



## **NATIONAL INSTITUTE OF BANK MANAGEMENT**

### **Invites Applications for Travel Assistant cum Data Entry 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. The Institute offers Online Certification courses in few specialised areas for working professionals in Banks/ Financial Institutions etc.

NIBM invites application from suitable candidates for the position of Travel Assistant cum Data Entry Operator.

- Job Title** : Travel Assistant cum Data Entry Operator
- Age** : Preferably between 22 – 28 years – can be relaxed in case of exceptional, deserving candidates with commensurate exposure
- Tenure** : Appointments will be offered on contract basis for two years, extendable subject to satisfactory review.
- Remuneration** : An all-inclusive consolidated monthly pay of Rs. 22,000/-  
Higher pay may be considered for exceptionally qualified and experienced candidate.

#### **Educational Qualifications and Experience:**

Minimum Graduate in any discipline with Diploma/Certificate course in Travel and Tourism Management. Candidate should have a good knowledge and skill in Windows Operating System & MS Office with good typing speed of 40/50 WPM.

Previous experience in working with a Govt./Similar Institution/Travel Agency in booking online national and international flight tickets, railway tickets, etc. would be an added advantage. Should possess good oral and written communication skills in English, Hindi and local language.

**Key Responsibilities:**

- Providing guidance and support to academicians and senior management personnel to plan their travel itineraries, transport alternatives, hotel bookings, etc.
- To assist online flight bookings, coordinate with external travel agency, if required, and planning for both local conveyance and hotel accommodation.
- To take the task of tour guide for local or outstation trips with national and international participants and delegates.
- To prepare and provide travel itineraries to all prospective travelers ensuring comfortable travelling, boarding and lodging requirements.

**Additional Qualities:** Knowledge 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.**

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

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