



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Applications for

Accounts Assistant

NIBM is the apex Institution for research, training and consultancy in banking and finance located at Kondhwe Khurd, Pune. The Institute provides advanced training in Banking and Finance to Officers/Executives of Banks and conducts Research in Banking and Finance. NIBM also conducts a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE.

NIBM invites application from suitable candidates for the position of Accounts Assistant.

- Job Title** : Accounts Assistant
- Age** : Preferably between 21-28 years – can be relaxed in case of exceptional, deserving candidates with commensurate exposure
- Tenure** : Appointments will be offered on contract basis for two years, extendable subject to satisfactory review.
- Remuneration** : An all-inclusive consolidated monthly pay of Rs. 22000/-.
Higher pay may be considered for exceptionally qualified and experienced candidate.

Educational Qualifications and Experience:

The candidate should be a minimum B. Com. Those having completed some course on book-keeping and accounting would be an added advantage. Basic knowledge on direct and indirect taxation with knowledge and experience of Tally package.

The candidate should have minimum three years' experience as Accounts Assistant with basic accounting knowledge like types of accounts, debit, credit, booking of expenditure etc. Hands on experience on Tally and ability to grasp and work with new softwares, experience of working on ERP environment would be an added advantage. Candidates with knowledge and experience of MS Office will be preferred. Good written and communication skills are expected.

Key Responsibilities (indicative and not exhaustive):

Assisting the Accounts Manager/ Accounts Officer in day to day accounts department work as may be assigned as part of responsibilities incidental to the post.

Other Terms & Conditions:

- The eligibility qualifications, experience and age will be reckoned as on the last date prescribed for receipt of applications. Relaxations and concessions in eligibility, if any, will be at the sole discretion of NIBM.
- The appointment will be made on the recommendation of a duly constituted Selection Committee. The applications received in response to the advertisement will be scrutinized and the shortlisted candidates only will be called for interview
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.

Interested candidates may send their applications, with full particulars to :

The Director
National Institute of Bank Management
Kondhwe Khurd
Pune 411 048

Soft copy of the Applications are to be sent on the e-mail-id app.aa@nibmindia.org

The last date for receipt of applications is **February 7, 2018.**

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