



INDIAN INSTITUTE OF BANKING & FINANCE

Recruitment of “Head of Professional Development Centre” on Contract Basis at Chennai/ Kolkata/ New Delhi

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 of 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 “**Head –PDC**” (Professional Development Centre)” on contract basis (full time) at **Chennai / Kolkata / New Delhi** from serving / retired Banking and Finance professionals as per the details given below.

JOB PROFILE:

The Head - PDC is expected to undertake the following activities:

- Promote established courses of the Institute with banks and evolve training procedures
- Plan, organize and direct a wide range of training activities and development of programs for the banking & finance professionals □ Conduct seminars, workshops and contact classes
- Liaison with Banks / Staff Training Colleges of banks for the purpose of enrolment of new members as well as to create awareness for Institute’s various examinations
- Overall administration of Institute’s Professional Development Centre.

EDUCATIONAL QUALIFICATION:

Essential

- Post Graduate/ CA/ ICWA/ CFA and CAIIB

Desirable

- MBA (Finance) or equivalent qualification.

EXPERIENCE

Essential

- Should have held the position of Senior Management Grade and above in Banks / Financial Institutions.
- Computer Savvy to work independently.

Desirable

- Experience as Faculty in Bank/ Financial Institution ▪ Published articles/ books.

AGE:

- Below 62 years as on 31.01.2019

REMUNERATION:

Rs. 85,000/- per month (All-inclusive TDS as applicable) with annual increment of Rs. 5,000/-. 15 days leave in a year. (Not encashable nor can be carried forward)

CONTRACT PERIOD:

The term of contract will be for two years. It is extendable for a further period of one year each time, up to the age of 65 years.

SELECTION PROCEDURE

Short listed candidates will have to appear for personal interview before the selection committee at the respective Professional Development Centre for which they submitted application. 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 **as per the format** given below through e-mail at hrd@iibf.org.in on or before **20.3.2019**.

Mumbai / 27.02.2019

Director (Operations),
Indian Institute of Banking and Finance,
Kohinoor City, Commercial –II, 2nd Floor, Tower-1,
Kiroi Road, Kurla – West, Mumbai – 400 070.

[Applicant Personal Data Form for recruitment of Head PDC on Contract Basis-270219](#)