



NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

Invites Applications for

Senior Executive Officer (Academic Administration)

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 Senior Executive Officer (Academic Administration). The incumbent shall report to the Chief Administrative Officer and be responsible for all matters related to the following departments: EDP Training, PGDM Library, Publications etc.

NIBM invites applications from suitable candidates for the position of Senior Executive Officer (Academic Administration).

- Job Title** : Senior Executive Officer (Academic Administration)
- Age** : Preferably not more than 50 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 11 (67700 – 208700) 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.

However, it will be mandatory for the selected candidate to reside in the campus and accordingly HRA will not be paid.

- 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 10 years. MBA/ LLB/ Diploma in Administration with a good academic record throughout will be highly desirable. Excellent communication both in written and spoken English is essential. Knowledge of local language

Should have handled similar administrative responsibilities preferably in reputed residential Academic/ Training institution/ University/ Commercial organization of national/ international repute.

Relevant experience of working in middle management level with sound knowledge of Central Government Rules and proficiency in Computer operations, and work experience in IT enabled environment is desirable.

Key Responsibilities (indicative and not exhaustive):

The Candidate will be responsible for overall guidance, supervision and control of all activities within the administrative set-up with the departmental heads of EDP Training, PGDM Library, Publications etc.

She/he will responsible for all PGDM activities like complete admission of students, preparation of PGDM Budget and supervision finances, maintenance of records relating to students, monitoring the maintenance and up-keep of classrooms, Hostels, Computer Lab and Cafeteria as per the requirements of PGDM. To provide complete administrative support to Dean-Education and Principal and Associate Dean - Education. Provide administrative guidance to Executive Officer (Placement) and be responsible for compliance with the requirements of AICTE, DTE, MHRD, AIU, NBA and AACSB and other accreditations in the context of PGDM. She/he shall supervise the staff of PGDM Office.

The candidate will coordinate all Executive Development Programmes related activities, supervise travel booking and transport services, feedback of programme participants, faculty and housekeeping/catering feedback processing, etc. To supervise all catering activities and executive dining hall and PG Mess/staff cafeteria, monitor allocation of hostels, classrooms, audio-visual and other classroom facilities.

Library, Publications and allied activities will also be under the gamut of the job responsibility of Senior Executive Officer (Academic Administration).

Any other incidental roles and responsibilities may be assigned by the competent authority from time to time.

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.seoacad@nibmindia.org.

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