



NRBC Bank PLC

## Litigation Coordinator

Application Deadline : 31 May 2026

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### Summary

Vacancy: --

Salary: Negotiable

Age: At most 40 years

Experience: 6 to 10 years

Location: Dhaka

Published: 13 May 2026

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### Application Insights

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### Requirements

#### Education

- Bachelor of Law (LLB)
- Applicants must hold an LL.B. (Hons.) from a reputed university.
- Must have excellent academic results.
- Enrollment with Bangladesh Bar Council as an Advocate, is mandatory.
- No 3rd Class/Division is allowed in any level of Education.
- The applicant:

#### Experience

- 6 to 10 years
- The applicants should have experience in the following business area(s): Banks

#### Additional Requirements

- Age At most 40 years
- Age Limit: (Maximum 40 years as on 31.05.2026)
- Applicants must have at least six to ten (6 to 10) years of practical experience in the litigation team of any scheduled Bank and/or NBFIs.
- Should possess the ability to draft and vet plaints/complaints for filing Artha Rin suits and cases under the Negotiable Instruments Act and other petitions;
- Should have practical experience in representing the Bank as plaintiff/complainant in suits/cases;
- Should be able to prepare and present statements/progress reports on pending suits/cases for submission to the Bank's Management, Board, and Bangladesh Bank, as per requirement;
- Should demonstrate capability in monitoring and supervising case progress;
- Should have proven expertise in handling criminal cases under the Penal Code and the Negotiable Instruments Act, including cases involving scheduled offences under the Anti-Corruption Commission/CID/PBI/DB.

### Responsibilities & Context

**NRBC Bank PLC** aims to support the financial well-being of the Nation along with enabling sustainable growth and inclusive development through its wide local network of branches, sub-branches, and outlets. Being a promising financial institution, NRBC Bank PLC is contributing towards socioeconomic growth in the country with an objective to transform the institution into a future-fit, agile and sustainable Bank. In line with the strategy, the Bank is looking for talented, dedicated and experienced professional(s) for the following positions in the Legal Division at Head Office, Dhaka. The individuals who fulfill the basic-eligibility criteria below may apply for the mentioned position:

**Rank:** First Assistant Vice President (FAVP) to Assistant Vice President (AVP).

**Location:** Head Office, Dhaka, Bangladesh.

#### Major Responsibilities

- Drafting/Vetting of Plaints, Petitions, W/S, Petition of Complaints, General Diaries, FIRs, Memos/Appeals/petitions/applications for High Court matters, Legal Notices, Auction Notices and Notices u/s. 17 of the Bank Companies Act 1991 etc.
- Filing/contesting suits/cases on behalf of the Bank, as per requirement.
- Deposition in the court supported by submission of proper documents.
- Attending Court and maintaining constant contact with conducting lawyer(s) and ensure deposition by bank officers including submission of proper documents before the Court.
- Ensuring timely steps for faster disposal of the suits/cases in a effective manner.
- Taking necessary action as approved by the Division Head/Chief Legal Officer to ensure timely disposal of cases.
- Able to coordinate the case filed against the bank in various court including Labour Court
- Taking steps for obtaining certificate under section 33(5)/33(7) of Artha Rin Adalat Ain, 2003.
- Contribute to the litigation process by reports, briefs, and analyses by drafting credit summaries, reviewing documentation, and assisting lawyers in preparing plaint/Petition of cases.
- Representing the Bank as a plaintiff/complainant in the Artha Rin suits and/or NI Act cases.
- Review of delinquent accounts and coordinate with the Bank's appointed lawyers/law firms regarding litigation-related activities.
- Preparation and presentation of statements/progress reports on pending suits/cases for submission to the Bank's Management, Board, and Bangladesh Bank, as per requirement.
- Dealing of the case related with for Foreign Exchange, Export Finance Division, Corporate and Large Loan along with other banking operations.

### Skills & Expertise

Suggested by **bdjobs**

Legal Drafting

Legal vetting

### Compensation & Other Benefits

Financial Benefits : Negotiable/Competitive package based on qualifications and experience.

### Employment Status

Full Time

### Job Location

Dhaka

### Apply Procedure

**Apply URL:**<https://career.nrbcommercialbank.com/>

### Company Information

NRBC Bank PLC

**Address:**

114, motijheel, c/a, Dhaka 1000

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