



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Applications for Data Entry & ERP Operator

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 above position.

The candidate must be a Graduate in any discipline and with experience of about two years in administrative work

Job Title: Data Entry & ERP Operator

Age: 21 - 28 years

Tenure: Appointments will be offered on a contract basis for two years. On completion of the contract period an evaluation of the performance will be done to ascertain the suitability of the candidate to offer regular position at NIBM.

Pay & Other Benefits An all-inclusive consolidated monthly pay of Rs. 20,000/- during initial contract period of two years.

Other benefits are admissible as per the Institute's rules for employees on contract.

Educational Qualifications

Minimum Graduate in any discipline, Diploma/Certificate course in MS Office/Tally/any ERP System would be an added advantage.

Experience

Good Knowledge and skill in Windows Operating System & MS Office with good typing speed of 40/50 WPM

Previous experience in working on ERP environment would be an added advantage.

Key Responsibilities:

Providing support to academicians/HODs for data entry of handouts, lecture notes, Power Point presentations and other academic write-ups and/or providing support to departments in assisting in day to day work and also data entry on ERP system.

Additional Qualities: Knowledge of stenography and Government Commercial Certificate in typing can be of additional advantage, eager to learn new things, good grasping skills, team spirit, and right attitude towards work will be added qualities.

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

**The Director,
National Institute of Bank Management,
Kondhwe Khurd,
Pune-411048.**

Those who applied for this position earlier need not apply. Only shortlisted candidates will be intimated. Soft copy of the application to be sent on the email-id app.deo@nibmindia.org.