

INDIAN INSTITUTE OF BANKING & FINANCE

Recruitment of “Corporate Development Officer” on Contract basis

The Institute invites applications for the post of **Corporate Development Officer (CDO) on contract basis** at its Corporate Office in Mumbai as per the details given below:

JOB PROFILE

1. Planning and Implementation of developmental strategies to meet Institute’s objectives.
2. Pro-actively generate ideas to create awareness about Institute’s products/ services.
3. Conducting research and analysis on Banking/Finance industry on regular basis and suggesting strategic options based on the insights synthesized from the data analyzed.
4. Effective management of the developmental activities, advertising and promotional activities of the Institute.
5. Arranging promotional activities through social media/digital platform.
6. Conduct of members’/bankers’ meet, presentations, seminars etc. at pan India level to determine the requirements of stakeholders for development of new courses / services.
7. Making new tie ups with Universities / Colleges for promoting Institute’s courses.
8. To establish and maintain the Institute’s presence in the target markets.
9. Any other work assigned from time-to-time from senior authorities.

EDUCATIONAL QUALIFICATIONS:

Essential:

Post-Graduate with CAIIB.

Desirable:

MBA

WORK EXPERIENCE:

Essential

- Should have worked 10 years and held the position of AGM & above (Scale V & above) in Public Sector Banks/Financial Institution or equivalent position in Private Sector Bank.

Desirable

- Experience in Developmental activities.
- Computer savvy to work in a virtual environment.
- Aptitude for going out & build relationships with Institutions.

AGE LIMIT:

The age of the applicant should not be less than 55 years and should not exceed 62 years as on 01.02.2025.

REMUNERATION:

- a. The monthly remuneration of Rs. 1,00,000/- per month (All inclusive. TDS as applicable) with annual increment of Rs. 6000/- (The remuneration is due for revision).
- b. In addition to the above, an amount upto a maximum limit of Rs. 40,000/- (Rupees Forty Thousand Only) per month for stay arrangement in a leased accommodation at Mumbai (subject to submission of necessary documents) and conveyance charges up to a maximum limit of Rs. 20,000/- (Rupees Twenty Thousand Only) per month will be paid. If the option of reimbursement of leased accommodation facility is not availed the selected candidate makes his/ her own arrangement of stay or if he/she has a house/ flat in his/ her name or in the name of his/her spouse in Mumbai, he/she will be paid 15% of the monthly remuneration i.e. 15% of Rs. 1,00,000/- towards stay arrangement.
- c. 15 days leave in a year (Not encashable).

CONTRACT PERIOD:

The term of contract will be for 3 (three) years. It is extendable for a further period of one year each time up to maximum of 2 (two) years or up to the age of 65 years, whichever is earlier.

PLACE OF POSTING:

- Corporate Office, Mumbai.

SELECTION PROCEDURE:

Shortlisted 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). Satisfactory medical fitness as per Institute's specification will be a pre-requisite.

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

The 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 28.02.2025. **No other mode of application will be accepted.**

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

[APPLY NOW](#)