



THE PUNJAB PROVINCIAL CO-OPERATIVE BANK LTD.

Head Office, Bank Square, Shahrah-e-Quaid-e-Azam, Lahore.

Telephones: 042-99211432-36. Fax: 042-99211442

www.ppcbl.com.pk

CAREER OPPORTUNITIES

AVP/MANAGER CENTRAL PROCESSING UNIT (CPU)

The Punjab Provincial Cooperative Bank Ltd., a **Scheduled Bank** since 1955, having network of 151 branches in the province of Punjab, with Head Office at Lahore, is looking for dynamic & high achieving individual for the captioned position.

ELIGIBILITY CRITERIA

- Qualification:** MBA, MA Economics, M.Com from HEC recognized university/institution. Basic computer skills/knowledge is mandatory
- Experience:** Atleast 05 years post qualification experience with 02 years in similar position in a Bank/financial institutions.
- Age Limit:** 30-50 years
- Place of Posting:** Head Office, Lahore.
- Pay Package:** Negotiable, depending upon the qualification & experience of the candidate

REQUIRED SKILLS & EXPERIENCE

- i. Can ensure full & final balancing of the Bank inward & outward clearing amount as well as number of instruments duly reconciled with NIFT.
- ii. Can resolve the issues pertaining to all matter related to clearing with the concerned.
- iii. Can develop & implement centralized banking operations procedures & system.
- iv. Can design, plan and launch related projects.
- v. Can coordinate with all respective Divisions for smooth operation of CPU.
- vi. Can increase efficiency & reduce delivery timings; automation of processes to ensure accuracy and speed.
- vii. Having thorough knowledge & experience of handling regulatory rules / regulations / requirements.

GENERAL INSTRUCTIONS

- i. Interested Candidates are required to submit their applications along with self-explanatory/detailed C.V., recent photograph and all educational & experience certificates to the Head, Human Resource Division, The Punjab Provincial Cooperative Bank Ltd., Head Office, Lahore at Cooperative Bank House, Shahrah-e-Quaid-e-Azam, 5-Bank Square, Lahore in a sealed envelope marked as:

"APPLICATION FOR THE POST OF AVP/MANAGER CPU"

- ii. Only short listed candidates will be contacted for further deliberations.
- iii. Selected candidate will be offered 03-years contract on mutually agreeable terms and conditions with revision of the contract on performance basis, at the sole discretion of the Bank.

**For further Information, please contact:
042-99211432-36 (Ext:217)**

**Last Date for submission of application forms
26.02.2018 (MONDAY)**

HEAD HR DIVISION