



INDIAN INSTITUTE OF BANKING & FINANCE

CORPORATE OFFICE

Kohinoor City, Commercial – II, Tower-I, 2nd Floor Kirod Road, Off-L.B.S Marg

Kurla – (West), **MUMBAI - 400 070**

Phone : 91 - 022 - 25039746 / 9604 / 9907

Indian Institute of Banking & Finance an apex level educational institution engaged in developing professionally qualified and competent bankers and financial service practitioners **INVITES APPLICATION FOR THE POST OF DIRECTOR – TRAINING (1 POST)** on regular/contract basis and **FACULTY MEMBERS (4 POSTS)** on contract basis

Director – Training – on regular basis

- Job Profile:
1. Identify and assess training needs of the members of the Institute;
 2. Plan, organize, and direct a wide range of training activities and development programs for the banking & finance professionals;
 3. Evaluate Trainers performance and the effectiveness of training programmes and providing recommendations for improvement;
 4. Develop and organize training manuals, multimedia visual aids, and other educational materials;
 5. Coordinate established courses with banks and designate training procedures.
 6. Market the training programs effectively.

Maximum Age: Between 50 and 55 years of age as of 1st August 2011. Could be relaxed in case of deserving candidates for regular appointment;

Qualification: Ph.D in Banking & Finance with a very good academic record and experience in Banking/Bank Training Institutes.

Experience: Minimum 10 years teaching/research experience of which at least 4 years should be at the level of Associate Professor in leading Business School or Head of HR or Principal of Staff Training College of Banks / Financial Institutions. Should be proficient in Computer applications.

Salary: Basic Pay Range 30200 – 10000/6 – 36200
Dearness Allowance - % of basic pay (presently 73.62%)
HRA - % of basic pay (presently 25%)

Perquisites:

LFC:	Rs. 85,000 per annum
Medical	Rs. 40,000 per annum
Entertainment Allowance	Rs. 25,000 per annum
Telephone	Rs. 20,000 per annum
Car:	Car without driver

Provident Fund 12% of basic Pay+DA

With equal contribution
By the Institute

Will be governed by the IIBF Officers Service Rules.

Director – Training - On contract Basis:

- Job Profile:**
1. Identify and assess training needs of the members of the Institute;
 2. Plan, organize, and direct a wide range of training activities and development programs for the banking & finance professionals;
 3. Evaluate Trainers performance and the effectiveness of training programmes and providing recommendations for improvement;
 4. Develop and organize training manuals, multimedia visual aids, and other educational materials;
 5. Coordinate established courses with banks and designate training procedures.
 6. Market the training programs effectively.
- Maximum Age:** Retired Banking Professionals not more than 62 years of age, who have held a position of not less than a GM(HR) or HR Training of a bank could be considered for a minimum period of two years on contract basis
- Qualification:** Ph.D in Banking & Finance with a very good academic record and experience in Banking/Bank Training Institutes.
- Experience:** Minimum 10 years teaching/research experience of which at least 4 years should be at the level of Associate Professor in leading Business School or Head of HR or Principal of Staff Training College of Banks / Financial Institutions. Should be proficient in Computer applications;
- Remuneration:** Range between 90,000 to 1,00,000 (all inclusive. TDS as applicable) depending on the qualification and experience
- Leave:** 15 days leave in a year (not encashable)

Faculty Member (on contract basis)

- Job Profile:** Design, Development and Delivery of high quality study materials and question bank for different examinations of the Institute. Planning and organizing various Continuing Development Programmes, Preparation/Vetting of course ware; Organise Seminar; Assist in the publication efforts of the Institute; Assist in marketing of courses; contribute to the academic activities of the Institute;
- Age:** Between 55 and 65 years of age as of 1st August 2011
- Qualification:** Essential Post Graduate Degree in Economics/Commerce/Banking/Management preferably with additional qualification of CAIIB. Desirable: Ph D
- Experience:** About 5-7 years in academic field as a Faculty Member and work experience in the Middle Management Grade in banking/financial

sector. Should be proficient in Computer applications and be able to work independently.

Salary: Range between 70,000 to 85,000 (all inclusive. TDS as applicable) depending on the qualification and experience

Leave: 15 days in a year (not encashable)

HOW TO APPLY:

Application with full particulars such as name, address, date of birth, qualifications, experience etc. accompanied by attested Xerox copies of all certificates, mark sheets, testimonials, wherever required through their employer, should reach at the following address latest by 25th August 2011 super scribing on the envelop “ Application for the post of (name of the post)”.

***The Director of Administration
Indian Institute of Banking & Finance
Kohinoor City, commercial II,
Tower I, Kiroli Road, Off L B S Road,
Kurla (W), Mumbai 400 070***