

# **Notice**

**Last date of Submission up to 16/09/2018.**

## **EMPLOYMENT NOTICE**

Indian Visa Application Centre managed by State Bank of India, Bangladesh operations, invites applications from the residents of Dhaka, Sylhet, Chittagong, Khulna, Jessore, Rangpur, Barisal, Mymensing, Rajshahi, Comilla, Thakurgaon, Sathkira, Barhmanberia, Noakhali and Bogura for recruitment as “Visa Executive” for Indian Visa Application Centre at Dhaka, Sylhet, Chittagong, Khulna, Jessore, Rangpur, Barisal, Mymensing, , Rajsahi, Comilla, Thakurgaon, Sathkira, Barhmanberia, Noakhali and Bogura. Interested candidates are requested to logon to our website [www.sbibd.com](http://www.sbibd.com) and [www.ivacbd.com](http://www.ivacbd.com) for eligibility details.

State Bank of India, Country Office, Gulshan Dhaka.

## **EMPLOYMENT NOTICE**

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

### **Eligibility requirements:**

#### **For Visa Executives:**

- At least graduate, in any discipline, from recognized University.
- Experience in basic computer operations.
- Pleasing personality with good communication skills
- Service oriented approach to clients.
- Age: Minimum- 18 years and not exceeding 30 years as on 16.09.2018.
- Suitable Fixed monthly remuneration and a yearly Bonus

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

Candidates meeting above requirements are requested to apply in the format attached in our website [www.sbibd.com](http://www.sbibd.com) and [www.ivacbd.com](http://www.ivacbd.com), enclosing 02 recent passport size coloured photographs along with Photocopy of all Certificates and send the same to Vice President (Ops), State Bank of India, Country office, 57-57 A, First Floor, Gulshan Avenue Dhaka, superscribing the envelope as “**Application for the post of Visa Executive and centre applied for**” on or before 16th September, 2018. IVAC reserves the right to reject any or all applications without assigning any reasons.

**State Bank of India, Country Office, Gulshan Dhaka.**





**10.Educational Qualification:**

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

**11.Experience:**

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

**12. Centre for posting, in order of preference:**

✓ Please select any one Centre

Khulna	Jessore	Mymensing	Rangpur	Barisal	Rajshahi	Sylhet	Chittagong	Dhaka

Comilla	Thakurgaon	Sathkira	Barhmanberia	Noakhali	Bogura

**13. References:**

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

**14. Family details:**

S. No	Name	Relation	Address	Occupation
1				
2				
3				
4				
5				

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

**Date:****Signature:**