NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

Invites Applications for
Executive Officer (Systems and ERP)

NIBM is the apex Institution for Research, Training and Consultancy in Banking and Finance, located at Kondhwe Khurd, Pune. The Institute provides advanced training to officers/executives of Banks, conducts research and conducts Online Certification courses in few specialized areas for working professionals in Banks/Financial Institutions. The Institute offers a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE.

The Institute has well-equipped Computer Services Center providing excellent computing facilities. The Center hosts various HP, HP Compaq, Dell servers with different operating systems like Windows Servers, RedHat Linux, etc. to which around 240 Pentium nodes are connected to form the NIBM’s Local Area Network. The NIBM has its own Intranet hosted on Windows Server providing information available in the Library, Computer Center, etc. Various analytical software packages like Oracle9i, Ace-Equity, SPSS, MatLab, @Risk, etc. are installed on the servers. Latest configuration desktops and laptops with multi-media capabilities have been provided to all the faculty members.

NIBM invites applications from suitable candidates for the position of Executive Officer (Systems and ERP).

**Job Title**: Executive Officer (Systems and ERP)

**Age**: Preferably not more than 50 years, can be relaxed in case of exceptional, deserving candidates with relevant experience.

**Minimum Qualifications & Experience**: The candidate should be a BE (Computer or IT) or MCA or MCM with good academic record, with relevant post-qualification experience of minimum 7 years. Formal experience in ERP will be highly desirable.

**Tenure**: Appointment will be offered on a three-year renewable contract with Probation for a period of initial six months. Contract may be extended subject to satisfactory review of performance.

**Remuneration**: An all-inclusive consolidated monthly pay of up to Rs. 80,000; The Institute may consider higher salary to match expectations in case of deserving candidates commensurate to qualification and relevant experience.
Key Responsibilities (indicative and not exhaustive):

- To be primarily responsible for the development and maintaining of ERP systems in the Institute. As ERP Coordinator, he/she will be required to define user needs and translate requirements into technical specifications; evaluate progress toward desired developments;
- To plan, develop and conduct training sessions and effectively transmit knowledge and skills to others; communicate effectively both orally and in writing between ERP users and the Vendor;
- To coordinate activities of ERP implementation along with the agency engaged with CMC for ERP systems; plan and manage multiple projects simultaneously;
- To proactively initiate new developments and improvisations in the ERP systems; work independently as well as a member of a team; establish effective working relationships.
- To coordinate with the Institute’s website vendor for maintenance and up-keeping of the same.
- Preparation of tentative annual budget for Computer Services Centre by assessing future requirements in terms of hardware and software, discussion with vendors and seniors
- To educate and assist faculty and staff members to work on systems, developing and maintaining database for appropriate use in each department.
- The duties are illustrative only. It is subject to changes from time to time depending upon exigencies of the services.
- Any other responsibilities incidental to the post, as may be assigned by the Competent Authority in the Institute.

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 applicants in service in Govt/PSUs/PSBs should either apply through proper channel or should produce a ‘No Objection Certificate’ from the present employer at the time of interview, if called for the same.
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.
- 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.
- Interviews of shortlisted candidates may be conducted offline/ online. Travel expenses will be reimbursable in case of personal interviews conducted at Institute’s campus.
- The selection of the candidate will be at the sole discretion of the Institute.

Interested and eligible applicants may submit their applications with complete information through the link provided with this advertisement on the Institute’s website (https://www.nibmindia.org/careers/).

The last date for submission of applications is **October 30, 2022**. Applications submitted after the cut-off date will not be considered.

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