

**BANK OF BARODA
MAURITIUS OPERATIONS
RECRUITMENT OF GENERAL CLERK-CUM-CASHIER**

Join Mauritius's Premier Bank for a Challenging Assignment

Application submission starts from 08.05.2023	Last date for submission of Application 22.05.2023
Bank of Baroda, Mauritius Operations, one of the Premier Bank is looking for qualified General Clerks-cum Cashier	
PLEASE NOTE THAT	
1.	Candidates are advised to check Bank's website www.bankofbaroda-mu.com/careers (Current Opportunities) regularly for details and updates. Call letters/advices, where required will be sent by e-mail only. All revisions/corrigendum (if any) will be posted on the Bank's website only
2.	All correspondence will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active for receiving communication viz., call letters/Interview Dates/advices etc.
3.	The process of submission of application is complete only when application is submitted in full to the Bank through email at on or before the last date.
4.	Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Written/Short-listing and interview /selection method will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank.
5.	Post qualification experience below 6 months in any organization would not be considered

DETAILS OF THE POSITION:

<u>Post</u>	<u>Age</u> (as on 31.03.2023)	<u>Education</u> (as on 31.03.2023)	<u>Work Experience</u> (as on 31.03.2023)
General Clerk-Cum-Cashier	<u>Min: 18 Years</u> <u>Max: 35 Years</u>	<ul style="list-style-type: none"> • HSC Or • Minimum a Degree (Graduation) in any discipline from a recognized university Or • Post Graduate Degree / Post Graduate Diploma in Banking/Finance/Administration /Management recognized University Or • Minimum Level one ACCA And • Should have good reading, writing and speaking skills in English and Local language. 	<p>Preference will be given to the candidates having Minimum 1 Year of relevant work experience in financial services, Investment advisory, management Company/Accountancy firm</p> <p>Excellent Knowledge of MS Office, Power point, Excel spread sheet and drafting letters</p>

Roles & Responsibilities

- Customer Relationship Management
- Ensure proper cash handling
- Perform daily verification and reconciliation of transactions
- Adhere to Bank's policies and procedures and maintain a high level of service and ethical standards
- Maintain customer confidence and protects the Bank's operations by keeping information confidential
- Contribute to team effort by accomplishing related results
- Achieve customer satisfaction and revenue growth objectives

- Contribute towards branch control and operational objectives
- Provide excellent customer experience
- Managing financial Information & Financial data management
- Any other duties assigned by the bank

SELECTION PROCEDURE:

Selection will be based on short listing /Qualification, experience document verification/written examination and subsequent round of Personal Interview and and/or any other selection method.

- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc.
- The Bank reserves its right to call candidates in a ratio, at its sole discretion, as per the Banks requirement.
- Adequate candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process (Personal interview /any other selection method) and merely applying/ being eligible for the post does not entitle the candidate to be invited for the selection process.
- A candidate should qualify in all the processes of selection i.e., Written Examination and/or PI and/or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.

Methodology for Selection:

- The Bank at its discretion reserve the right to modify/add/reduce the vacancies/locations as per the business requirements, administrative considerations and/or performance of candidates in the selection process or any other circumstances.

HOW TO APPLY:

Candidates are required to have a valid personal email ID and Contact Number. It should be kept active till completion of this recruitment project. Bank may send call letters for Written examination and/or interview and/or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.

GUIDELINES FOR submission of APPLICATION:

- i. Candidates should visit Bank's website www.bankofbaroda-mu.com/Careers.htm and download the application form
- ii. Candidates need to scan and send the application form along with their scanned photograph, signature and other documents related to their eligibility to hrm.mauritius@bankofbaroda.com
- iii. Candidates are advised to carefully fill in the application themselves as no change in any of the data filled in the application will be possible/ entertained. Prior to submission of the application, candidates are advised to verify the details in the application form and modify the same if required. No change is permitted after submission of the application.
- iv. The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.
- v. An application which is incomplete in any respect will not be considered as valid.
- vi. Candidates shall also be required to submit supporting documents such as DOB Proof, Graduation Certificate, Experience Certificates and Other Certifications
- vii. Candidates are advised in their own interest to submit the application much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure

of internet.

- viii. Bank of Baroda does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Baroda.

GENERAL INFORMATION:

- i) The selected candidate will be required to sign an employment contract.
- ii) Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (31.03.2023) and also ensure that the particulars furnished by him/her are correct in all respects.
- iii) Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank and the appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, amended from time to time.
- iv) Candidates will have to appear for the Written examination/interview/Selection Process at their own expense.
- v) In case of selection, candidates will be required to produce proper reference letter/ certificate from the employer at the time of taking up the appointment, if employed.
- vi) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated without notice.
- vii) Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
- viii) Intimations, wherever required will be sent by email and/ sms only to the email ID and mobile number registered in the online application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the Bank's authorized website www.bankofbaroda-mu.com for latest updates.
- ix) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mauritius and courts/tribunals/forums at Mauritius only shall have sole and exclusive jurisdiction to try any cause/dispute.

ANNOUNCEMENTS:

All further announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorized Bank's website www.bankofbaroda-mu.com/careers from time to time under Career section. No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Banks' website shall be treated as initiation to all the candidates who have applied for the said project.

Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all

candidates.

Merely satisfying the eligibility criteria norms does not entitle the candidate to be called for Written examination / interview / selection process. The Bank reserves the right to call only the requisite number of candidates for Written examination/ interview / selection process after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of Written Examination / interview or to cancel the Recruitment Process entirely at any stage without assigning any reason.

Port Louis
08.05.2023

Vice President
Mauritius Operation