



Zarai Taraqati Bank Ltd.

CAREER OPPORTUNITY

We are a major public sector specialized financial institution based in Islamabad with a wide network of Branches all across the country. To strengthen its Disciplinary Proceeding Department (DPD), management intends to induct energetic and challenge oriented individuals for the following positions on Regular basis under Bank's Staff Regulations (SR-2005):-

Sr. No.	Post Title	No. of Vacancies	Minimum Qualification/Experience
01.	Assistant Vice President (AVP)	02	<ul style="list-style-type: none"> Graduate/ Post Graduate Degree in Economics, Business Administration / Public Administration, Finance, Commerce and Law or any other relevant equivalent degree from HEC recognized University. Minimum 08 years working experience in any FI/Bank/Government/Private Organizations out of which at least 04 years exclusively in Employees Disciplinary Handling & Proceeding Matters/ Services Law Matters/ Vigilance issues or related experience of Complaint Handling & Inspection. <p>Place of Posting: ZTBL, Head Office, Islamabad.</p> <p>Required Key Expertise/ Skills:</p> <ul style="list-style-type: none"> To examine / analyze the Draft Statement of Allegations & Inquiry Report and proceed further in the light of approved Bank's policy. To ensure the timely serving of charge sheets, Show Cause Notices based on solid evidences. To deal with representations /Appeals submitted by the appellant against the penalties and also deal with the petitions instituted in the court of laws pertain to disciplinary cases. To assist the authorized officer in taking decisions / finalization of cases by ensuring all facts and figures in hand. Recording the minutes of Personal Hearing. Proficient in preparation of SLA, Policies and process Manuals for the smooth functioning in accordance with approved policy. To ensure the compliance of Audit Paras, SBP instructions etc To maintain secrecy of the department and ensure the proper recording / filing of cases. <p>Maximum Age Limit: 40 Years as on closing date to apply</p>
02.	Officer Grade-I (OG-I)	03	<ul style="list-style-type: none"> Graduate/ Post Graduate Degree in Economics, Business Administration / Public Administration, Finance, Commerce and Law or any other relevant equivalent

			<p>degree from HEC recognized University.</p> <ul style="list-style-type: none"> • Minimum 05 years working experience in any FI/Bank/Government/Private Organizations out of which at least 03 years exclusively in Employees Disciplinary Handling & Proceeding Matters/ Services Law Matters/ Vigilance issues or related experience of Complaint Handling & Inspection. <p><u>Place of Posting:</u></p> <p>ZTBL, Head Office, Islamabad.</p> <p><u>Required Key Expertise/ Skills:</u></p> <ul style="list-style-type: none"> • To examine / analyze the Draft Statement of Allegations & Inquiry Report and proceed further in the light of approved Bank's policy. • To ensure the timely serving of charge sheets, Show Cause Notices based on solid evidences. • To deal with representations /Appeals submitted by the appellant against the penalties and also deal with the petitions instituted in the court of laws pertain to disciplinary cases. • To ensure the compliance of Audit Paras, SBP instructions etc • To maintain secrecy of the department and ensure the proper recording / filing of cases. <p>Maximum Age Limit: 35 Years as on closing date to apply</p>
03.	Officer Grade-II (OG-II)	02	<ul style="list-style-type: none"> • Graduate/ Post Graduate Degree in Economics, Business Administration / Public Administration, Finance, Commerce and Law or any other relevant equivalent degree from HEC recognized University. • Minimum 03 years working experience in any FI/Bank/Government/Private Organizations out of which at least 02 years exclusively in Employees Disciplinary Handling & Proceeding Matters/ Services Law Matters/ Vigilance issues or related experience of Complaint Handling & Inspection. <p><u>Place of Posting:</u></p> <p>ZTBL, Head Office, Islamabad.</p> <p><u>Required Key Expertise/ Skills:</u></p> <ul style="list-style-type: none"> • To examine / analyze the Draft Statement of Allegations & Inquiry Report and proceed further in the light of approved Bank's policy. • To ensure the timely serving of charge sheets, Show Cause Notices based on solid evidences. • To deal with representations /Appeals submitted by the appellant against the penalties and also deal with the petitions instituted in the court of laws pertain to disciplinary cases. • To ensure the compliance of Audit Paras, SBP instructions etc • To maintain secrecy of the department and ensure the

			proper recording / filing of cases. Maximum Age Limit: 32 Years as on closing date to apply
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- We offer competitive remuneration package geared towards attracting best talent in the market.
- Applicants should have minimum **2.5 CGPA** or minimum **60% marks** in degree on the basis of which applying for.
- Dual nationality holders are not eligible to apply for the post.
- Only short-listed candidates will be called for interview.
- Interested candidates may apply online through website: www.ztbl.com.pk within 15 days of publication of this advertisement.
- No TA/DA will be admissible for interviews.
- Advertisement Date: 29.11.2020.
- Closing Date of Advertisement: 13.12.2020.

Please note that any kind of external/internal influence or SAFARISH in Recruitment process would lead to cancel the credentials of candidate and applicant would be immediately BLACKLISTED.