



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Applications for Chief Administrative Officer

Established in 1969 by the Reserve Bank of India in consultation with the Government of India, National Institute of Bank Management (NIBM) is the apex institution for research, executive training and consultancy in banking and finance. Located in sylvan surroundings in a picturesque green valley at Kondhwe Khurd, Pune, the Institute provides very conducive environment for learning and research. NIBM also conducts a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE.

The institute invites applications from interested person to fill up the position of Chief Administrative Officer. The incumbent shall assist the Director in his administrative responsibilities and shall be incharge of the general administration of the Institute. The incumbent shall have to supervise and coordinate the works of all other administrative departments. Persons in Govt/PSUs/PSBs may also apply on deputation term.

The position provides opportunities and challenges for application of efficient contemporary systems and processes for facilitating faculty and student community in their academic endeavours.

Job Title : Chief Administrative Officer

Age : Between 45-55 years

Tenure : Appointments will be done on probation basis for 2 years. On completion of the probation period an evaluation of the performance will be done to ascertain the suitability of the candidate to offer permanent position at NIBM.

Pay & Other Benefits :

<u>Pay Band</u>	<u>Basic Pay</u>	<u>AGP</u>	<u>Gross Monthly Pay*</u>
PB-III 15600-39100	30000	8000	108632

*with DA, HRA & TA

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

These salary scales are in the process of being revised. Additional increments may be considered for exceptionally qualified and experienced candidate, and also based on last pay drawn.

Details of other Salary benefits and perquisites are as under:

- (a) Contributory PF – as per rules of the Institute (10% of Basic + AGP), and equal contribution by the Institute.
- (b) Gratuity – as per rules.
- (c) LTC – as per rules, however with retrospective effect after confirmation on completion of probation.
- (d) Medical Reimbursement – upto Rs.40,000/- per year on production of bills.
- (e) Hospitalization Reimbursement – upto 90% of the actual for self, and 75% for dependents in empanelled hospitals.
- (f) Housing Loan Interest subsidy Scheme: Subsidy on interest paid upto 3% on maximum loan of Rs.10 lacs.
- (g) Education Subsidy – as per rules, for two children

Leave : 30 days earned leave, 10 days sick leave and 8 days of casual leave per year

Educational Qualifications :

Post-graduate Degree in any discipline preferably with a Post Graduate Diploma in Management OR Post-graduate in Public Administration or Post-graduate Degree in Management from recognized universities/institutions, with consistently good academic record.

Experience :

At least 10 years of post-qualification administrative experience in a government department or reputed Management Education Institute/University/College/commercial organization of national/ international repute, out of which at least 5 years in the level of Administrative Officer. Experience in the following areas will be of particular importance.

- Administrative experience in residential Academic / Training institution with sound knowledge of Central Government Rules relating to Academic and General Administration, Establishment & Service conditions, Financial Rules, Legal matters and Campus administration.
- Aptitude for working in academic community striving for excellence as a crucial facilitator for professional fulfillment;
- Outlook for adaptive management, innovation and application of best practices of academic and research institutions;
- Abilities for inter-departmental coordination and team leading;
- Experience in IT enabled /computerized administration facilities;
- Knowledge of and experience in law related matters will be desirable.

Other Terms & Conditions:

- (i) 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.
- (ii) 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 short-listed candidates only will be called for interview. Outstation candidates

attending the interview shall be paid AC III Tier train fare by the shortest route on production of onward and return journey tickets.

- (iii) Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.
- (iv) A one page write-up of the applicant's appreciation of the role and functions of the post of Chief Administrative Officer, her/his perception of contributing to the development of the Institute and how she/he is considered to be suited for the post, should accompany every application.

Interested candidates may send their applications, with full particulars, to :

The Director,
National Institute of Bank Management,
NIBM PO, Kondhwe Khurd
Pune 411048.

Soft copy of the Application to be sent on the email-id : app.cao@nibmindia.org

Last Date for submission of applications: June 29, 2017.