



NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

Invites Applications for

Executive Officer (Placement)

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) (PGDM-B&FS) which is recognized by the AICTE. The Institute offers Online Certification courses in few specialised areas for working professionals in Banks/ Financial Institutions etc.

The Institute invites applications from interested person to fill up the position of Executive Officer (Placement). The incumbent shall be in-charge of the Placement & Compliance Cell of the PGDM-B&FS and shall have to manage and be responsible for the work of Placements and Compliance and allied activities in coordination with all other administrative departments, the faculty and external consultants, Government departments and other stakeholders. The incumbent shall report to the Associate Dean – Education/Dean & Principal and be responsible to guide the Institute in all such related matters.

NIBM invites applications from suitable candidates for the position of Executive Officer (Placement).

- Job Title** : Executive Officer (Placement)
- Age** : Preferably between 35 to 45 years - can be relaxed in case of exceptional, deserving candidates with commensurate exposure.
- Tenure** : Appointments will be offered on Probation for a period of two years and regularization may be considered subject to satisfactory review
- Remuneration** : Level 7 (44900 – 142400) of Pay Matrix as per 7th CPC. Pay & Allowances are admissible as per NIBM Rules. Additional increments or next higher level of pay may be considered for meritorious candidates.
- Details of other Salary benefits, perquisites and Leave** :
- a) Contributory PF- as per rules of the Institute (10% of Basic) and equal contribution by the Institute;
 - b) Gratuity – as per rules;
 - c) Leave Travel Concession – as per rules, however with retrospective effect after confirmation on completion of probation;
 - d) Medical Reimbursement & Hospitalisation - as per Institute rules.
 - e) Housing Loan Interest Subsidy Scheme - Subsidy on interest paid up to 3% on maximum loan of Rs 10 lakhs;
 - f) Education Subsidy – as per rules, for two children;
 - g) Leave – 30 days Earned leave, 10 days Sick leave and 8 days Casual leave per year.

Educational Qualifications and Experience:

The candidate should have minimum post-graduate degree with post-qualification relevant work experience of minimum 5 years. The candidate should have good academic record throughout. Formal qualification in Marketing and Public Relations will be highly desirable. Excellent communication both in written and spoken English is essential.

Should have handled similar responsibilities preferably in reputed residential Academic/ Training institution/ University/ recognized by AICTE preferably offering Post Graduate Courses.

Key Responsibilities (indicative and not exhaustive):

- Corporate communication/networking for relationship building with public/private sector banks and other recruiters.
- Developing and maintaining database of prospective recruiters of PGDM students.
- Coordinating activities of Students' Placement Committee for both internship and final placement.
- Developing, coordinating and maintaining database of Industry Expert Guest Faculty database of PGDM and Executive Training Programmes.
- To monitor and comply with all AICTE requirements including renewal of the recognition.
- To take up activities for AIU, NBA and AACSB and other accreditations.

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.

The Application should be complete with the following –

1. Copy of Resume
2. Data Sheet as per enclosed format.

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

The last date for receipt of applications is February 20, 2019.

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