals, advertisements, and online applications.[scribd](#)
- The process is slightly different for fresh graduates, experienced lateral entries, and interns but usually involves a written test and interview.[facebook+1](#)

- Only shortlisted applicants are contacted for exams/interviews, and canvassing disqualifies candidates.hotjobs.bdjobs
- Candidates must not apply for more than one position at a time.hotjobs.bdjobs

Dhaka Bank PLC thus emphasizes merit, transparency, and a comprehensive skill assessment in its hiring practices for both entry-level and experienced positions.

Dutch-Bangla Bank PLC



Dutch-Bangla Bank PLC has a systematic, multi-stage recruitment process to ensure only the most qualified candidates are selected for various positions, such as Probationary Officer, Management Trainee, and specialized roles.scribd+2

Recruitment Process Steps

- **Job Announcement and Application:** Vacancies are posted on the official Dutch-Bangla Bank PLC career site (app.dutchbanglabank.com) and advertised in national newspapers. Candidates must apply online, uploading a recent photograph and their academic certificates before the stated deadline.youthop+1
- **Educational and Eligibility Criteria:** Typical requirements include a minimum of three first-class/division results (with no third division/class in any examination), proficiency in both Bangla and English, computer literacy, and a willingness to work anywhere in Bangladesh. For entry-level positions, a Master's, MBM, or four-year Bachelor's degree is usually required, with age limits (usually up to 30 or 32 for children of Freedom Fighters).youthop
- **Initial Screening:** The Human Resources Division reviews applications to ensure basic requirements are met. Only shortlisted candidates are contacted for the next stage.dutchbanglabank+1
- **Written Test:** Shortlisted applicants are invited to a written aptitude test, often managed by an external institution (e.g., IBA or BIBM). The test assesses general aptitude, analytical ability, and banking knowledge.dspace.daffodilvarsity+1

- Interview: Candidates passing the written test are called for a structured interview. This may include a group discussion, panel interview, and assessment of communication and problem-solving skills.scribd
- Background & Medical Checks: Finalists undergo police/background checks, medical examinations, and document verification.dspace.daffodilvarsity+1
- Offer and Probation: Successful candidates receive appointment letters and join a probationary period before confirmation. Probation periods are used to review skills and cultural fit in real banking operations.dspace.daffodilvarsity

Additional Recruitment Practices

- Internal and external recruitment sources are used (internal for promotions/transfers, external for fresh hires).scribd
- The process sometimes involves group case discussions, presentations, or role-play for more senior or technical roles.scribd+1
- The HR division maintains a database of CVs for immediate or future needs, sometimes recruiting directly from this pool for urgent requirements.scribd

Dutch-Bangla Bank PLC emphasizes objectivity, transparency, and fairness at every stage of its recruitment process, ensuring a diverse and skilled workforce.

Eastern Bank PLC



Eastern Bank PLC conducts a transparent and competitive multi-stage recruitment process for hiring across positions in retail, SME, and corporate banking.bdgovtjob+2

Recruitment Process Steps

- **Job Circular and Online Application:** Vacancies are advertised on the official Eastern Bank PLC career portal (ebl.bdjobs.com, ebl.com.bd/career) and in newspapers. Eligible candidates (with at least a graduate pass, and sometimes open to freshers) must submit their applications online before the deadline.medha+3

- **Screening and Shortlisting:** Applications are screened based on the advertised eligibility criteria including educational background, experience (if required), and other specific requirements stated in the job circular. Only shortlisted candidates are invited to the next stage.[slideshare+1](#)
- **Written Examination or Online Assessment:** Shortlisted applicants are usually invited to take a written exam or online aptitude/psychometric tests that assess banking knowledge, analytical ability, communication skills, and general knowledge.[indeed+1](#)
- **Interview:** Successful candidates from the written test appear for one or more interview rounds (which could be technical, behavioral, or case-based), sometimes conducted by panels including department heads and HR managers.[slideshare+1](#)
- **Background and Reference Checks:** Final candidates undergo reference and background checks, along with medical examinations, before receiving the formal job offer.[slideshare](#)
- **Offer and Onboarding:** Selected candidates are issued appointment letters and must provide original educational and experience certificates at joining. Entry-level positions typically include a probationary period before permanent confirmation.[bdgovtjob+1](#)

Special Notes

- Candidates can apply for multiple positions in one recruitment cycle but must follow specific instructions for each.[ebl.bdjobs](#)
- Canvassing or any attempt to influence the selection process leads to immediate disqualification.[bdgovtjob](#)
- EBL is an equal opportunity employer and actively encourages female candidates to apply.[ebl.bdjobs+1](#)

This process at Eastern Bank PLC ensures merit-based, fair selection for a range of banking roles, supporting both fresh graduates and experienced professionals.

IFIC Bank PLC



IFIC Bank PLC follows a merit-based, multi-stage recruitment process for various positions, including Management Trainee and Transaction Service Officer roles. The process emphasizes transparency and is designed to attract qualified graduates and experienced professionals.bdgovtjob+1

Recruitment Process Steps

- **Job Announcement and Application:** Vacancies are published on the official IFIC Bank PLC career portal (career.ificbankbd.com) and leading job sites. Interested candidates must submit applications online by filling out the provided forms before the specified deadline, ensuring all required information and attachments are accurate and complete.todayinbd+2
- **Eligibility Criteria:** Common requirements include a minimum graduate degree (Master's for some positions), a strong academic track record (often with at least three first divisions/classes/CGPAs in the academic career), and no third division at any level. Age limits are stipulated in each job circular (typically up to 32 years for entry-level posts like Management Trainee).bdgovtjob+1
- **Screening and Shortlisting:** The Human Resources Division screens all submissions to check for minimum criteria and shortlists eligible candidates for assessment.ificbank+2
- **Written Test or Assessment:** Selected candidates are invited to participate in a competitive written examination or online assessment. These tests evaluate general aptitude, English, analytical and problem-solving skills, and banking knowledge.todayinbd+1
- **Interview:** Candidates passing the written test are invited for one or more rounds of interviews. The interview process assesses professional attitudes, communication skills, and job fit. For senior or technical roles, additional interviews or presentations may be required.bdgovtjob+1
- **Final Selection and Offer:** After interviews and reference checks, successful candidates receive an appointment letter and must provide original educational and experience certificates for verification. Most entry-level recruits serve a probationary period before confirmation.todayinbd+1
- **Training and Development:** Newly joined employees typically undergo orientation and training through the IFIC Bank Training Academy to equip them for their roles.[ificbank](#)

Key Notes

- Both fresh graduates and experienced professionals are eligible depending on job requirements.bdgovtjob+1
- Canvassing or any attempt to influence the process leads to disqualification.[bdgovtjob](#)
- Only shortlisted candidates are contacted for subsequent steps, and incomplete or incorrect applications are rejected.todayinbd+1

IFIC Bank PLC ensures a fair, skill-focused recruitment process to select candidates best suited for long-term career growth in the banking industry.

Jamuna Bank Limited (JBL)



Overview of Jamuna Bank Ltd Recruitment Process

Jamuna Bank Limited (JBL), a private commercial bank in Bangladesh established in 2001, follows a structured recruitment and selection process managed primarily by its Human Resources (HR) department. The goal is to hire qualified, ethical, and customer-oriented personnel to support the bank's growth in conventional and Islamic banking services. The process emphasizes merit-based selection but has been noted in analyses to sometimes involve biases (e.g., gender preferences in certain roles) and traditional methods, though recent updates include online applications for efficiency.

The process is divided into recruitment (attracting candidates) and selection (evaluating and choosing them). It applies to various levels, including entry-level positions like Probationary Officers (PO), Management Trainees, Trainee Junior Officers, and Trainee Tellers, as well as senior roles like Executive Vice Presidents (EVP) recruited from other banks based on experience. All employees must be Bangladeshi citizens (with rare exemptions), and new hires undergo a one-year probation period with a consolidated salary (no additional benefits initially). Confirmation to permanent roles requires satisfactory performance, potentially including a final exam or interview.

Based on available analyses and recent job circulars, here's a step-by-step breakdown of the process. Note that while the core steps remain consistent, the initial application has shifted to online platforms in recent years.

1. Manpower Planning and Job Analysis

- The HR department, in collaboration with department heads, assesses annual manpower needs based on organizational growth, departmental requirements, and expansion plans.
- Job analysis involves studying roles, responsibilities, and required skills to create detailed job descriptions and specifications (e.g., educational qualifications, experience). For senior positions, criteria include years of experience in scheduled banks (e.g., 5 years as General Manager for Deputy Managing Director roles).
- Post creation is recommended to the management board for approval. This ensures recruitment aligns with the bank's needs, such as handling investments, foreign exchange, or general banking.

2. Sourcing Candidates (Recruitment Sources)

- Internal Sources: Priority is given to promoting or transferring existing employees via personal references, internal notices, newsletters, or memos. This boosts morale and ensures familiarity but may limit fresh ideas.
- External Sources: Used for expansion and new talent. Methods include:
 - Advertisements in national daily newspapers (e.g., Prothom Alo).
 - Word-of-mouth, job centers, private agencies, educational institutions, press, radio, and TV.
 - No campus recruitment or competitions are typically used, though experienced executives are headhunted from other banks.
- Recent job circulars (e.g., 2025 postings for Cash Officers and other roles) are published on the official website and newspapers, inviting applications for specific posts like Junior Officers or Financial Analysts.

3. Application Submission

- Candidates must meet minimum eligibility (e.g., relevant degrees from recognized universities, age limits, and experience for senior roles).
- Current Method (Online): Apply via the official Jamuna Bank Career Portal at <https://career.jamunabank.com.bd/>. Submit a scanned photograph (max 30 KB), last educational certificate (PDF), and complete the online form. Deadlines are strict (e.g., 30-31 August 2025 for recent circulars).

- No physical applications; everything is digital to streamline the process.
- For older processes (pre-digital shift), applications were submitted via mail or in-person after newspaper ads.
- Tip: Monitor the portal or official site (www.jamunabankbd.com/careers) for new circulars, as jobs are posted periodically (e.g., 1-2 positions per circular in 2025).

4. Preliminary Screening

- HR reviews applications to filter candidates meeting basic criteria (e.g., qualifications, age).
- An initial interview or phone screening assesses efficiency, family status, interest, and basic fit. Unqualified candidates are eliminated here.
- This is a "negative process" focused on excluding unfit applicants while providing a brief overview of the bank and role.

5. Written Examination

- Shortlisted candidates take a competitive written test covering subjects like general knowledge, mathematics, English, management, economics, and banking principles.
- Question papers are often prepared by external experts (e.g., from the Institute of Business Administration - IBA or Dhaka University).
- Minimum passing marks: 60%. Only about 4 times the number of vacancies qualify for the next stage.
- This step ensures technical and analytical skills.

6. Employment Tests and Application Form

- Qualified candidates complete a detailed application form with personal details, qualifications, and experience.
- Tests include:
 - Aptitude Tests: Intelligence, mechanical aptitude, or psychometric to gauge potential and problem-solving.
 - Skill Tests: Role-specific (e.g., banking knowledge).
 - Personality Tests: To evaluate non-intellectual traits like attitude and ethics.
- These help predict job performance and cultural fit.

7. Comprehensive Interview (Viva Voce)

- Conducted by an Appointment Committee (including HR and department heads) to assess capabilities, motivation, and suitability.
- Questions cover work experience, banking knowledge, and scenario-based problems. It verifies identity and gathers insights on the candidate's fit for the bank's ethical, customer-focused environment.
- For senior roles, emphasis is on leadership and prior achievements.

8. Background Checks and References

- Verification of educational credentials, references, and employment history.
- Security checks are conducted, which may delay the process for candidates with international experience.
- This ensures integrity and reduces risks.

9. Medical Examination

- Performed by authorized bank doctors to confirm physical and mental fitness.
- No appointment without clearance, as it minimizes future absences or health-related issues.

10. Final Selection and Appointment

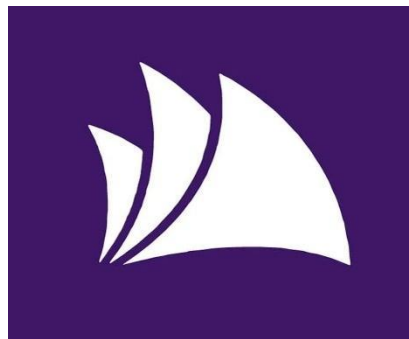
- Successful candidates receive a job offer from the department manager, followed by a formal appointment letter after board approval.
- Probation Period: 1 year, extendable. During this time, performance is monitored; confirmation to permanent roles (e.g., Officer) requires success in a potential final exam/interview.
- New hires must serve at least 3 years; early resignation requires repaying 3 months' initial salary.
- Salary starts consolidated during probation, then absorbs into the grade scale upon confirmation. The bank offers competitive pay, job security, and growth opportunities.

Additional Notes and Recent Updates

- Duration and Challenges: The full process can take several months due to its multi-stage nature, high costs, and traditional elements (e.g., no routine feedback to rejected candidates). Recommendations from analyses include adopting more digital tools (e.g., online tests) and reducing biases for equal opportunities.

- Preparation Tips: Focus on banking aptitude, current affairs, and English. The bank values ethical standards and customer service skills.
- For the most current details, visit the official website or career portal, as processes may evolve

Meghna Bank PLC



Overview of Meghna Bank PLC Recruitment Process

Meghna Bank PLC, a private commercial bank in Bangladesh established in 2013 and headquartered in Dhaka, follows a structured and rigorous recruitment and selection process managed by its Human Resources (HR) department. The primary objective is to identify and hire ideal candidates who add value to the organization, aligning with its goals of providing innovative banking services while ensuring ethical practices and fraud prevention. The process emphasizes attracting, motivating, and retaining qualified personnel through a combination of internal and external strategies. It is designed to be exhaustive,

focusing on merit, skills, and cultural fit, and is particularly tailored for roles like Management Trainee Officers (MTOs), Relationship Officers, Junior Officers, and senior positions. All hires must be Bangladeshi citizens, and the process includes verification to mitigate risks like certificate fraud.

The recruitment process is divided into sourcing candidates and a multi-stage selection procedure. Recent updates include online applications via the official career portal, aptitude tests for entry-level roles, and pre-employment medical checkups. While the core steps are consistent, the bank has adopted digital tools for efficiency, such as posting jobs on Bdjobs, social media, and LinkedIn. New hires undergo induction training, and while a specific probation period is not explicitly detailed in available guidelines, the onboarding phase serves as an adjustment period with performance evaluation. Confirmation to permanent roles typically follows successful completion of training and assessments.

Based on academic reports, official circulars, and recent job postings (as of 2025), here's a step-by-step breakdown. Note that the process can vary slightly by role (e.g., more emphasis on aptitude for MTOs) but remains merit-based.

1. Manpower Planning and Job Analysis

- The HR department, in collaboration with department heads, forecasts manpower needs every 2-3 months based on organizational growth, branch expansions, and succession planning. This identifies potential leaders and skill gaps.
- Job analysis defines roles, responsibilities, qualifications (e.g., Bachelor's degree with minimum CGPA 3.0 for MTOs, age under 30), and experience requirements. For senior roles like Relationship Officers, prior banking experience is prioritized.
- Job circulars are created and approved by management, specifying eligibility (e.g., no criminal record, physical/psychological fitness).

2. Sourcing Candidates (Recruitment Sources)

- Internal Sources: Preferred for promotions, transfers, or filling vacancies with existing staff to leverage known skills, boost loyalty, and avoid external costs. Internal circulars are shared via email, notice boards, and announcements. Employees submit updated resumes, which are evaluated against job needs.
- External Sources: Used for entry-level or specialized roles requiring fresh talent. Methods include:
 - Advertisements on Bdjobs.com, national newspapers, Facebook groups, LinkedIn, and the official career portal (<https://career.meghnabank.com.bd/>).

- No campus recruitment mentioned, but programs like the Emerging Leaders Program target fresh graduates for MTO positions with a starting salary of BDT 50,000 during the initial phase.

3. Application Submission

- Candidates apply online via <https://career.meghnabank.com.bd/>, submitting resumes, educational certificates, and personal details. Instructions emphasize reading the circular carefully before applying.
- For programs like MTOs, applications are screened for basic eligibility (e.g., 4-year graduation, CGPA 3.0+). Deadlines are strict .
- Physical submissions are not accepted; everything is digital to streamline processing. Monitor the portal or www.meghnabank.com.bd/careers for new openings, as jobs are posted periodically.

4. Preliminary Screening and Shortlisting

- HR reviews applications to filter based on qualifications, experience, and job fit. This "negative process" eliminates unqualified candidates early.
- Shortlisting considers resumes and basic criteria, reducing the pool for further evaluation. Only shortlisted candidates (e.g., for MTOs) proceed to tests.

5. Assessment Tests

- Shortlisted candidates undergo written exams, aptitude tests, and other evaluations to assess proficiency in areas like banking knowledge, quantitative skills, English, and problem-solving.
- For MTOs and entry-level roles, aptitude tests are mandatory. Minimum passing marks are not specified but aim to select top performers (e.g., 4-5 times the vacancies).
- These tests predict job performance and ensure technical aptitude, often prepared internally or with external help.

6. Interviews

- Conducted by an HR panel (including department heads) for shortlisted candidates post-tests. Questions evaluate skills, motivation, experience, and cultural fit (e.g., ethical standards, customer service).
- For internal candidates, interviews focus on past performance; for externals, they include scenario-based questions. This viva voce step verifies suitability and reduces the pool further.
- Reviews from candidates indicate a straightforward but thorough process, with emphasis on banking scenarios.

7. Certificate Verification and Background Checks

- A critical anti-fraud step: HR verifies educational certificates manually and technically (e.g., checking watermarks, fonts, signatures against authentic templates; contacting institutions for confirmation).
- References, prior employment, and security checks are conducted. For urgent hires, previous workstations are contacted. No criminal records or discrepancies allowed.
- This ensures integrity and is a key differentiator in the bank's ethical hiring approach.

8. Medical Examination

- Shortlisted candidates undergo pre-employment medical checkups by authorized providers, including blood tests, urine exams, chest X-rays, and a physician's summary.
- Fitness is mandatory; the bank issues RFPs for these services to maintain standards and minimize future health-related absences.

9. Final Selection and Onboarding

- Successful candidates receive an appointment letter after board approval. HR analyzes overall performance to make the final decision.
- Induction and Training: New hires join an orientation program covering bank policies, mission/vision, culture, code of conduct, and job-specific training (e.g., software, lending, risk management, fraud detection). This includes workshops on ethics and customer service.
- Probation/Adjustment Period: While not explicitly stated as a fixed duration, the induction phase acts as an evaluation period with ongoing training. Permanent confirmation follows satisfactory performance, potentially including further assessments. Salaries start competitively (e.g., BDT 50,000 for MTOs), with benefits like incentives, health coverage, loans, and annual increases.
- New employees must adhere to a 3-year service bond in some cases; early exit may require repayment.

Additional Notes and Recent Updates

- Duration and Challenges: The process is time-consuming (several weeks to months) due to multiple stages and verifications but ensures quality hires. Challenges include certificate fraud risks, addressed through rigorous checks. Recommendations from analyses suggest more digital assessments to speed up.

- Preparation Tips: Focus on aptitude, banking basics, and ethics. For MTOs, prepare for written/aptitude tests. The bank values innovation and integrity, offering growth opportunities like the Emerging Leaders Program.

- Work Culture Integration: Post-hiring, performance is appraised regularly for promotions and bonuses, with training to address gaps. Compensation includes basic pay, incentives, pensions, and welfare benefits benchmarked against the sector.

Mercantile Bank



Mercantile Bank Ltd uses a well-defined, merit-based multi-stage recruitment process for both fresh graduates and experienced hires, including key positions such as Management Trainee Officer (MTO).[bdgovtjob+2](#)

Recruitment Process Steps

- **Job Announcement and Application:** Vacancies are announced on the Mercantile Bank career portal (www.mblbd.com/career/main/job) and through national newspapers. Candidates must apply online, attaching necessary documents (including photograph and academic certificates) by the specified deadline.[ewubd+1](#)
- **Eligibility Criteria:** Applicants for positions like MTO typically need a post-graduation or four-year graduation (from any discipline), and to meet age limits as specified in job circulars. Fresh graduates are encouraged, with no experience required for entry-level posts.[facebook+2](#)
- **Screening and Shortlisting:** All applications are screened by the HR department to ensure minimum qualification and eligibility. Only shortlisted candidates are called for written exams or interviews.[hotjobs.bdjobs+2](#)
- **Written Test/Exam:** Eligible candidates participate in a competitive written test that assesses analytical ability, English knowledge, mathematics, and banking aptitude.[ewubd](#)
- **Interview:** Candidates passing the written exam are called for an interview, which assesses professional attitude, credibility, and role-specific skills. All original documents must be presented at this stage.[indeed+1](#)
- **Final Selection and Offer:** Selection is strictly merit-based, with references and original certificates verified during the final interview stage. Successful candidates receive an

appointment letter and typically undergo probation before permanent confirmation.[bdgovtjob+1](#)

- **Onboarding and Training:** Freshly recruited employees join a training program and are oriented to banking regulations, practices, and institutions.[ewubd](#)

Key Guidelines

- The application process is strictly online and follows the instructions in the job circular.[bdgovtjob+1](#)
- Only shortlisted candidates proceed to assessment phases, and canvassing or any influence on the recruitment process leads to disqualification.[bdgovtjob](#)
- The process is regularly reviewed to promote equal career opportunity and rapid skill development.[slideshare](#)

Mercantile Bank Ltd's recruitment is focused on transparency, skill, and suitability, aiming to support dynamic career progression for both fresh graduates and experienced banking professionals.[hotjobs](#)

Midland Bank PLC



Midland Bank PLC uses a transparent, multi-stage recruitment process for hiring both fresh graduates and experienced banking professionals for various roles.[midlandbankbd+1](#)

Recruitment Process Overview

- **Job Announcement and Application:** Vacancies are advertised on the Midland Bank PLC career portal ([midlandbankbd.net/career](#)), job sites, and in newspapers. Candidates must apply online with a detailed CV, cover letter, and supporting documents as per circular instructions.[bdgovtjob](#)
- **Eligibility Criteria:** Applicants need a Master's or 4-year Honors degree (any discipline), within the age limit specified in the circular. Both freshers and those with experience may apply, and all candidates are encouraged to understand the bank's mission and ethical standards.[midlandbankbd+1](#)

- **Screening and Shortlisting:** The HR department reviews and shortlists applications based on stated requirements and merit. Only shortlisted candidates are contacted for further assessments.[facebook+1](#)
- **Initial Interview:** Shortlisted candidates may have an initial phone or online interview with the HR team to review career history, motivation, and fit for the role.[midlandbankbd](#)
- **Written Test and In-Person Interview:** Selected candidates are invited for a written test and/or in-person interviews, which could be several rounds, depending on the position. Interviews focus on technical and behavioral competencies, as well as alignment with Midland Bank PLC's values. Typical questions involve teamwork, customer service, innovation, and ethical conduct.[midlandbankbd](#)
- **Pre-Employment Checks:** Finalists undergo background, reference, and identity verification, as well as a medical screening before appointment.[midlandbankbd](#)
- **Final Offer and Onboarding:** Successful candidates are issued appointment letters and complete onboarding and training. Probationary periods apply for fresh hires, with performance reviews leading to confirmation.[bdgovtjob+1](#)

Key Notes

- Midland Bank PLC encourages candidates who show a clear understanding of the bank's objectives and values.[midlandbankbd](#)
- Internal promotions are preferred when suitable, but fair opportunities exist for external candidates.[midlandbankbd](#)
- Only shortlisted candidates are invited to exams/interviews, and canvassing or falsified information results in disqualification.[bdgovtjob](#)

Midland Bank PLC's recruitment emphasizes fairness, skill, and long-term commitment, supporting both new entrants and experienced hires for career growth in banking.

Modhumoti Bank PLC



Modhumoti Bank PLC – How recruitment works

1. Work-force planning

- HR & divisional heads forecast vacancies from branch expansion, turnover trends, digital-banking projects and Bangladesh Bank quota requirements. Approved head-counts are sent to HR for action. For junior batches (e.g., Probationary/Management Trainee, Trainee Assistant Officer) the need is reviewed once or twice a year, whereas experienced vacancies (Branch Manager, HR Officer, Trade Services, Retail Business Associate, etc.) are raised ad-hoc. Job analysis templates created during a 2024 IUB student project on the MTO post spell out duties, skills, CGPA cut-offs and service-bond clauses.

2. Sourcing strategy

- a. Internal: promotion or transfer is always checked first to motivate staff and cut cost.
- b. External:
 - Official career portal career.modhumotibank.net (also reachable via “Apply Online” links embedded in each circular).
 - Bdjobs, BankerBD, newspapers (Jugantor, Jago News), LinkedIn and Facebook; campus road-shows for the annual MTO intake.

3. Application submission (100 % online since 2023)

- The circular specifies eligibility (e.g., no 3rd division, age ≤ 30 for fresh posts, specific years of bank experience for mid-career roles).
- You may apply for only one position per circular; re-application is barred for six months if you have been “regretted”.
- Uploads: CV, photo (≤ 50 KB), all academic certificates; some posts require NID scan.
- Deadline windows are typically 3-4 weeks (e.g., 27 May 2025 circular closed 26 Jun 2025).

4. Pre-screening & long-list

- HR's ATS short-lists by CGPA, age, branch preference and key-words; internal applicants are screened manually.
- Only "short-listed" candidates are notified by e-mail/SMS of the test date.

5. Assessment tests

- Fresh categories (MTO/Probationary Officer/TAO) sit a 90–120-minute written exam set by IBA-DU or BIBM: English, quantitative aptitude, analytical reasoning, general & banking knowledge.
- Role-specific MCQs are added for IT, HR, Trade Services, etc. Minimum qualifying mark is usually around 45 – 50 %.
- The bank calls roughly 4–5 times the number of vacancies to the viva.

6. Interview (viva voce)

- Panel: Head-HR, functional head, and a GM/DMD. Behavioural, situational and ethical questions are common ("Explain a time you dealt with fraud risk in a branch").
- For senior lateral hires a second interview with the MD & CEO or the Board's HR committee is mandatory.

7. Background & medical checks

- Academic certificates are verified directly with universities (a step emphasised after several forgery cases reported sector-wide in 2024).
- For experienced people HR phones previous employers.
- Short-listed finalists undergo a medical at an empanelled diagnostic centre before the offer letter is issued.

8. Offer, bond & probation

- Fresh graduates sign an indemnity bond to serve at least three years; Management Trainees and POs also accept location mobility anywhere in Bangladesh.
- Probation:
 - Probationary Officer & MTO: 2 years, consolidated pay approx. BDT 45 000; confirmation as Executive Officer at ~BDT 62 000 plus benefits.
 - Trainee Assistant Officer (General/Cash): 1 year, BDT 26 000 – 28 000; confirmation at BDT 36 000.

- Experienced lateral hires: 1 year probation (salary negotiated).
- Performance is tracked through quarterly KPIs; unsatisfactory trainees may have probation extended or be released.

9. Induction & training

- All new entrants attend a 3-week foundation course at the Modhumoti Training Institute, followed by job-rotation across General, SME, Trade Ops and Agent Banking desks.
- MTOs complete a structured 12-month programme culminating in a capstone project before final posting.

10. Timeline & pain-points

- End-to-end cycle: 6–12 weeks for experienced posts, 3–5 months for batch recruitment because of outsourced testing.
- Known bottlenecks: high applicant traffic can slow the portal in the final 48 hours; long wait between exam and viva results.
- Improvements underway (2025): HR is piloting online aptitude tests and has begun sending digital regret letters to enhance candidate experience.

Current (live) opportunities – November 2025

- Head, Financial Operations (FAVP-AVP) – Apply by 3 Oct 2025.
- Human Resources Officer (EO-FAVP) – Deadline 2 Feb 2025.
- Retail Business Associate – rolling intake posted June 2025.

Where to watch: career.modhumotibank.net (for online forms) and the bank’s Facebook/LinkedIn pages for test schedules.

Preparation tips

- Rehearse math/English MCQs and recent Bangladesh-centric economic news; practise writing a 250-word essay (often part of the exam).
- Bring original certificates and NID to the viva; mismatches lead to instant disqualification.
- Brush up on Modhumoti’s focus areas—agent banking, rural SME and “Go Smart” digital banking—to answer strategy questions confidently.

Mutual Trust Bank PLC



Mutual Trust Bank PLC (MTB) – Recruitment & selection roadmap

1. Work-force planning & requisition

- HR & the business lines review head-count every quarter (and ad-hoc for resignations/expansion). A signed manpower requisition goes to the Chief People Officer and, for fresh-graduate batches, the Board HR Committee. The plan covers flagship intakes (Management Trainee Program, Junior/Probationary Officers) as well as lateral vacancies (e.g., SME Relationship Manager, Digital-banking interns).

2. Vacancy notice / sourcing channels

a. Internal: promotions, transfers, job-post mailers; used first to boost morale and cut cost.

b. External:

- MTB e-Recruitment portal (apply link sits under “Career” on the corporate site)
- Bdjobs “HotJobs”, LinkedIn, Facebook, national dailies.
- Campus roadshows for the annual Management Trainee (MT) batch.

The 2025 MT circular (deadline 31 May 2025) is a good example: CGPA ≥ 3.25 , GPA ≥ 4.0 in SSC/HSC, age ≤ 32 , nationwide mobility; starting salary BDT 75 000, rising to BDT 93 500 after the 1-year program.

3. Online application

- 100 % online since 2023; one post per candidate per circular. Upload CV (PDF/Word), passport photo ≤ 50 KB, all academic certificates. Duplicate or late submissions auto-reject. A tracking ID & SMS/email confirm receipt.

4. CV-screening / long-list

- ATS filters by degree, CGPA, age, and “no 3rd division”; HR then manually validates training & experience. Internal referrals are screened separately.

- Only shortlisted applicants get an admit-card for the written test.

5. Written examination

- Outsourced to IBA-DU or BIBM for confidentiality. 90-minute paper (English, Quantitative, Analytical reasoning, General/Banking knowledge); for specialist posts extra MCQs (IT, Law, Risk). Minimum pass mark 60 %; about four times the vacancies move to viva.
- Mark scheme used by the Recruitment Committee: Written 50 % + Interview 34 % + Education 16 % = 100.

6. Interview (viva voce)

- Panel of 3-5 (SEVP/EVP from the hiring division, Head-HR, sometimes MD/CEO for MT batch). Competency, behavioural and situational questions (“Describe a time you prevented an operational loss”, etc.). English fluency & IT literacy are probed for all roles.

7. Background & reference checks

- HR verifies academic records directly with universities; experienced hires’ employers are called. Two written character references are mandatory.

8. Medical fitness

- Finalists visit an MTB-empanelled diagnostic centre; appointment requires a “fit” certificate (physical & mental).

9. Offer, bond & probation

- MTs/Probationary Officers sign a 2-year service bond and accept posting “anywhere in Bangladesh”.
- Probation: 1 year (MT batch = “Development Program”). Consolidated pay:
 - MT 2025: BDT 75 000; upgraded to Senior Officer at ~BDT 93 500 on successful completion.
 - Other fresh-grad roles: typically BDT 35-45 k.
- Unsatisfactory probation can be extended or terminated with one-month notice.

10. Induction & training

- All joiners attend a 2-3 week foundation course at MTB Training Institute (MTBTI) covering core banking, AML/KYC, ethics, service excellence.
- MTs undergo a structured 12-month rotation (Corporate, SME, Treasury, Digital Banking) with a capstone project and formal assessment before confirmation.

Typical timeline

- Lateral hire: 4-8 weeks (application → offer).
- Batch hire (MT): 3-4 months (large applicant pool & outsourced testing).

National Bank Ltd



National Bank Ltd conducts a structured, merit-based recruitment process designed to ensure fair hiring for both entry-level and experienced banking roles.

Recruitment Process Steps

- **Job Announcement and Application:** Openings are announced via the National Bank Ltd career portal (nblbd.com) and major job sites/newspapers. Candidates apply online by filling out prescribed forms and uploading necessary documents as per circular instructions.
- **Eligibility Criteria:** For positions such as Management Trainee, applicants generally require at least an MBA/MBM or equivalent from a reputed institution, a strong academic record (often with a minimum CGPA 3.00 or 10 points in academic career), and no third division/class at any level. Other roles have detailed education and experience requirements specified in circulars.
- **Screening and Shortlisting:** The HR division and selection panel review submitted applications to match the required qualifications and experience. Candidates whose profiles meet criteria are shortlisted for further assessment.[bdgovtjob+1](#)
- **Written Test:** Shortlisted candidates are invited to take a competitive written examination, often covering analytical ability, English proficiency, mathematics, and general knowledge. Those securing qualifying marks (e.g., 65%) proceed to the interview stage.
- **Interview:** Successful candidates attend interviews, which assess technical knowledge, behavioral skills, and professional fit. Original certificates and credentials are verified at this stage. For top-level and specialist positions, past work experience and previous performance are also evaluated.

- **Background and Medical Checks:** The selection panel reviews the background and references of the candidate. A medical test is conducted before issuing the final offer.
- **Final Offer and Appointment:** Selected candidates receive appointment letters. Newly recruited employees typically begin with a probation or training period, after which their performance is evaluated for confirmation.

Additional Guidelines

- Internal sources (promotions/transfers) and external sources (advertising, campus recruitment, agencies) are both used, depending on the position.
- Canvassing or misrepresentation results in disqualification at any stage.
- Only candidates meeting all requirements and performing well in assessments/interviews receive job offers, and appointment is contingent on clearances and positive references

National Bank Ltd's process is rigorous, balancing skill assessment with transparency and performance standards across all roles.

NCC (National Credit & Commerce) Bank Ltd



NCC (National Credit & Commerce) Bank Ltd employs a systematic, transparent recruitment process for both entry-level and experienced roles, with particular focus on Management Trainee Officer (MTO), Assistant Officer, and Junior Officer positions.

Recruitment Process Steps

- **Job Announcement and Application:** Recruitment notices are posted on the NCC Bank career portal (www.nccbank.com.bd/career) and through newspapers and online platforms. Applicants submit detailed online applications, ensuring all required certificates and credentials are ready for upload and later verification.
- **Eligibility Criteria:** For MTO positions, a minimum of 16 years of schooling (preferably in commerce, economics, business, or bank management), at least 3 first divisions/classes/equivalent CGPA, and no third division/class is required. The age limit is typically 21-32 years and is clearly mentioned in each job circular.

- **cribd+1Screening and Shortlisting:** Applications are screened by HR according to academic, experience, and eligibility criteria. Only shortlisted candidates are invited to participate in the following assessments.hotjobs.
- **Written and Online Tests:** The selection process involves MCQ-based aptitude tests followed by a written exam focusing on analytical ability, English, mathematics, and general knowledge. High-performing candidates move on to the next round.linkedin+1
- **Interview and Viva Voce:** Candidates who pass the written stages are invited for viva/interviews with HR and technical panels. For MTO positions, behavioral competencies, job-specific skills, and suitability for banking work are evaluated. All original documents are checked at this stage.
- **Medical and Background Checks:** Shortlisted finalists must pass medical screening and reference checks before receiving an offer.
- **Final Selection and Offer:** Successful candidates receive appointment letters and start with a probationary/training period, after which they are confirmed upon satisfactory performance.
- **Onboarding and Initial Training:** Newly appointed employees undergo orientation and job-specific training programs.

Key Guidelines

- Only shortlisted candidates are notified for written exams, interviews, or further rounds.bdgovtjob+1
- Canvassing, providing false information, or attempting to influence the process leads to disqualification.hotjobs.bdjobs+1
- Both internal (promotions/transfers) and external (new hires) recruitment is practiced, ensuring fair opportunities.

NCC Bank Ltd's process supports a fair, skill-focused pathway to employment, ensuring quality talent is selected for long-term growth in Bangladesh's banking sector.

NRB Bank PLC



NRB Bank PLC conducts a transparent, step-by-step recruitment process intended for both fresh graduates and experienced professionals, particularly for positions like Management Trainee Officer (MTO), Trainee Officer (TO), and Trainee Assistant Officer (TAO).facebook+2

Recruitment Process Steps

- **Job Announcement and Application:** Job vacancies are published on the NRB Bank PLC career portal (www.nrbbankbd.com/career) and in national newspapers. Candidates must apply online by filling out an application form and uploading relevant documents as per instructions in the job circular.bdgovtjob+1
- **Eligibility Criteria:** For Trainee positions (such as MTO/TO/TAO), applicants must have a four-year Bachelor's or Master's from a UGC-approved university with a minimum CGPA (usually 3.00 out of 4.00). No third division/class in any academic history is accepted. The age limit is often specified (e.g., must not exceed 32 years at the stated date). Strong interpersonal, digital literacy, and communication skills are favored.ashrafblog+1
- **Screening and Shortlisting:** Applications are reviewed and only those who meet the specified eligibility criteria are shortlisted for the next stage. Incomplete or inaccurate applications are disqualified, and only shortlisted applicants are notified for assessment.bdgovtjob+1
- **Written Exam/Assessment:** Shortlisted candidates are called for a written test or online assessment (covering analytical ability, English, problem-solving, and banking knowledge). Test dates and center details are communicated via SMS/e-mail.ashrafblog+1
- **Interview:** Those passing the exam proceed to face-to-face interviews with HR and department panels, where qualifications, attitude, skill fit, and verification of original certificates are assessed.bdgovtjob+1
- **Final Selection and Offer:** After passing all assessments and reference checks, selected candidates are provided with appointment letters. New hires typically serve a one-year probation period at a set salary before permanent confirmation and salary increment.ashrafblog
- **Onboarding and Training:** Recruits undergo mandatory onboarding and job-specific training, particularly critical for digital and customer-facing roles.ashrafblog

Key Guidelines

- Candidates must follow instructions precisely and provide all requested documents at every stage.
- Attempts to influence the process or canvassing lead to immediate disqualification.ashrafblog

- Both male and female candidates are encouraged to apply, and fresh graduates are eligible for entry-level roles.bdgovtjob+1

NRB Bank PLC's process emphasizes fairness, digital literacy, skill, and professional growth, supporting high-quality recruitment for Bangladesh's modern banking sector.facebook+2

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2. <https://bdgovtjob.net/nrb-bank-limited-job-circular/>
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NRB Commercial Bank PLC



NRB Commercial Bank PLC follows a transparent, merit-based recruitment process for both entry-level and experienced positions within its banking operations.nrbcommercialbank+1

Recruitment Process Steps

- **Job Announcement and Application:** Job vacancies are posted on the official NRB Commercial Bank PLC career portal (nrbcommercialbank.com/career) and announced in newspapers and online platforms. Interested candidates must apply online, filling out job application forms and submitting required documents as specified in the circular.bdgovtjob
- **Eligibility Criteria:** Typical requirements include Bangladeshi citizenship, minimum age (often at least 18), and relevant academic qualifications (Bachelor's or Master's degree, LLB/LLM preferred for legal posts). Fresh graduates as well as experienced candidates are eligible for many roles. All supporting documents must be produced during the oral examination/interview.bdgovtjob
- **Screening and Shortlisting:** The HR department carefully screens applications for minimum qualification and eligibility before shortlisting applicants for further testing and interviews.bdgovtjob
- **Written Test/Interview:** Shortlisted candidates are invited for a written exam and/or interview, depending on the position. The test evaluates analytical ability, subject knowledge, and soft skills, while interviews further assess professional suitability.bdgovtjob
- **Final Selection and Offer:** After reference checks and document verification (educational certificates, experience), suitable candidates receive appointment letters. Probation/training periods precede permanent confirmation, allowing new recruits to demonstrate skills and cultural fit.bdgovtjob
- **Onboarding and Training:** New employees undergo orientation and targeted training as part of their integration into the bank.nrbcommercialbank

Additional Guidelines

- The application must follow instructions in the job circular and be submitted online.
- Both male and female candidates are eligible for most positions, and canvassing or misrepresentation results in disqualification.bdgovtjob
- Applicants should monitor their mobile/email after application, as calls/interview dates and times will be communicated directly.bdgovtjob

NRB Commercial Bank PLC promotes equal opportunity and skill-focused hiring, supporting career growth and organizational excellence in Bangladesh's banking sector.

One Bank Limited



One Bank Limited follows a transparent, merit-based recruitment process designed to attract both fresh graduates and experienced professional talent for positions across its banking operations.

Recruitment Process Steps

- **Job Announcement and Application:** Vacancies are posted on the career portal (career.onebank.com.bd/career) as well as in newspapers and leading job boards. Candidates apply online by filling out the job application form and uploading relevant certificates and documents before the application deadline listed in the circular.career.
- **Eligibility Criteria:** Candidates must be Bangladeshi citizens, with a graduation or postgraduation degree from a recognized university (UGC-approved), and the age limit as stated in the job advertisement. For roles such as Cash Officer, Officer Grade 1 & 2, and Special Cadre Officer, both fresh graduates and experienced candidates may apply. Specific requirements such as discipline and CGPA may be noted in the circular.
- **Screening and Shortlisting:** Submitted applications are screened according to eligibility and merit. Only shortlisted candidates are notified for further assessment stages. Candidates must bring original educational and experience certificates to the interview.
- **Written and Preliminary Tests:** Shortlisted candidates are required to sit for preliminary online or written tests covering analytical ability, English proficiency, math, and general knowledge. Further written or technical evaluation rounds may be included depending on job title.hotjobs.bdjobs
- **Interview/Viva:** Successful candidates are invited to attend interviews—these may be technical, behavioral, or departmental, held by HR and senior managers. Document verification is carried out during interview.
- **Final Offer and Appointment:** Candidates passing all stages, including interview and reference checks, receive an appointment letter. Most new hires start on a probation period, after which confirmation as regular staff occurs based on performance.career.
- **Onboarding and Orientation:** All recruits undergo orientation and job-specific training as part of integration into One Bank Limited's operations.onebank

Key Guidelines

- Only online applications through the bank's official career portal are accepted; candidates are advised to monitor SMS/email for notifications about interview and exam dates.
- Both male and female candidates are encouraged to apply, and canvassing or any attempt to influence the recruitment process results in disqualification.bdgovtjob+1
- Recruitment follows the bank's equal opportunity policy, with fair access provided to all eligible applicants.[career.onebank](http://career.onebank.com.bd)

One Bank Limited's recruitment emphasizes objectivity, skill, and commitment, ensuring dynamic career opportunities in the Bangladeshi banking sector.career.onebank+3

1. <https://bdgovtjob.net/one-bank-limited-job-circular/>
2. <https://career.onebank.com.bd/career/>
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14. <https://career.onebank.com.bd/career/CMS.aspx?Id=9>
15. https://www.youtube.com/watch?v=ei0sbP5y_E8