



INDIAN INSTITUTE OF BANKING & FINANCE

Recruitment of “In-charge- Development Centre” On Contract basis at Guwahati

The Institute invites application for the post of “**In-charge- Development Centre**” **On Contract basis** from serving / retired Banking and Finance professionals as per the details given below.

Name of the Post	No. of vacancies
In-charge- Development Centre at Guwahati on Contract basis	1

JOB PROFILE:

The In-charge of Development centre are expected to undertake the following activities:

- Handling sessions in Training Programmes.
- Creating content for training programs.
- Organising Seminars/ Conferences.
- Liasoning with academic/ training set-up of Bank/ Financial Institution.
- Preparation/Vetting of courseware.
- Preparation/Vetting of Multiple Choice Questions.
- Assist in the publication work of the Institute.
- Contribute to other academic activities of the Institute.
- Creating awareness for Institute’s courses/ services among the banks/ professional bankers.

AREA OF SPECIALISATION

The In-charge of Development centre should have specialisation in any one or more of the following areas:

- Treasury Management
- Risk Management
- International Banking
- Capital Markets/Mutual Fund and Insurance
- Audit and Compliance
- Credit Management
- Project / Infrastructure finance
- Compliance

EDUCATIONAL QUALIFICATION:

Essential

- Post Graduate/ CA/CMA /CFA and CAIIB

Desirable

- MBA (Banking & Finance) or equivalent qualification.
- Ph.D (Banking / Finance related topic)

EXPERIENCE

Essential

- Should have held the position of AGM & above (scale V & above) in a Public Sector Bank/Financial Institution or equivalent position in a Private Sector Bank.

Desirable

- Published articles/books.
- Computer Savvy to work in a virtual environment.
- Preference for experience as faculty.

AGE:

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. 6,000/-(The remuneration is due for revision).
- b. In addition to the above, an amount upto a maximum limit of Rs. 30,000/- (Rupees Thirty Thousand Only) per month for stay arrangement in a leased accommodation at Guwahati (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 Guwahati, 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 en-cashable)

CONTRACT PERIOD:

- a. The term of contract will be for 3 (three) two years. It is extendable for a further period of one year each time up to a maximum of 2 (two) years or up to the age of 65 years, whichever is earlier, depending upon the requirement and performance.
- b. The contract may be terminated with a notice period of one month from either side.

PLACE OF POSTING:

- Development Centre, Guwahati.

SELECTION PROCEDURE

Short listed candidate 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).

Institute reserves the right to shortlist the candidate 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 candidate should submit his/her 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,
Kiro Road, Kurla – West,
Mumbai – 400 070.

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