



INDIAN INSTITUTE OF BANKING & FINANCE

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

Indian Institute of Banking & Finance (IIBF) is a not for profit (section 8 company) professional body of banks and financial institutions in India. The mission of the Institute is to develop professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examination, consultancy / counselling and continuing professional development programs. The Institute was established in the year 1928. It is managed by a Governing Council comprising MD & CEOs of Banks in the Public & Private Sector and eminent persons drawn from the field of Education & Training in banking and finance sectors. Besides its Corporate Office at Mumbai, the Institute has three zonal offices, known as Professional Development Centres, in Chennai, Kolkata, and New Delhi. Institute’s courses are undertaken by the practising bankers and by the candidates aspiring career in banking and financial services sector.

The Institute invites applications for the post of “**Deputy Director (Academics)**” on **permanent basis** at its Corporate Office at Mumbai as per the details given below.

| Name of the Post | No. of vacancies |
|-----------------------------|-------------------------|
| Deputy 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;
- Engage sessions in Advanced Management Programme in Banking and Finance / Other Training Programmes
- Contribute to the research initiatives of the Institute
- Contribute to other academic activities of the Institute

QUALIFICATIONS:

Essential:

Post Graduate with CAIIB

Desirable:

MBA/ CA/ICWA/CS/CFA

WORK EXPERIENCE

Essential:

Should have worked minimum 10 years in Banks / Financial Institutions and held position as Senior Manager or above Grade in Banks / Financial Institutions.

Desirable:

- 3 years Faculty experience in Banks / Financial Institutions.
- Experience in one or more covering the following functional areas
 1. Treasury
 2. Risk Management
 3. International Banking / Trade Finance
 4. Audit & Compliance

AGE LIMIT:

Below 50 years as on 01.01.2018

REMUNERATION:

Emoluments of Deputy Directors are presently in the scale of Rs. 45600-2700/11-75300. They will also be eligible for DA, HRA as per rules in force from time to time. At present total initial package including salary and other perquisites will be around Rs. 12 Lakhs per annum approximately 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 very deserving candidate Institute may consider offering advance increments or placing in higher grade (Joint Director). The initial package including salary and other perquisites of Joint Director will be around Rs. 17 Lakhs per annum approximately on cost to company basis.

SELECTION PROCEDURE

Short listed 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).

HOW TO APPLY

Soft copy of the application with full particulars such as name, address, date of birth, qualifications, experience, specialization, photo, two references etc should be sent to the e-mail id hrd@iibf.org.in on or before 24.4.2018.

The Joint Director (Per. & Admin.)
Indian Institute of Banking and Finance,
Kohinoor City, Commercial –II,
Kiorol Road, Kurla – West,
Mumbai – 400 070.