



Building Excellence in Cash Operations

Jamuna Bank PLC is one of the leading private commercial banks in Bangladesh, committed to delivering reliable and customer-centric banking services. To strengthen our branch operations and ensure excellence in cash management, we are inviting applications from dynamic, energetic and service-oriented individuals for the position of Cash Officer.

Position Details

- **Position Title:** Cash Officer.
- **Rank:** Trainee Assistant Officer (TAO-Cash).

Key Responsibilities

- Handle cash receipts and payments accurately and efficiently.
- Ensure proper balancing of cash and vault operations.
- Maintain compliance with Bangladesh Bank guidelines and internal control procedures.
- Process customer transactions while ensuring a high level of service quality.
- Detect and prevent fraudulent transactions and operational risks.
- Maintain proper records and documentation related to cash operations.
- Support branch management in ensuring smooth day-to-day banking activities.

Preferred Candidate Profile

- Strong integrity, accountability and attention to detail.
- Excellent numerical ability and cash handling aptitude.
- Customer-focused mindset with effective communication skills.
- Ability to work under pressure and maintain accuracy in transaction processing.
- Sound understanding of banking operations and regulatory requirements.

Educational Requirements

- Minimum GPA 2.50 out of 5.00 in SSC, HSC, or equivalent examinations.
- Bachelor's Degree from a reputed UGC-approved or foreign university.
- Minimum CGPA 3.00 out of 4.00 (or equivalent) in Graduation.
- No third division/class in any academic examination.

Experience Requirements

- Fresh graduates are encouraged to apply.

Compensation & Benefits

- Attractive compensation package as per Bank's policy.

Application Instructions

- Interested candidates are requested to apply through career.jamunabank.com.bd with a recent passport-sized photograph (maximum 30 KB) on or before June 15, 2026.
- **Maximum age limit:** 32 years as on the date of publication of the circular.
- Age may be relaxed for exceptionally qualified candidates.
- Incomplete applications will not be considered.
- Any form of canvassing or misrepresentation of information will lead to immediate disqualification.
- Only shortlisted candidates will be contacted for further selection processes i.e. Exam & Viva.

For Any Query Hotline: 16742 | Email: career@jamunabank.com.bd

Join Jamuna Bank PLC and become a part of a professional team dedicated to excellence in banking operations.



Building Excellence in Customer Service and Branch Banking

Jamuna Bank PLC is committed to providing superior banking services through innovation, professionalism and customer focus. We are looking for talented and enthusiastic individuals to join our branch network as General Banking Officers and contribute to delivering exceptional customer experiences.

Position Details

- **Position Title:** Junior Level Officer.
- **Rank:** Trainee Assistant Officer (TAO-General).

Key Responsibilities

- Provide efficient customer service and handle customer inquiries.
- Manage account opening, account maintenance and customer documentation.
- Process clearing, remittance, cheque-related services and other general banking activities.
- Ensure compliance with Bangladesh Bank regulations, AML/CFT requirements and internal policies.
- Assist customers with banking products and services.
- Maintain operational accuracy and service quality standards.
- Support branch business development initiatives and relationship management activities.

Preferred Candidate Profile

- Strong communication, interpersonal and customer service skills.
- Integrity and accountability.
- Ability to work effectively in a team-oriented environment.
- Adaptability and willingness to work in different branch locations across the country.
- Candidates having experience in banks or financial institutions will be given preference.

Educational Requirements

- Minimum GPA 3.00 out of 5.00 in SSC, HSC, or equivalent examinations.
- Bachelor's Degree and Master's Degree from a reputed UGC-approved or foreign university.
- Minimum CGPA 3.30 out of 4.00 (or equivalent) in Graduation.
- Minimum CGPA 3.00 out of 4.00 (or equivalent) in Master's Degree.
- No third division/class in any academic examination.

Experience Requirements

- Fresh graduates are encouraged to apply.

Compensation & Benefits

- Attractive compensation package as per Bank's policy.

Application Instructions

- Interested candidates are requested to apply through career.jamunabank.com.bd with a recent passport-sized photograph (maximum 30 KB) on or before June 15, 2026.
- **Maximum age limit:** 32 years as on the date of publication of the circular.
- Age may be relaxed for exceptionally qualified candidates.
- Incomplete applications will not be considered.
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- Only shortlisted candidates will be contacted for further selection processes i.e. Exam & Viva.

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Join Jamuna Bank PLC and build a rewarding career while contributing to delivering outstanding banking services to our valued customers.



Build Your Legal Career with Jamuna Bank PLC

Jamuna Bank PLC. is one of the leading private commercial banks in Bangladesh, committed to maintaining the highest standards of legal compliance, corporate governance and recovery management. To strengthen our Law and Recovery Division, we are seeking dedicated, competent and career-oriented legal professionals to join our team as Law Officers. This is an excellent opportunity for individuals who possess strong legal knowledge, analytical abilities and a passion for banking law and recovery management.

Preferred Candidates Are Those Who Have

- Sound knowledge of banking laws, financial regulations, loan recovery processes, and civil litigation.
- Strong drafting, documentation, legal research and analytical skills.
- Ability to handle legal notices, court matters, recovery proceedings and regulatory compliance issues.
- Excellent communication and interpersonal skills.
- High ethical standards, integrity, accountability and professionalism.
- Ability to work effectively under pressure and manage multiple assignments simultaneously.

Educational Qualifications

- LL.B. (Honors) and LL.M. from a UGC-approved or recognized foreign university.
- Enrollment as an Advocate with the Bangladesh Bar Council will be preferred.
- No third division/class in any academic examination.

Experience Requirements

- Minimum 2 to 5 years of relevant experience in legal practice, banking, financial institutions, law firms or corporate legal affairs.
- Experience in loan recovery, litigation management, legal documentation, mortgage-related matters and court proceedings will be given preference.
- Fresh advocates with outstanding academic credentials may also be considered for entry-level positions.

Requirement Area Along with Designation Range

Area of Position

- Law and Recovery Division.

Designation Range

- Trainee Assistant Officer (TAO)/Assistant Officer (AO)/First Officer (FO)/First Executive Officer (FEO)/Executive Officer (EO).

Key Responsibilities

- Assist in managing legal affairs of the Bank, including litigation, recovery cases and legal documentation.
- Coordinate with panel lawyers, courts and regulatory authorities regarding legal and recovery matters.
- Prepare and review legal notices, agreements, contracts, mortgage documents and other legal instruments.
- Monitor legal proceedings and maintain case records and documentation.
- Support recovery initiatives through legal actions and follow-up activities.
- Conduct legal research and provide opinions on legal and regulatory issues.
- Ensure compliance with applicable laws, regulations and internal policies of the Bank.
- Assist in safeguarding the Bank's legal rights and interests.

Financial Package & Career Benefits

- Attractive compensation package based on qualification, experience, and designation.

Application Instructions

- Interested candidates are encouraged to apply online at career.jamunabank.com.bd with a recent passport-sized photograph (maximum 30 KB) by June 15, 2026.
- **Age limit:** Maximum 35 years as on the date of the job circular.
- Incomplete applications will not be considered.
- Age may be relaxed for exceptionally qualified candidates.
- Any form of persuasion or misrepresentation of information will result in disqualification.
- Only shortlisted candidates will be contacted for the subsequent stages of the recruitment process.

For Any Query Hotline: 16742 | Email: career@jamunabank.com.bd

Join us and be a part of Jamuna Bank PLC's commitment to legal excellence and corporate integrity.