



## INDIAN INSTITUTE OF BANKING & FINANCE

### Recruitment of “Junior Executive”

The Institute invites applications for the post of Junior Executive as per the details given below:

Name of the Post	No. of vacancies
Junior Executive	10

#### **Job Profile:**

- To act as front line officials in corporate and other offices of the Institute.
- Respond to members’/ candidates’ enquiries.
- To attend general administration tasks of various departments of the Institute.
- Support Training / academic activities of the Institute.
- Information management and processing.

#### **Educational Qualifications:**

##### **Essential:**

Graduate with minimum 60% marks in Commerce/ Economics/ Business Management / Information Technology/ Computer Science/ Computer Applications.

**Note:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semesters / years by aggregate maximum marks in all the subjects irrespective of optional/additional optional subject, if any. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

##### **Desirable:**

- Diploma in Banking & Finance of IIBF.
- M.Com / MA (Economics) / MBA / CA / CMA / CS / CFA.

#### **Age Limit:**

Not exceeding 28 years as of 01.11.2022

#### **Selection Procedure**

The candidates will be selected through a selection process consisting of Online Examination which will be held on Saturday, **17<sup>th</sup> December, 2022** at Chennai, Kolkata, Mumbai and New Delhi followed by Personal Interview. **Only shortlisted candidates will be called for online examination as well as Personal interview.**

The structure of the Examination which will be conducted online is as follows:

SI.	Name of Test	No. of Questions	Max. Marks	Medium	Duration
1	Reasoning	50	50	English	40 minutes
2	English Language	40	40	English	30 minutes
3	Quantitative Aptitude	50	50	English	40 minutes
4	General Awareness (with special reference to banking)	40	40	English	20 minutes
5	Computer Knowledge	20	20	English	10 minutes
	Total	200	200		140 minutes

- Penalty for wrong answers: 1/4<sup>th</sup> mark will be deducted for each wrong answer.
- Number of answer choices per question: 5 options

### **Application Fees:**

The application fees for the above post per candidate is **Rs. 700/- (+ GST as applicable)** (Rupees Seven Hundred Only) (+ GST as applicable).

### **Posting:**

The selected candidates will be posted in any of the offices of the Institute. At present the Institute has offices at Chennai, Kolkata, Mumbai and New Delhi.

### **Terms of Appointment**

1. Appointment of the selected candidate will be subject to Satisfactory medical fitness, satisfactory background/ credentials verification as per Institute's specification.
2. Selected candidate will have to execute an agreement to the effect that he/ she will serve the Institute for a minimum period of Two (2) years (active service) from the date of joining the Institute. In case he/ she leaves the service of the Institute before the expiry of the said period, a sum of Rs. 1,00,000/- (Rupees One Lakh only) will have to be paid to the Institute by the selected candidate towards expenses incurred by the Institute for recruitment, imparting training, compensation / liquidated damages on account of loss of opportunity for the Institute from deriving anticipated benefits out of the recruitment process etc.

**Remuneration:**

Emoluments of Junior Executive are presently in the scale of Rs.28300-3150/20-91300. They will also be eligible for DA, HRA as per rules in force from time to time. At present total initial package including salary and other perquisites will be approximately Rs. 8 Lakhs (Rs. Eight Lakhs only) per annum on cost to company basis.

**Institute reserves the right to shortlist the candidates for online exam and personal interview and its decision will be final in the matter.**

**How to Apply**

The candidates should submit their application online through the link given below on or before 30<sup>th</sup> November 2022. **No other mode of application will be accepted.**

The Deputy Director (HR & IR)  
Indian Institute of Banking and Finance,  
Kohinoor City, Commercial –II,  
Kirool Road, Kurla – West,  
Mumbai – 400 070.

**APPLY NOW**