

CAREER OPPORTUNITIES

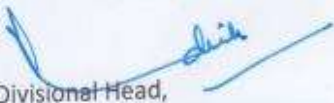
The Bank of Azad Jammu and Kashmir (BAJK) is an emerging and rapidly growing Financial Institution wholly owned by the Azad Government of the State of Azad Jammu and Kashmir. The BAJK focuses on strengthening its institutional capacity through continuous upgradation in terms of Human Resource at the Bank. Currently, BAJK is looking for services of young individuals who are team players, energetic, result oriented and willing to work in a challenging environment with a lot of growth opportunities.

The individual who fulfill the below-mentioned basic eligibility criteria may apply for the following position.

Position/ Job Title	Assistant /Cash Sorter
Educational / Professional Qualification	Minimum Intermediate preferable Graduation's degree or equivalent from SSC Board / HEC recognized university/ institute.
Experience	Not required, however experienced individual will be given due weightage
Age:	18-42 years on the closing date of advertisement.
Nationality	Pakistani / AJK domicile. AJK State Subjects Shall be given preference.
Knowledge/other Skills / Expertise Preferred	Have good communication skills. Computer literacy is mandatory.
No. of Positions (Only branches)	Total: 45 Regional Quota (Muzaffarabad Region-03, Rawalakot Region-13, Mirpur Region-11, Kotli Region-12, Refugees-06)
Classification of Regions	Muzaffarabad Region: District Muzaffarabad, District Neelum, District Hattian Mirpur Region: District Mirpur, District Bhimber Kotli Region: District Kotli Rawlakot Region: District Poonch, District Bagh, District Haveli, District Sudhunuti
Place of Posting	Staff hired for any particular Region will be placed at any branch of the respective Region as per classification given above.
Assessment Tests / Interviews	Only shortlisted applicants strictly meeting the above-mentioned basic eligibility criteria will be invited for test / interviews.
Employment Type	The employment will be purely on contract basis initially for two year. After completion of two year of contractual service, their services can be absorbed in regular cadre subject to the satisfactory performance and fulfillment of other terms and conditions as per Bank's Policy. Selected candidates will be offered compensation package and other benefits as per Bank's Policy / rules.

- Interested candidates shall only apply for their respective Regions as per classification given above in accordance with their domicile.
- Selection will be strictly made on merit basis and in accordance with Bank's approved Recruitment Policy and Procedures.
- Interested candidates may visit website www.bankajk.com to download the Application Form & send their CVs/Applications on the following address within 15 days of publishment of this advertisement.
- The candidates should clearly mention their **Name, Father's Name, Date of Birth, CNIC Number, Qualification with percentage / CGPA/ Division, Place of Domicile and complete Current Mailing/ Residential Address** with Telephone Numbers Landline/ Mobile in their Resume/ Application.
- Successful Candidates will be placed in any branch of their respective Regions.

Applications received after deadline will not be considered in any case. No TA/DA will be admissible for test/ interview. Only short-listed candidates will be called for interview.


Divisional Head,
Human Resource Management Division,
Bank of Azad Jammu and Kashmir, Head Office,

Computer ID
(for office use): _____

Bank of Azad Jammu & Kashmir
Human Resource Management Division
Head Office, Sardar Nazir Plaza, Gojra
Bypass Road Muzaffarabad AK.

Region/ Quota applied for:

Please attach recent
attested photograph
with Name & CNIC #
mentioned on its
back.

In response to your advertisement in daily _____ dated: _____.
I am applying for the position of _____, and append hereunder my
Bio-data.

1. Name: _____

2. Father's /
Husband Name: _____

3. Date of Birth: - -
DD-MM-YYYY 4. Nationality: _____ 5. Gender: _____
(Male/Female)

6. CNIC No. - -
National Identity Card No. issued by NADRA 7. Marital Status: _____
(Married / Single)

8. District of Domicile: _____ 9. Religion: _____

10. Mailing Address: _____

Tehsil: _____ District: _____ City: _____

11. Contact No. _____ 12. E-mail: _____

Telephone No. With Area Code & Cell No.

13. Highest Academic Qualification: _____ 14. Subject: _____ 15. Specialization: _____

16. Academic Record (Starting from Matric / "O" level onwards).

S. #	Examination	Board / University	Passing Year	CGPA/ CPA/Grade	Division	% Marks	Major Subject(s)

17. Professional Experience / Employment Record: (Starting from the first Appointment / Job). (Additional sheet may be attached, if required)

S. #	Organization	Designation	Govt. / Private	Monthly Salary	Starting Date	Ending Date	Reason(s) of Leaving

I certify that the above information is true, complete & correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this form or on other documents requested by BAJK will result in cancellation of present and debarment from future employment in BAJK.

Date: - -
DD-MM-YYYY

Applicant's Signature