NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

Invites Applications for
Senior Executive Officer (Administration)

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) (PGDM-B&FS) which is recognized by the AICTE. The Institute offers Online Certification courses in few specialised areas for working professionals in Banks/Financial Institutions etc.

The Institute invites applications from interested person to fill up the position of Senior Executive Officer (Administration). The incumbent shall be responsible for administrative matters pertaining to General Administration including Board matters, Personnel, Legal, Purchase & Stores, Office, Secretarial, Computer Service Centre, Estate, Programme Offices etc.

NIBM invites applications from suitable candidates for the position of Senior Executive Officer (Administration).

Details/ eligibility conditions are given hereunder-

Job Title : Senior Executive Officer (Administration).
Age : Not more than 50 years
Minimum Qualifications & Experience: The candidate should have minimum post-graduate degree with post-qualification relevant work experience of minimum 10 years. MBA in Personnel/ HR/ Administration or LLB/ PG Diploma in Management with a good academic record throughout will be highly desirable.

Should have handled similar administrative responsibilities preferably in reputed residential Academic/ Training institution/ University/ Commercial organization of national/ international repute.

Relevant experience of working in middle management level with sound knowledge of Central Government Rules and proficiency in Computer operations, and work experience in IT enabled environment is desirable. Efficient MS Office skills (including MS Outlook, MS Word, MS Excel, MS PowerPoint) and experience in ERP, Document Management Systems or such relevant softwares are desired.

The candidate should have good hands-on experience of MS Office and relevant softwares. Preference will be given to candidates having similar work experience with PSUs, Government organizations/Banks, Educational Institute. Interested NIBM employees may also apply.
He / She should have excellent verbal and written communication skills including drafting of agenda, resolutions, minutes, reports, agreements, etc. Proficiency in local language will be preferred. Ability to work under pressure and tight timelines, excellent time management and multi-tasking skills.

**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. 1.20 lakhs; 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 assist in executing administrative activities of the Institute which includes General Administration, Establishment & Service conditions, Financial Rules, Legal matters and Campus management.
- The role will entail organizing all corporate secretarial matters of NIBM including the Board meetings, all sub-committees of the Board, the General Body and all associated compliances.
- The candidate must ensure that the Institute is in compliance with the applicable laws/ regulations and comply with principles of Corporate Governance. The candidate will ensure all compliances are handled on an ongoing basis.
- He/She shall provide assistance in Board and similar apex level matters including scheduling of meeting, preparing agenda notes, compilation and circulation of the same to members, assist in preparation and drafting board resolutions and minutes within internal timelines and handle all allied documentation.
- The candidate will assist other teams in providing required Trust/ Society information/ documents of the Institute for various purposes including statutory requirements.
- While executing the various tasks incumbent needs to liaise and coordinate with the faculty and all administrative departments to ensure functioning of the assigned activities in the Institute and also act in accordance with the set policies, guidelines and orders received from RBI, the Government of India or any others.
- 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 Government/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.
- Personal Interviews / Test of shortlisted candidates shall be conducted at Institute’s campus, Pune. Economy class air fare or road travel by AC Car will be reimbursable (details will be provided in interview call letter).
- The selection of the candidate will be at the sole discretion of the Institute.

Interested and eligible applicants may submit their applications (Online only) 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.

......