



সোনালী ব্যাংক পিএলসি.

SONALI BANK PLC.

উত্তাবনী ব্যাংকিং এ আপনার বিশ্বস্ত সঙ্গী

HUMAN RESOURCE DEVELOPMENT DIVISION

HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA

DHAKA-1000, BANGLADESH

PHONE : 02223388175, 02223387891

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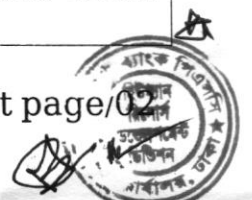
“স্বর্ণজয়ন্তীর অঙ্গীকার  
সোনালী ব্যাংক হবে সবার”

### CAREER OPPORTUNITY

Sonali Bank PLC. announces a vacancy for the position of Chief Security Officer (CSO) in the rank of Deputy General Manager for a period of two years on contractual basis. Retired Major /Officers equivalent rank of Armed forces can apply for this post.

Offered Position	Requirement	
Chief Security Officer (CSO) in the rank of Deputy General Manager	Age	: Maximum 52 (Fifty two) years (As on 16/08/2023).
	Tenure	: 02(Two) years on contractual basis and renewable on the basis of performance and subject to matter of application.
	Remuneration	: Attractive remuneration will be given which is negotiable.
	Job Description	: <ul style="list-style-type: none"> <li>To work as the Head of Security and Protocol Division under direct supervision of the concerned General Manager of Sonali Bank PLC. with full authority.</li> <li>To prepare security plan with special emphasis on identifying strategic/critical areas of Head Office, Branches, other offices of Sonali Bank PLC. and implement the same with the help of concerned Division.</li> <li>To assess required number of security personnels, technical personnels (for security), equipments and to implement the plan as prepared.</li> <li>To ensure necessary command, control &amp; direct all those security personnels as the situation demand.</li> <li>To take necessary steps to ensure safety and security of Head Office, all the branches and other offices of Sonali Bank PLC.</li> <li>To deploy Banks own and outsourced (including Police, Ansar, Godown staff) security personnels in the Banks premises to control unauthorized access and to protect burglary.</li> <li>To supervise the duties of all the security supervisors and implement orders/ instructions related to security through them.</li> <li>To carry out surprise checking from time to time on implementation of security measures in all the branches and report it to the concerned GM with necessary comments/ suggestions to take the necessary steps to overcome the drawbacks or shortfalls as per circulated instructions.</li> <li>To keep close contact with various law and order enforcing Govt. agencies including Key Point Installation Defence Committee (KPIDC) and deploy police force/escorts as and when required.</li> </ul>

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		<ul style="list-style-type: none"> <li>To pay routine visit to monitor or to review the security arrangements of all the branches/offices/Head Office of Sonali Bank PLC. suddenly and to take necessary steps for improvement.</li> <li>To pay periodical inspection to all the branches, offices (including Head Office), etc. of Sonali Bank PLC.</li> <li>To arrange security training of security personnels with the help of Police Department or private security training center in a planned way.</li> <li>To create security awareness, arrange training amongst all the members including executives in all the Sonali Bank Training Institutes.</li> <li>To take necessary steps to include safety, security &amp; rescue measures in the plan from the begging of a construction/opening of a branch office to reduce complicity.</li> <li>To remain updated with the political situation which may hamper the security measures of the bank.</li> <li>To follow-up, carry out and implement the instruction to be given by the Board of Directors/ Bank management from time to time regarding banks security measures which are not mentioned in the ToR.</li> </ul>
	<p>Required paper/ Documents duly signed with application</p>	<ul style="list-style-type: none"> <li>Detailed Curriculum Vitae</li> <li>Recent Passport size attested photograph</li> <li>Attested copies of all academic certificates</li> <li>Experience certificate, if any</li> <li>Nationality certificate from ward commissioner/Union Parishad Chairman</li> <li>Copy of NID</li> <li>Documents of normal retirement from the service of Armed Forces</li> <li>An appreciation of the assignment in one page</li> <li>Contact addresses (mailing address, e-mail, mobile/telephones numbers).</li> </ul>

Note that:

- Complete application must be submitted to the following address by 16/08/2023.
- Only short listed candidates shall be contacted for interview.
- Bank reserves the right to accept or reject any application or annul the process without assigning any reason.

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