



## NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

### Invites Applications for

#### Senior Executive Officer (General 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 (General Administration). The incumbent shall report to the Chief Administrative Officer and be responsible for all matters related to the following departments/sections : Estate, Personnel, Legal, Purchase & Stores, Director's Office, Secretarial, Computer Service Centre/Systems, Reception, Mumbai Office and Dispensary etc.

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

- Job Title** : Senior Executive Officer (General 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 7<sup>th</sup> 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 in Personnel/ HR/ Administration or LLB/ Diploma in Management with a good academic record throughout will be highly desirable. Excellent communication both in written and spoken English is essential.

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 Estate, Personnel, Legal Stores & Purchase, Secretarial, Computer Service Centre / Systems, Reception, Mumbai Office and Dispensary etc.

The candidate will assist the Chief Administrative Officer in executing administrative activities of the Institute which includes General Administration, Establishment & Service conditions, Financial Rules, Legal matters and Campus Administration. The incumbent needs to interact with various departments and other internal stakeholders to understand their expectations related to Administrative activities/processes and systems.

While executing the various tasks incumbent needs to liaise and coordinate with the Transport, Public Relations, PGDM Office, Publication, Library and other departments for smooth functioning of the Administrative activities in the Institute in accordance with the set policies and implementation of various guidelines and orders received from the Government of India. The candidate will ensure Statutory Compliance related to the departments handled on an ongoing basis.

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.seoadmin@nibmindia.org](mailto:app.seoadmin@nibmindia.org).

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