



Credit Admin Officer

- **Vacancy for:** 1
- **Posted on:** July 9, 2018
- **Deadline:** July 23, 2018, 5 p.m.

Requirements: Bachelor's level in Management / Economics or equivalent from recognized universities / college

Age: 18 to 35 years as on the last date of vacancy notice

Experience: Preference shall be given to candidates having at least 2 years of relevant experience in banking sector

CAREER OPPORTUNITIES

Shine Resurga Development Bank Limited is one of the leading "B" class financial institutions operating across 10 districts where it is leading regional development bank to Promote SME. The development bank has been providing best possible services to its customers over the last 50 years and is a fast growing bank providing ample opportunities to deserving candidates to work in Banking Sector. The bank seeks applications from Regular candidates with excellent interpersonal skills, high professional standards and integrity for branch and central offices in following job positions:

Manager HR - 1 Position (Code: SRDB-MHR-01-2017)

Level: Senior Officer

- Experience: At least 5 years of banking experience and at least 2 years in Human Resource Department.

Required Knowledge & Skills:

Candidates need to be acquainted with overall Human Resource Management functions of the bank and have the knowledge of regulatory directives and relevant laws of Nepal. The candidate must have strong sense of work ethics and professionalism.

- Selection Process: Interview

Manager Internal Audit - 1 Position (Code: SRDB-MIA-02-2017)

Level: Senior Officer

- Qualification: Completion of CA/ACCA.
- Experience: Preference shall be given to candidates having at least 2/3 years of relevant experience in banking sector.

- Selection Process: Interview

Officer Internal Audit - 2 Positions (Code: SRDB-OIA-03-2017)

Level: Supervisor

- Qualification: Completion of Bachelor's degree in Management with account and taxation as specialization. Preference shall be given to those who are having experience of working in bank and financial institutions.
- Experience: Preference shall be given to candidates having at least 2 years of relevant experience in banking sector.

- Selection process: Interview

Branch Manager - 3 Positions (Code: SRDB-BM-04-2017)

Level: Officer/Senior Officer/Supervisor

- Experience: At least 3 years of banking experience in Credit, Sale & Operations.

Required Knowledge & Skills:

Candidates need to be acquainted with overall credit, sales and operational functions of the bank and have the ability to lead a diverse team effectively demonstrating a strong sense of work ethics, drive and consistent sense with a demonstrated willingness to take on challenging task/DPG.

- Selection process: Interview

AML/Compliance Officer - 1 Position (Code: SRDB-AML/CO-05-2017)

Level: Junior Officer/Supervisor

- Experience: Preference shall be given to candidates having at least 2 years of relevant experience in banking sector.

- Selection process: Interview

Recovery Officer - 1 Position (Code: SRDB-RO-06-2017)

Level: Junior Officer/Supervisor

- Experience: Preference shall be given to candidates having at least 2 years of relevant experience in banking sector.

- Selection Process: Interview

Branching CSR Officer - 1 Position (Code: SRDB-B/CSO-07-2017)

Level: Junior Officer/Supervisor

- Experience: Preference shall be given to candidates having at least 2 years of relevant experience in banking sector.

- Selection process: Interview

Relationship Officer - 10 Positions (Code: SRDB-RO-08-2017)

Level: Officer/Senior Officer/Supervisor/Senior Assistant

- Experience: Preference shall be given to candidates having at least 2 years of relevant experience in banking sector.

- Selection process: Interview

Credit Admin Officer - 1 Position (Code: SRDB-CAD-09-2017)

Level: Senior Assistant/Assistant

- Experience: Preference shall be given to candidates having at least 2 years of relevant experience in banking sector.

- Selection Process: Interview

Operation In-charge - 3 Positions (Code: SRDB-IOC-10-2017)

Level: Supervisor/Senior Assistant

- Experience: Preference shall be given to candidates having at least 1 year of relevant experience in banking sector.

- Selection process: Interview

Operations (Teller/CSO) - 10 Positions (Code: SRDB-OT/CSO-11-2017)

Level: Junior Assistant

- Selection process: written examination and interview

Minimum Criteria for applied positions:

1. **Officer/Supervisor:** Level: 21 to 49 years as on last date of vacancy notice. Minimum Level in Management/Economics or equivalent from recognized university/college.
2. **Assistant:** 20 to 35 years as on last date of vacancy notice. Bachelor's Level in Management / Economics or equivalent from recognized university/college.
3. **Senior Assistant:** 18 to 31 years as on last date of vacancy notice. +2 Level in Management or equivalent from recognized university/college.
4. Candidates should be familiar with digital writing environment.

Eligible interested candidates can apply with latest CV (passport size photo) and all copies of Academic Certificates with a hand written applications within 15 days (no later than 23rd July, 2018) addressing:

The Chief,
Human Resource Department
Shine Resurga Development Bank Limited
Central Office, Dhami & Sagarshila
Phone: 071-551500, 551498 Fax: 071-551497
Email: vacancy@srdb.com.np

Note: Applications without disclosure of age and marks/percentage/CGPA for each level of degree from NEA/Supervisor cannot be considered. Only those final candidates will be called for further selection process (int). The bank reserves the right to accept or reject any/all applications without assigning any reason whatsoever.

शान रेसुर्गा डेवलपमेन्ट बैंक लि.
SHINE RESURGA DEVELOPMENT BANK LTD.

Applying Procedure

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Phone: 071-551500, 551498

Fax: 071-551497

