



## **NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE**

### **Invites Applications for**

### **Manager – Corporate Communications**

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. The Institute offers Online Certification courses in few specialised areas for working professionals in Banks/ Financial Institutions etc.

NIBM invites applications from suitable candidates for the position of Manager – Corporate Communications.

- Job Title** : Manager – Corporate Communications
- Age** : Applicants should be not more than 40 years of age at the time of application.
- Tenure** : Appointments will be offered on contract basis for two years, extendable subject to satisfactory review.
- Remuneration** : The remuneration will be as per Institute’s norms. However, for candidates selected on deputation, the remuneration will be as per the norms applicable in their parent organization. Applicants who are desirous of working on deputation basis must apply through proper channel only.  
Higher pay may be considered for exceptionally qualified and experienced candidate.

**Educational Qualifications and Experience:**

Graduates/Post Graduates preferably with some experience with working in Academic as well as Corporates /Banking Sector/Financial Institutions.

Minimum experience of five years with exceptionally good written and oral communication skills and willingness to travel.

**Key Responsibilities:**

The candidate shall be required to deal with external public relations through editors, media personnel, journalists and maintain relationships with key personnel in Financial Sector in India and abroad to maximize quality and frequency of Institute's visibility through various modes like press, media and other online tools to build corporate branding.

The candidate is also expected to coordinate with the internal departments and communicate with stakeholders / public forums to increase the Institute's visibility in the banking field. He/ She will be responsible for coordination to create, find, and develop programs to cater to the needs of the financial Sector and develop value added concepts for the Institute. The candidate will assist to identify and define the needs of the financial sector and present to the Management, provide inputs and contribute along with internal team and with the press, social media, digital modes and other appropriate forums, to develop promotional activities to increase visibility of the Institute . The candidate will also be expected to possess strong skills in planning and process orientation.

**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.

### **Selection Process**

Shortlisted candidates would have to appear for interviews at National Institute of Bank Management, Pune. They will be reimbursed AC-2 tier to and fro train fares (via the shortest route) with boarding and lodging in the hostel complex of NIBM. Only candidates shortlisted by the screening committee will be intimated.

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

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

Soft copy of the Applications are to be sent on the email-id - [app.mgrcc@nibmindia.org](mailto:app.mgrcc@nibmindia.org)

**The last date for receipt of applications is April 4, 2018.**