



INDIAN INSTITUTE OF BANKING & FINANCE

Recruitment of “Assistant Director (Academics/ Training)” on permanent Basis

The Institute invites applications for the post of “Assistant Director (Academics/ Training)” on permanent basis as per the details given below.

Name of the Post	No. of vacancies
Assistant Director (Academics/ Training)	2 (two)

JOB PROFILE

- Preparation/Vetting of course materials
- Preparation/Vetting of multiple-choice questions
- Co-ordinate Continuous Professional Development Programmes
- Organising seminars / lectures
- Assist in the publication work of the Institute
- Assist in promotion of IIBF’s courses
- Handling sessions in Training Programmes conducted by IIBF
- Contribute to the research initiatives of the Institute
- Contribute to other academic activities of the Institute
- Assist the Head of the Department in Academic/ Administrative matters
- The above list is only indicative and not exhaustive. The services of the Assistant Director (Academics/ Training) would be used for any evolving requirements of the Institute, depending upon the requirements of the Institute.

QUALIFICATIONS

Essential:

Post Graduate in Commerce/Economics/Banking/ Finance or CA/CMA/CS

Desirable:

- 2 years course in MBA/PGDBA/PGDBM (Banking & Finance) or equivalent qualification.
- Ph.D (Banking/ Finance related topic)
- CAIIB
- CFA

WORK EXPERIENCE

Essential:

Should have worked for minimum 05 years in Banks / Financial Institutions and held position as Assistant Manager or above grade or equivalent position in Private Sector.

or

Should have worked for minimum 05 years in College/ University and held position as Assistant Professor or above grade in banking & finance subjects.

Desirable:

- Working experience as Faculty
- Published Articles/ books

AGE LIMIT:

Not exceeding 35 years as on 01.11.2025.

SELECTION PROCEDURE

Shortlisted candidates will have to appear for Personal interview before the selection committee at the Institute's Corporate Office at Mumbai. Outstation candidates will be reimbursed with the Economy class airfare (to & fro). No other local conveyance will be reimbursed.

TERMS OF APPOINTMENT

1. Appointment of the selected candidate will also be subject to Satisfactory medical fitness, satisfactory background/ credentials verification of the selected as per Institute's specification will be a pre-requisite.
2. Selected candidate will have to execute an agreement to the effect that he/ she will serve the Institute for a minimum period of Two (2) years (active service) from the date of joining the Institute. In case he/ she leaves the service of the Institute before the expiry of the said period, a sum of Rs. 2,00,000/- (Rupees Two Lakh only) will have to be paid to the Institute by the selected candidate towards expenses incurred by the Institute for recruitment, imparting training, compensation / liquidated damages on account of loss of opportunity for the Institute from deriving anticipated benefits out of the recruitment process etc.

POSTING:

The selected candidate will be initially posted at the Corporate office, Mumbai. However, he/she is liable to be posted at any of the offices of the Institute in future. Presently, the Institute has offices at New Delhi, Kolkata, Chennai, Mumbai and Guwahati and the upcoming offices are Lucknow and Bengaluru.

CAREER DEVELOPMENT:

The Institute offers excellent scope for career development to deserving employees.

REMUNERATION:

Emoluments of Assistant Director cadre are presently in the scale (basic) of Rs. 85100-5100/14-156500. The DA, HRA, and allowances for conveyance, telephone, medical, LFC, Group Medical Insurance etc. will be as per rules in force from time to time. At present the total initial package including salary and other perquisites will be approximately Rs. 19.00 Lakhs per annum 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 non-availability of Institute's owned flat, Institute will provide the reimbursement of leased accommodation rent as per the rules in force from time to time.

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

Institute reserves the right to cancel the process at any point of time without assigning any reason.

HOW TO APPLY

The candidates should submit their application online through the link given below on or before 13.12.2025. No other mode of application will be accepted.

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

[APPLY NOW](#)