

# WE ARE HIRING

## TRAINEE OFFICERS (TOs)

(We are an Equal Opportunity Employer and strongly encourage all genders, minorities, persons from under represented areas and persons with different abilities to apply)

### **Are you a highly talented, motivated and dynamic person?**

If you think you have what it takes to shine as a banking professional, then Askari Bank's **Trainee Officer Program** awaits you

This program offers a challenging opportunity to provide you a platform for performance in one of the finest working environments in the industry. You will be supported in enhancement of your skills through specialized learning and development program, job rotation and personal mentoring

**Please ensure that you fulfill the following minimum eligibility criteria before you apply:**

- Minimum four years Bachelor Degree in Business Administration, Economics, Commerce, Banking & Finance, or other relevant programs from HEC recognized local/foreign universities
- Minimum CGPA of 3.0 or equivalent marks/grade as applicable
- No minimum experience is required, fresh graduates are encouraged to apply
- Maximum age of candidate should be 30 years as on March 31, 2019

### **HOW TO APPLY**

Interested candidates may apply online through our website,  
latest by **May 03, 2019**

**<http://akbl.com.pk/careers/home.php>**

### **GUIDELINES**

- Only online applications received through our web portal will be accepted
- Only short-listed candidates meeting the above-mentioned criteria will be invited for test
- All correspondence will be done via email
- Askari Bank reserves the right to accept/reject application without assigning any reason at its discretion
- No TA/DA shall be admissible to candidates. There will be a minor cost of independent test taken by individuals invited for the test to be borne by the candidates

## Frequently Asked Questions (FAQs) for Trainee Officers - 2019

### **Can I apply online through my android mobile set?**

No, you are strongly recommended to use your Laptop/PC and make sure that you have speedy internet connection.

### **What is the roadmap of applying for Trainee Officer Program?**

Online Application > Short-listing notification/email from NTS/AKBL to candidate > NTS Fee Challan intimation > Fee deposit by the candidate in respective Bank > NTS test at different Locations > Test result announcement by NTS > Successful candidate will be called for panel interview > Offer intimation to successful candidate.

### **Which browser is best supported for online application form?**

It is recommended to use Google Chrome or Mozilla Firefox.

### **Despite best efforts I am unable to apply online, whom should I contact?**

Please contact our Recruitment Team at 051-8092616.

### **What is asterisk \*?**

The mandatory fields are marked with asterisk \*

### **Do I need to enter all my educational record?**

You are required to enter at least 3 records i.e. Masters / 4 Years Bachelors, Intermediate and Matric. Add record and click on "Save Education". Repeat the same process for all Degrees/Certificates.

### **What is the last date to apply for Trainee Officer Program?**

You can apply on or before **May 03, 2019** (midnight).

### **Is it mandatory to appear in written test?**

Yes, written test is mandatory for all short-listed candidates. The short-listed candidates will be required to pay fee of NTS to be able to appear in the test.

### **Who will conduct the written test?**

An independent body, National Testing Services (NTS) will conduct the test.

### **What is the test pattern?**

Sample test paper will be placed at NTS/AKBL website.

### **Can I change my test Center?**

Yes, you are required to intimate our Recruitment Team at least two days before test date.

### **I did not receive a confirmation email after submitting the online application, what should I do?**

It might be possible that after clicking on "save information" you forgot to click on "apply now" and closed the window. In such case, you will have to repeat the whole process. However, if the system says "You have already applied for this position" it means your data has been saved and is available for short-listing by the system. For further confirmation, you can reach our Recruitment Team at 051-8092616.

**I have completed simple graduation, i.e. 2 years bachelors program. Am I eligible to apply?**

This program is intended for candidates who have completed minimum of 16 years of education.

**I am ACCA qualified. Can I apply for this program?**

Yes, only if you have cleared all the papers.

**Do you approve age relaxation?**

No

**Do you approve CGPA /Grade/Division relaxation?**

Yes, but it is limited and only for less privileged areas.

**Can I upload attachments?**

Yes, you are required to attach latest resume in PDF/DOC format and a passport size picture in JPG/PNG format. The picture size should not exceed 500 MB.

**Do you accept applications through mail/courier?**

No, for this TO program we do not accept applications in hardcopy or sent through any other medium.

**What is the salary range of a Training Officer?**

Market competitive salary will be offered.

**Where will the Training Officers be placed after training?**

Placement of the TOs after training is on sole discretion of the AKBL Management. However, they are usually placed in Branch Banking and have a properly defined career path. They may be rotated/trained in other specialized functional areas such as Corporate, Credit, Trade, IT etc at a later stage. This is subject to available vacancy in specific area.

**I am currently working with AKBL. Can I apply for this TO Program?**

This program is targeted for fresh external Graduates only, therefore, internal employees are not eligible to apply.

**Important Note:**

It is in the interest of the applicants to study in detail and thoroughly observe the given guidelines while applying online. Candidates whose credentials/information are found fake at any stage may cause serious difficulty for the candidate and may also result in disqualification even after the issuance of offer letter.