



INDIAN INSTITUTE OF BANKING & FINANCE

Recruitment of “Assistant Director (Academics)” on permanent Basis

The Institute invites applications for the post of “Assistant Director (Academics)” on permanent basis as per the details given below.

Name of the Post	No. of vacancies
Assistant Director (Academics)	2

JOB PROFILE

- Preparation/Vetting of course materials
- Preparation/Vetting of multiple choice questions
- Co-ordinate Continuous Professional Development Programmes
- Organise seminars / lectures
- Assist in the publication work of the Institute;
- Assist in promotion of IIBF’s courses;
- Handling sessions in Training Programmes conducted by IIBF.
- Contribute to the research initiatives of the Institute
- Contribute to other academic activities of the Institute

QUALIFICATIONS

Essential:

Post Graduate in Commerce/Economics/Banking/ Finance or CA/CMA/CS/CFA

Desirable:

MBA or equivalent qualifications

Ph.D

WORK EXPERIENCE

Essential:

Should have worked for minimum 05 years in Banks / Financial Institutions and held position as Assistant Manager or above grade

or

Should have worked for minimum 05 years in College/ University and held position as Assistant Professor or above grade.

Desirable:

- CAIIB.
- Working experience as Faculty
- Published Articles/ books

AGE LIMIT:

Not exceeding 35 years as on 01.11.2022.

SELECTION PROCEDURE

Shortlisted candidates will have to appear for Personal interview before the selection committee at the Institute's Corporate Office at Mumbai. Outstation candidate will be reimbursed AC-2 tier to and fro train fares (shortest route).

TERMS OF APPOINTMENT

1. Appointment of the selected candidate will also be subject to Satisfactory medical fitness, satisfactory background/ credentials verification of the selected as per Institute's specification will be a pre-requisite.
2. Selected candidate will have to execute an agreement to the effect that he/ she will serve the Institute for a minimum period of Two (2) years (active service) from the date of joining the Institute. In case he/ she leaves the service of the Institute before the expiry of the said period, a sum of Rs. 2,00,000/- (Rupees Two Lakh only) will have to be paid to the Institute by the selected candidate towards expenses incurred by the Institute for recruitment, imparting training, compensation / liquidated damages on account of loss of opportunity for the Institute from deriving anticipated benefits out of the recruitment process etc.

POSTING:

The selected candidate will be initially posted at the Corporate office, Mumbai. However, he/she is liable to be posted at any of the offices of the Institute in future. Presently, the Institute has offices at New Delhi, Kolkata, Chennai and Mumbai.

CAREER DEVELOPMENT:

The Institute offers excellent scope for career development to deserving employees.

REMUNERATION:

Emoluments of Assistant Director cadre are presently in the scale of Rs. 62900-3800/14-116100. DA, HRA, and allowances for conveyance, telephone, medical, LFC, Group Medical Insurance etc. will be as per rules in force from time to time. At present the total initial package including salary and other perquisites will be approximately Rs. 16 Lakhs (Sixteen Lakhs) per annum on cost to company basis.

Depending upon the availability of Institute's owned 2 BHK quarter (unfurnished) at Lokhandwala Complex, Andheri West, Mumbai, Institute may consider requests for allotment of residential accommodation in lieu of payment of HRA. In case of non-availability of Institute's owned flat, Institute will provide the leased accommodation facility as per the rules in force from time to time.

HOW TO APPLY

The candidates should submit their application online through the link given below on or before 30th November 2022. No other mode of application will be accepted.

The Deputy Director (HR & IR)
Indian Institute of Banking and Finance,
Kohinoor City, Commercial –II,
Kirol Road, Kurla – West,
Mumbai – 400 070.

APPLY NOW