



## **INDIAN INSTITUTE OF BANKING & FINANCE**

### **Recruitment of “Head of Professional Development Centre” on Contract Basis**

The Institute invites applications for the post of “**Head –PDC**” (Professional Development Centre)” on contract basis (full time) at **Kolkata** from serving / retired Banking and Finance professionals as per the details given below.

#### **JOB PROFILE:**

The Head - PDC is expected to undertake the following activities:

- Promote established courses of the Institute with banks and evolve training procedures
- Plan, organize and direct a wide range of training activities and development of programs for the banking & finance professionals
- Conduct seminars, workshops and contact classes
- Handling sessions in Training Programmes
- Liaison with Banks / Staff Training Colleges of banks for the purpose of enrolment of new members as well as to create awareness for Institute’s various examinations
- Overall administration of Institute’ s Professional Development Centre

#### **EDUCATIONAL QUALIFICATION:**

##### **Essential**

- Post Graduate/ CA/CMA/CFA and CAIIB

##### **Desirable**

- MBA (Finance) or equivalent qualification.

#### **EXPERIENCE**

##### **Essential**

- Should have held the position of Deputy General Manager and above in Banks / Financial Institutions.
- Computer Savvy to work in a virtual environment.

##### **Desirable**

- Experience as Faculty in Bank/ Financial Institution
- Published articles/books.
- Expertise in any of the areas of Credit management/ International Banking / Treasury Management / Risk Management / Compliance.

### **AGE:**

The age of the applicant should not be less than 55 years and should not exceed 62 years as on 01.11.2022.

### **REMUNERATION:**

- a. The monthly remuneration of Rs. 1,00,000/- per month (All inclusive. TDS as applicable) with annual increment of Rs. 6,000/-. 15 days leave in a year. (Not encashable nor can be carried Forward)
- b. Reimbursement of leased accommodation rent up to the maximum limit of Rs. 30,000/- per month at Kolkata. If the Head-PDC is not opting for the reimbursement of leased accommodation rent, 15% of the remuneration will be paid as HRA every month.
- c. Conveyance charges may be reimbursed up to the limit of Rs. 20,000/- per month.

### **CONTRACT PERIOD:**

- The term of contract will be for two years. It is extendable for a further period of one year each time up to a maximum of 3 years or up to the age of 65 years, whichever is earlier, depending upon the requirement and performance.
- The contract may be terminated with a notice period of one month from either side.

### **SELECTION PROCEDURE**

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

**Institute reserves the right to shortlist the candidates for personal interview and its decision will be final in the matter**

### **HOW TO APPLY**

The candidates should submit their application online through the link given below on or before 30<sup>th</sup> 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,  
Kiro Road, Kurla – West,  
Mumbai – 400 070.

### **APPLY NOW**