INDIAN INSTITUTE OF BANKING & FINANCE

Recruitment of "Head - Professional Development Centre – Kolkata" on Contract Basis (full time)

The Institute invites applications for the post of **"Head –PDC"** (Professional Development Centre- Kolkata)" on contract basis (full time) at **Kolkata** 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 (List is indicative only, not exhaustive):

- Promote established courses of the Institute with banks and evolve training procedures
- Creating content, 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
- 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
- Handling sessions in Training Programmes
- 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, Kolkata
- Attending to member's queries
- Any work entrusted from time to time, by the Department Head including academic, administrative works & other related works of the Institute.
- The above list is only indicative and not exhaustive. The services of the Head PDC would be used for any evolving requirements of the Institute, depending upon the requirements of the Institute.

AREA OF SPECIALISATION

The Head-PDC should have specialisation in any one or more of the following areas:

- IT & Digital Banking
- Treasury Management.
- Risk Management
- Forex & International Banking.
- Capital Markets/Mutual Fund and Insurance.
- Audit and Accounts.
- Credit Management.
- Project / Infrastructure finance.
- Compliance.

EDUCATIONAL QUALIFICATION:

Essential

- Postgraduate/CA/ CMA/ CFA and CAIIB

Desirable

- 2 years course in MBA/PGDBA/PGDBM (Banking & Finance) or equivalent qualification.
- Ph.D (Banking/ Finance related topic)

EXPERIENCE

Essential

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

Desirable

- Preference for experience as Faculty in Bank/ Financial Institution
- Published articles/books.
- Computer Savvy to work in a virtual environment.

AGE:

The age of the applicant should not be less than 55 years and should not exceed 62 years as on 01.11.2026.

REMUNERATION:

a. The monthly remuneration of Rs. 1,50 ,000/- per month, with an annual increment of Rs. 10,000/-, subject to deduction of applicable taxes at source.

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 Kolkata (subject to submission of necessary documents) and conveyance charges up to a maximum limit of Rs. 30,000/- (Rupees Thirty thousand only) per month will be paid. If the option of reimbursement of leased accommodation facility is not availed and 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 Kolkata Metropolitan area, he/she will be paid 15% of the monthly remuneration i.e. 15% of Rs. 1,50,000/- towards stay arrangement.

   The eligible remuneration as stated in clause (a) & (b) will be paid as a consolidated amount on monthly basis.

LEAVE

15 days leave in a year, which shall not be encashable. The Institute's extant leave rules for officers on a full-time contract basis shall apply.

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 a maximum of 2 (two) years or up to the age of 65 years, whichever is earlier, depending upon the Institute's requirement and satisfactory performance.
- The contract may be terminated with a notice period of one month from either side.

PLACE OF POSTING:

- IIBF Professional Development Centre, Kolkata, West Bengal.

SELECTION PROCEDURE

Shortlisted candidates will have to appear for personal interview before the selection committee at the Institute's Corporate office, Mumbai. Outstation candidates will be reimbursed with the Economy class airfare (to & fro). No other local conveyance will be reimbursed.

Institute reserves the right to shortlist the candidates 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 02.12.2026. No other mode of application will be accepted.

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

APPLY NOW