



### **APPLICATIONS FOR THE POST OF CLERK (SALARIED GRADE I)**

Bank of Baroda, (Government of India undertaking) is a Bank with an international presence including -8- branches in Fiji.

Applications are invited from suitable candidates fulfilling the eligibility criteria to fill present and future vacancies in Clerk (Salaried Grade I) on contractual basis at various branches of the Bank in Fiji.

#### **Qualification**

Minimum qualification is pass in Fiji Seventh Form Examination or equivalent with minimum 50% marks in English and Mathematics / Accounting. Candidates should be computer literate with knowledge of MS Office.

Preference and higher weightage in selection process will be given to candidates with higher qualification i.e. Bachelor of Commerce, Bachelor of Science, Diploma in Banking, Accounting, Computing, Marketing and Management etc.

Candidates should have excellent Public Relation qualities with a flair for marketing.

#### **Selection Process**

Candidate should be Fiji citizen. Short listed candidates will be called for written test and interview. Written test will comprise of test in English, General Aptitude and Numerical Ability. Attitude of the person along with the qualification, experience, skill and knowledge will be judged through the process of test and interview by panel of specialists.

#### **Salary and Benefits**

The Bank offers one of the best compensation in the industry. The salary and other benefits will be as applicable to Salaried Staff Grade I at present.

#### **How to Apply:**

Interested candidates may submit their applications in prescribed format. Written application must be submitted in Bank of Baroda (Fiji Operations) Employment Application Form which can be downloaded from the Bank of Baroda (Fiji Operations) website [www.bankofbaroda-fiji.com](http://www.bankofbaroda-fiji.com). **Mandatory enclosures with application are: (1) Curriculum Vitae having contact details i.e. Mobile No., E-mail Id & Address (2) Certified copies of qualification certificates (3) Copy of Equivalent certificate (if applicable) (4) Copy of experience certificate/details (5) Copy of Birth Certificate (6) Copies of ID & address Proof (7) -2- Passport sized photographs (8) -2- Professional references.**

Applications must be addressed to:

**The Chief Executive  
Bank of Baroda (Fiji Operations)  
86-88 Marks Street  
2<sup>nd</sup> Floor, Bank of Baroda Building,  
P.O Box 57  
SUVA**

**Last Date of receiving application: 09-10-2023 at 4.00pm. Applications received after last date will not be considered.**