INDIAN INSTITUTE OF BANKING & FINANCE

Recruitment of "Junior Executive"

The Institute (IIBF) invites applications for the post of Junior Executive as per the details given below:

Name of the Post	No. of vacancies
Junior Executive	10*

The number of positions will vary depending upon the requirement

Job Profile:
- To act as front line officials in corporate and other offices of the Institute.
- Respond to members'/ candidates' enquiries.
- To attend general administration tasks of various departments of the Institute.
- Support Training / academic activities of the Institute.
- Information management and processing.

Educational Qualifications:

Essential:

Graduate with minimum 60% marks in Commerce/ Economics/ Business Management / Information Technology/ Computer Science/ Computer Applications.

Note: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semesters / years by aggregate maximum marks in all the subjects irrespective of optional/additional optional subject, if any. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

Desirable:

- Diploma in Banking & Finance of IIBF.
- M.Com / MA (Economics) / MBA / CA / CMA / CS / CFA.

Age Limit:

Not exceeding 28 years as of 01.11.2025

Selection Procedure

The candidates will be selected through a selection process consisting of Online Examination which will be held on **Sunday, 28th December 2025** at Chennai, Kolkata, Delhi/NCR, Mumbai/Navi Mumbai/Thane MMR, Lucknow, Guwahati, Hyderabad,

Bengaluru and Ahmedabad/Gandhinagar followed by Personal Interview. **Only shortlisted candidates will be called for online examination as well as Personal interview**.

The structure of the Examination which will be conducted online is as follows:

SI.	Name of Test	No. of Questions	Max. Marks	Medium	Duration
1	Reasoning	50	50	English	40 minutes
2	English Language	40	40	English	30 minutes
3	Quantitative Aptitude	50	50	English	40 minutes
4	General Awareness (with special reference to banking)	40	40	English	20 minutes
5	Computer Knowledge	20	20	English	10 minutes
	Total	200	200		140 minutes

- Penalty for wrong answers: $1/4^{th}$ mark will be deducted for each wrong answer.
- Number of answer choices per question: 5 options

Application Fees:

The application fees for the above post per candidate is **Rs. 700/-** (Rupees Seven Hundred Only) **(+ GST as applicable)**.

Posting:

The selected candidate will be initially posted in 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.

Terms of Appointment

1. Appointment of the selected candidate will be subject to satisfactory medical fitness, satisfactory verification of background/ credentials as per the Institute's specifications.

2. The 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. 1,00,000/- (Rupees One 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.

Remuneration:

Emoluments of Junior Executive are presently in the scale of Rs. 40400-4500/20-130400. They will also be eligible for DA, HRA and allowances for conveyance, telephone, medical, LFC and Group Medical Insurance etc. as per rules in force from time to time. At present total initial package including salary and other perquisites will be approximately Rs. 8.7 Lakhs (Rs. Eight Lakh Seventy Thousand only) per annum on cost to company basis.

The institute will also provide reimbursement of leased accommodation rent (in lieu of HRA) as per the rules in force from time to time. At present, the limit for leased accommodation rent for Junior Executive cadre is up to Rs. 20,000/- per month at Mumbai & Delhi and up to Rs. 18,000/- per month at other places. If the selected candidate has a house/ flat in his/ her name or in the name of his/her spouse in the city of posting or makes his/her own arrangement of stay, he/she will not be eligible for reimbursement of leased accommodation rent.

HOW TO APPLY:

DETAILED GUIDELINES/PROCEDURES FOR

A. **APPLICATION REGISTRATION**
B. **PAYMENT OF FEES**
C. **DOCUMENT SCAN AND UPLOAD**
D. **OTHER GUIDELINES**

Candidates can apply online only from November 29, 2025, to December 13, 2025, and **no other mode of application will be accepted.**

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) scan their :
- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on a white paper with black or blue ink)
- a handwritten declaration (on a white paper with black ink) (text given below) ensuring that all these scanned documents adhere to the required specifications as given at Point **C** of the guidelines.

- Candidates shall ensure that these documents adhere to the required specifications as given in point C of this document.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate does not have a left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the handwritten declaration is as follows –

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above-mentioned handwritten declaration must be in the candidate's handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. IIBF may send intimation to download call letters for the Examination, etc., through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online, and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE)

PAYMENT OF FEE ONLINE: FROM **November 29, 2025, to December 13, 2025**
Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. **Application Registration**

i) Candidates are first required to visit the official website of IIBF www.iibf.org.in and click on the **Careers** tab on the homepage, which shall navigate them to the Recruitment notification and then click on the option "**APPLY ONLINE**" which will redirect the candidate to the official IBPS website, www.ibps.in or the candidates may visit the official IBPS website and click on the appropriate link to make the application.

ii) To register an application, the candidates shall then have to click on "**Click here for New Registration**" and enter their basic details in the application form. On completion of filing of the basic details, a Provisional Registration Number and Password will be generated by the system and displayed on the screen. The candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

iii) In case the candidate is unable to complete the application form in one go, he/she can save the data already entered by choosing the "SAVE AND NEXT"

tab. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves through the preview tab before 'COMPLETE REGISTRATION', as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.

v) Before selecting the "COMPLETE REGISTRATION", the Name of the candidate or his /her father/ Husband, etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

vi) Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

vii) Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.

viii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

ix) Click on the 'Payment' Tab and proceed for payment.

x) Once the details have been filled in completely and verified, the candidate should click on the 'Submit' tab

B. PAYMENT OF FEES

ONLINE MODE

i) The application form is integrated with the payment gateway, and the payment process can be completed by following the instructions.

ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets, UPI.

iii) After submitting your payment information in the online application form. The candidates are advised to wait for an intimation from the server in the payment gateway interface, not to press the BACK or REFRESH buttons, to avoid double payment of fees.

iv) On successful completion of the transaction, an e-Receipt will be generated.

v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and pay the application fees.

vi) Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.

vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

viii) To ensure the security of your data, please close the browser window once your transaction is completed.

ix) **There is a facility to print the application form containing fee details after payment of fees.**

x) **No other mode of payment of fee will be accepted.**

xi) An online application which is incomplete in any respect, such as without a photograph and signature uploaded in the online application form/ unsuccessful fee payment, will not be considered as valid.

C. Guidelines for Scanning and Upload of Documents

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the handwritten declaration as per the specifications given below:

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50 KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner, such as the DPI resolution, no. of colours, etc., during the process of scanning.

Photograph Capture:

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or a mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated, allowing them to click their picture, which will get auto-uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing them to click a photograph on their mobile phone or any other device with the same features. On selecting the Capture Photo, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture:

Dos:

- Ensure the photo is captured against a light coloured, preferably white background, and there is adequate light.
- Look straight at the webcam/ camera.
- The photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10KB – 20KB for signature and 20KB – 50KB for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20 KB

- The applicant has to put their left thumb impression on a white paper with black or blue ink.
  - File type: jpg/jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality), i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature left thumb impression, and the handwritten declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

- Signature / Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

o Set the scanner resolution to a minimum of 200 dpi (dots per inch)
o Set Colour to True Colour
o File Size as specified above
o Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / handwritten declaration, then use the upload editor to crop the image to the final size (as specified above).
o The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
o Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using the 'Save As' option in the File menu. Size can be adjusted by using the crop and then the resize option.

Procedure for Uploading the Documents:

o While filling in the Online Application Form, the candidate will be provided with separate links for uploading the Photograph, signature, left thumb impression and handwritten declaration

o Click on the respective link "Upload Photograph / signature / Upload left thumb impression / handwritten declaration"

o Browse and select the location where the Scanned Photograph/signature / left thumb impression / handwritten declaration file has been saved.

o Select the file by clicking on it

o Click the 'Open/Upload'

o If the file size and format are not as prescribed, an error message will be displayed.

o A preview of the uploaded image will help to see the quality of the image. In case of unclear/smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and handwritten declaration as specified.

Note:

- o In case the face in the photograph or signature or left thumb impression or the handwritten declaration is unclear/smudged, the candidate's application may be rejected.
- o After uploading the Photograph/signature / left thumb impression / handwritten declaration in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the handwritten declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- o Candidate should also ensure that the photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- o Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- o If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- o Candidates should ensure that the signature uploaded is clearly visible
- o After registering online candidates are advised to take a printout of their system generated online application forms.

D. Other Guidelines

i) Applicants are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection /inability/failure to log on to the IIBF's website on account of heavy load on the internet/website jam. IIBF takes no responsibility for applicants not being able to submit their applications online within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IIBF.

ii) Any information submitted by an applicant in his/her application shall be binding on the applicant personally, and he/she shall be liable for prosecution / civil consequences in case the information/details furnished by him/her are found to be false at a later stage.

iii)IIBF shall not be responsible for any application made/wrong information provided by an unauthorised person/institution. Applicants are advised not to share/mention their application details with/to anyone.

E. DOWNLOAD OF CALL LETTER

Candidates will have to visit IIBF website www.iibf.org.in for downloading call letters for the online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download.

The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

F. CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 140 minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

G. IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and the requisite documents submitted. If the identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid ID proof.

Note: Candidates have to produce in original the photo identity proof and submit a photocopy of the photo identity proof along with the Examination call letter as well as the Interview Call Letter while attending the examination/ interview, respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed their first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and the Photo Identity Proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce the original Gazette notification / their original marriage certificate/affidavit in original.

H. CENTRE CLAUSES:

1. The examination will be conducted online in the venues given in the respective call letters.
2. No request for change of centre/venue/date/session for the Examination will be entertained.
3. IIBF, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. IIBF reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses, and IIBF will not be responsible for any injury or losses, etc. of any nature.
6. The Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates do not opt for a particular centre for the "Online" examination, IIBF reserves the right to allot any other adjunct centre to those candidates or if the number of candidates is more than the capacity available at the examination centre, IIBF reserves the right to allot any other centre to the candidate.

I. <u>OTHER CLAUSES</u>

1. The possibility of the occurrence of circumstances in the administration of the examination cannot be ruled out completely, which may impact/harm the conduct of the examination. In that event(s), every effort will be made to rectify such issues, which may include movement of candidates, delay in examination. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

2. Decision of IIBF in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IIBF in this behalf.

3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

4. IIBF would be analysing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IIBF in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IIBF reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any IIBF's recruitment process in the future.

If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6.   Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

(i)   Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii)   The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the

distribution of scores of all the forms.

(iii)   Test wise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

   i.   on scores in individual tests
  ii.   on Total Score

7. As per policy, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.

Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearances in the online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

IIBF reserves the right to shortlist the candidates for online exam and personal interview, and its decision will be final and binding in the matter.

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

Joint Director (HR & Admin)
Indian Institute of Banking and Finance,
Kohinoor City, Commercial –II, Tower-1
Kirol Road, Kurla – West,
Mumbai – 400 070.
Email: hrd@iibf.org.in I Tel. No.: 022 6850 7074
APPLY NOW