



INDIAN INSTITUTE OF BANKING & FINANCE

Recruitment of “Director (Academics)” on Contract Basis

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 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 “**Director (Academics)**” on **contract basis** at its Corporate Office at Mumbai as per the details given below.

Name of the Post	No. of vacancies
Director (Academics)	1

JOB PROFILE

- Overall in charge of Academic Department looking after design and development of course, preparation and revision of syllabus, preparation of courseware, periodical update of course material, publication of subject updates, etc.
- In charge of the work relating to preparation and review of question papers, including ensuring the correctness and appropriateness of the questions and question banks for examinations conducted by the Institute.
- Oversee academic aspects of the publication work in respect of IIBF vision, Bank Quest, Books, Research Reports etc.
- Oversee research functions of the Institute.
- Oversee the organisation of Continuous Professional Development function of the Institute including arranging talks, memorial lectures and on location seminars.
- Oversee the collaboration arrangements with national and international bodies.

QUALIFICATIONS:

Essential:

Post Graduate with CAIIB

Desirable:

MBA or equivalent / Ph.D in Banking and Finance related area

WORK EXPERIENCE

Essential:

Should have worked as AGM and above cadre in Banks / Financial Institutions for at least 3 years with proven contributions in academic activities covering variety of subjects in Banking and Finance.

Or

Should have worked as Head of Department or above cadre in a University / reputed academic institution for at least 3 years with proven contributions in academic activities covering variety of subjects in the areas of Banking and Finance.

Desirable:

Worked in faculty position/ core academic position for at least 2 years in Banks / Financial Institutions/ Academic Institutions.

AGE LIMIT:

Not less than 55 years and not more than 61 years as on 31.12.2018.

CONTRACT TERMS:

- Three years. The contract may be extended for a further period of one year each time, up to the age of 65 years on satisfactory performances.
- The contract may be terminated with a notice period of three months from either side.

REMUNERATION:

Rs. 1,30,000/- per month with an increase of Rs. 8,000/- per annum. (All inclusive, TDS as applicable). 15 days leave in a year. (Not encashable nor can be carried forward).

SELECTION PROCEDURE

Short listed 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).

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 to the e-mail id hrd@iibf.org.in on or before 31.12.2018.

Director (Operations)
Indian Institute of Banking and Finance,
Kohinoor City, Commercial –II,
Kiroli Road, Kurla – West,
Mumbai – 400 070.