

Vacancy Announcement

Nepal Community Development Bank Limited ; a professionally running "B" class regional Development Bank having its Head Office at Butwal-6, Rupandehi invites applications from highly self motivated, result oriented, creative and qualified Nepali citizens with "Can Do" attitude who can excel in highly competitive environment in order to establish smooth operations of the bank and meet existing requirements for the following positions:

A. Manager-Few

Vacancy Code: HR/MGR/001/17

Required Qualification: Masters Degree in Management/ Banking/ Finance/ Monetary/ Economics/ Commerce/ Accounts/ Statistics/ Mathematics/ Marketing / Law from a recognized University having at least 5 years working experience in bank/financial institutions (BFIs) out of which at least 2 years working experience as an officer or Bachelors Degree in Management/ Banking/ Finance/ Monetary/ Economics/ Commerce/ Accounts/ Statistics/ Mathematics/ Marketing / Law / Chartered Accountancy from a recognized University having at least 7 years working experience in bank/financial institutions (BFIs) out of which 2 years working experience as an officer.

Required Knowledge and Skills: Candidates must be proficient in Banking Operation/Credit/Risks Management having outstanding leadership quality, possessing knowledge of NRB Directives and prevailing laws applicable to entire banking business and able to support on formulating annual plan/budget, policies, product papers, manuals and Appraisals.

Age: Not exceeding 40 (+5 years for women candidates) years as on October 25, 2017.

B. Officer -Few

Vacancy Code: HR/OFF/002/17

Required Qualification: Bachelors Degree in Management/ Banking/ Finance/ Monetary/ Economics/ Commerce/ Accounts/ Statistics/ Mathematics/ Marketing / Law / Chartered Accountancy from a recognized University having at least 5 years working experience in bank/financial institutions (BFIs) out of which at least 2 years experience as a senior assistant or supervisor.

Required Knowledge and Skills: Candidates must be proficient in Department/Branch Management, Operations, Credit, Business Promotion and Marketing and possess knowledge of NRB Directives and prevailing laws applicable to entire banking business.

Age: Not exceeding 40 (+5 years for women candidates) years as on October 25, 2017.

C. Jr. Officer-Few

Vacancy Code: HR/JR-OFF/003/17

Required Qualification: Bachelors Degree in Management/ Banking/ Finance/ Monetary/ Economics/ Commerce/ Accounts/ Statistics/ Mathematics/ Marketing / Law / Chartered Accountancy from a recognized University having at least 3 years working experience in bank/financial institutions (BFIs) out of which at least 2 years experience as senior assistant or supervisor.

Required Knowledge and Skills: Candidates must be proficient in Department/Branch Management, Operations, Credit, Business Promotion and Marketing and possess knowledge of NRB Directives and prevailing laws applicable to entire banking business.

Age: Not exceeding 40 (+5 years for women candidates) years as on October 25, 2017.

D. Supervisor-Few

Vacancy Code: HR/SUP/004/17

Required Qualification: PCL or +2 completed in Management/ Banking/ Finance/ Monetary/ Economics/ Commerce/ Accounts/ Statistics/ Mathematics/ Marketing from a recognized College/University having at least 2 years working experience in bank/financial institutions (BFIs) as an assistant.

Required Knowledge and Skills: Candidates must be proficient in Department/Branch Management, Operations, Credit, Business Promotion and Marketing and possessing knowledge of NRB Directives and prevailing laws applicable to entire banking business.

Age: 18 years completed but not exceeding 35 (+5 years for women candidates) years as on October 25, 2017.

E. Sr. Assistant-Few

Vacancy Code: HR/SR. ASS/005/17

Required Qualification: PCL or +2 completed in Management/ Banking/ Finance/ Monetary/ Economics/ Commerce/ Accounts/ Statistics/ Mathematics/ Marketing from a recognized College/University having at least 1 year working experience in bank/financial institutions (BFIs) as an assistant.

Required Knowledge and Skills: Candidates must be familiar with functions of Customer Service Desk (CSD, Cash Counter, credit, Business Promotion and Marketing possessing basic knowledge of NRB Directives and prevailing laws applicable to entire banking business.

Age: 18 years completed but not exceeding 35 (+5 years for women candidates) years as on October 25, 2017.

F. Assistant (Trainee)-Few

Vacancy Code: HR/ASS-TRAI/006/17

Required Qualification: PCL or +2 completed in Management/ Banking/ Finance/ Monetary/ Economics/ Commerce/ Accounts/ Statistics/ Mathematics/ Marketing or any other related fields from recognized College/University. Preference will be given to the local candidates from surrounding locations of upcoming branches having practical banking knowledge and skills acquired through Internship.

Age: 18 years completed but not exceeding 30 (+5 years for women candidates) years as on October 25, 2017.

Other Common Qualifications and Skills:

- Excellent spoken and written English and Nepali with attractive interpersonal and communication skills.
- Proficiency in the use of office computer applications like word, excel, PowerPoint etc.
- At least Category A driving license holder for assistant level and Category A & B driving license holder for Officer/Manager level.
- Extra Advantage will be given to those applicants who are local residents of Rupandehi, Nawalparasi and Chitwan Districts having skill of operating PUMORI-IV Banking software.

Salary & Facilities: As per bank's rules

Selection Methodology:

Only short listed candidates will be invited for written/practical test and an interview or only for an interview. Original Certificates should be presented during the interview. Telephonic queries directly to the bank in relation to this vacancy shall not be entertained. The bank reserves the right to reject any/all applications without assigning any reason whatsoever.

How to Apply:

Deserving candidates are requested to forward their application along with complete Curriculum Vitae (CV), recently developed pp sized photograph, copies of Academic, Experience, Award and others (if any) certificates and contact details of a reputed/well-known referee not later than 5 p.m. of October 25, 2017 to: ncdbankvacancy2017@gmail.com

or

Human Resources Department



नेपाल कम्युनिटी डेवलपमेण्ट बैंक लिमिटेड
NEPAL COMMUNITY
Development Bank Ltd. *Scaling with Excellence*
नेपाल राष्ट्र बैंकबाट "ख" वर्गको इजाजतपत्रप्राप्त संस्था (३ जिल्ला कार्यालय भएको)

P O Box No: 96, Butwal-6, Rupandehi