



འབྲུག་རྒྱལ་ཡོངས་དངུལ་ཁང་།

Bhutan National Bank

Terms of Reference

Position Information	
Position Title	Associate (Teller)
Reporting to	Branch Manager/Chiefs
Employment Type	Regular
Duty Station	Branches
Slot	9
Key Responsibilities: <ol style="list-style-type: none">Cash Withdrawal/Deposit: Responsible for withdrawal/deposit of cash, cheques, foreign exchange, etcDemand Draft: Issuing and cancellation of own draft as per customer's choice.Term Deposit: Opening of new fixed depositsRecurring Deposit: Opening new recurring deposit and making payment for premature recurring deposits.GIFT: Input the GIFT entries after verifying the GIFT form/letters. Standing Instructions: Input of SI received from customers.Cash: Maintain proper record of all documents and cash registers.Cheque payment & Cheque images received through MPAY: Validating the Cheque and the signature, make the payment or credit the account as per customer requirement.KYC Requirement: Ensure the KYC norms are being followed and customer have filled the relevant details.Customer Service: Substitute for customer service. Attend the Customer for opening of new accounts.Others: Any Other functions/task assigned by the supervisor and Management in the interest of the bank.	
Primary Eligibility Criteria :	
Educational Qualification <p><i>*The applicants should have completed the course through regular class (distance education will not be accepted).</i></p> <p><i>*The applicants should have completed their education from a school recognized by Bhutan Accreditation Council.</i></p>	<ul style="list-style-type: none">• Class XII passed with any background (Science/Commerce/Arts)• Minimum of 60% (English + Best four subjects) in XII and X



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Vacancy Announcement Date	8th June, 2026
Last Date for Submission of Application	15th June 2026
Shortlisting Criteria; <ul style="list-style-type: none">• 50% of Class X plus 50% of Class XII• All applicants meeting the primary eligibility criteria shall be shortlisted for the aptitude test & interview in the ratio of 1:6.	
Selection Criteria: <ul style="list-style-type: none">• Academic Marks -45% (Class X- 20% & Class XII-25%)• Aptitude Test- 30%• Viva Interview -25%	
Remuneration Package; <p>Nu. 17,366.00 + 25% HRA + Fixed Corporate Allowances of Nu. 9,000.00 and other allowances as per the HR Policy of the Bank, with 15% Provident Fund (PF) contribution by the bank.</p>	
Mandatory Documents to be Submitted: <p>Applicants are required to submit the following documents online via the e-recruitment portal at https://recruitment.bnb.bt/</p> <ul style="list-style-type: none">• Curriculum vita• Cover Letter/Expression of Interest• Valid copy of CID card• Valid copy of Medical Certificate• Valid copy of Security Clearance• Academic certificates and transcripts (If selected, the applicant is required to submit the notarized copies of all the academic certificates and transcripts).• Any other supporting document	