



NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

Invites Online Applications for Executive Officer (Publications)

NIBM is the apex Institution for Research, Training and Consultancy in Banking and Finance, located at Kondhwe Khurd, Pune. The Institute provides advanced training to officers/executives of Banks, conducts research and conducts Online Certification courses in few specialized areas for working professionals in Banks/ Financial Institutions. The Institute offers a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE.

The Institute has two reputed quarterly journals published in print form, books and monographs, research reports and working papers, PG Prospectus and Placement Brochure, besides about 120 training programme brochures are printed every year.

NIBM invites applications from suitable candidates for the position of Executive Officer (Publications).

- Job Title** : Executive Officer (Publications)
- Age** : Preferably not more than 50 years, can be relaxed in case of exceptional, deserving candidates with relevant experience.
- Minimum Qualifications & Experience** : The candidate should be Post-graduation in English Literature/ Mass Media Communications. Fluency in English language is a must. Relevant qualifications in publishing, printing technology, social media communications with relevant post-qualification experience of minimum 10 (ten) years. Relaxations and concessions in eligibility conditions, if any, will be at the sole discretion of NIBM under exceptional cases.

Similar experience with academic institution or a publishing house with well-developed understanding of editorial, prepress (DTP) and print production processes. Expert editing skills, especially experience in editing research based papers, including mathematical equations, charts, tables and figures.

Management Skills in publishing, experience in scheduling, managing work flows, supervising publishing functions, coordinating workloads of graphic designers, interacting with editors, printing press, knowledge of paper quality, to be used, etc.

Knowledge of prepress software, experience with Microsoft Office, especially Word, Excel, PowerPoint, etc.

Exceptional written communication skills and ability to work in a multi-tasking environment. Ability to liaise effectively and professionally with editors, faculty, senior management, external printers and suppliers.

Tenure : Appointment will be offered on a three-year renewable contract with Probation for a period of initial six months. Contract may be extended subject to satisfactory review of performance.

Remuneration : An all-inclusive consolidated monthly pay of up to Rs. 80,000/-; The Institute may consider higher salary to match expectations in case of deserving candidates commensurate to qualification and relevant experience.

Key Responsibilities (indicative and not exhaustive):

- Will be responsible for managing the Publications Department jobs like Editorial, Desktop Publishing, Liaison with external print suppliers, sales and marketing of books and monographs, subscription marketing, managing photocopying and binding section.
- To coordinate editorial, prepress and production processes for all print and online publications, reprints, prepare schedules, monitor costing and budgeting, assessment of time schedule and resources needed for the publication activities of the Institute.
- Responsible for final editing and proof reading of quarterly journals, books and monographs, Consultancy and Research reports, working papers, PG Prospectus and Placement Brochures, Programme Brochures etc.
- To monitor reproduction of publications, uploading of content management on NIBM website, preparation of promotional material, monitoring graphics and photograph archives, supervision and upkeep of the institutional academic memory records, etc.
- To prepare promotional material and supervision of sales activity for both the journals to increase their subscription and circulation of the newsletters etc.
- To design the content for social media – Facebook, LinkedIn, Instagram, etc.
- The duties are illustrative only. It is subject to changes from time to time depending upon exigencies of the services.
- Any other responsibilities incidental to the post, as may be assigned by the Competent Authority in the Institute.

Other Terms & Conditions:

- The eligibility qualifications, experience and age will be reckoned as on the last date prescribed for receipt of applications. Relaxations and concessions in eligibility, if any, will be at the sole discretion of NIBM.
- The applicants in service in Govt/PSUs/PSBs should either apply through proper channel or should produce a 'No Objection Certificate' from the present employer at the time of interview, if called for the same.
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.

- The appointment will be made on the recommendation of a duly constituted Selection Committee. The applications received in response to the advertisement will be scrutinized and the shortlisted candidates only will be called for interview.
- Interviews of shortlisted candidates will be conducted offline at NIBM Campus, Pune. No requests for change in mode of interviews shall be entertained under any circumstances.
- The travelling allowance equivalent to the fare of II-Tier AC shall be reimbursable to outstation candidates for attending the interviews at Institute's campus.
- The selection of the candidate will be at the sole discretion of the Institute.

Interested and eligible applicants may submit their applications online with complete information through the following link:

<https://www.nibmindia.org/careers/>

Applications submitted through the above link will only be considered for further processing.

The last date for submission of applications is **July 31, 2024**. Applications submitted after the cut-off date will not be considered.

.....