



# Department of School Education

Sheet No.94

## Career of the Day Thursday

### Bank clerk

Date 17/02/2022

#### Introduction

Bank clerks serve as the primary point of contact with customers. They are involved in keeping accurate records of all transactions and customer services. They are all involved in handling cash deposits and also accept as well as issue cheques, drafts, dividend warrants, pay orders, etc. They are responsible for recording, updating and maintaining the daily transaction balance in the bank's computer system. (Punjab Career Portal)

#### Eligibility

10+2 with any subject combination as per the scheme of studies.

#### Job Opportunities

1. Bank clerk
2. Office Accountant
3. Any kind of clerical or accounting jobs

#### College/Universities

1. Khalsa College for Women, Ludhiana
2. Swami Swatantranand Memorial College, Gurdaspur.

#### Courses available

1. Bachelor's degree in any discipline
2. Certificate or diploma course in Computer Automation and Office Automation
3. MES course for Accounting or related disciplines
4. NSQF level 5 certificates for Banking Associates.

**For details visit: Mashaal website; contact your school counsellor or visit Punjab Career Portal.**

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**Mon- Sciences, Tuesday- Emerging Career, Wednesday- Arts, Thursday- Commerce  
Friday- Sports, Saturday- Entrepreneurship/Vocational/ NSQF/ Employment Generation**