



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Online Applications for Office Assistants

NIBM is the apex Institution for research, training and consultancy in banking and finance located at Kondhwe Khurd, Pune. The Institute provides advanced training in Banking and Finance to Officers/Executives of Banks and conducts Research in Banking and Finance. NIBM also conducts a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE.

NIBM invites applications from suitable candidates for the position of Office Assistants.

- Job Title** : Office Assistants
- Age** : Preferably not more than 35 years – can be relaxed in case of exceptional, deserving candidates with relevant experience.
- Tenure** : Appointments will be offered on contract basis for two years, inclusive of probation of initial six months. The contract is extendable subject to satisfactory review of performance.
- Remuneration** : An all-inclusive consolidated monthly pay of Rs. 25,000/-. Higher pay may be considered for exceptionally qualified and experienced candidate.

Candidates with secretarial experience in handling matters pertaining to similar institutions will be preferred for relaxations in age, experience and salary.

Educational Qualifications and Experience:

The candidate should be a minimum Graduate in any discipline, Diploma/Certificate course in MS Office/Tally/any ERP System would be preferred. Good Knowledge and skill in Windows Operating System & MS Office with good typing speed of 40/50 WPM.

The candidate should have minimum three years' experience in Administrative work. Previous experience in working on ERP environment would be an added advantage. Very good written and communication skills are expected. Knowledge of stenography and Government Commercial Certificate in typing can be of additional advantage.

Key Responsibilities (indicative and not exhaustive):

Providing support to academicians/ HoDs for preparation of handouts, lecture notes, power point presentations and other academic write-ups and/or providing support to departments while assisting day to day work and also working on ERP system.

The incumbent shall be responsible for providing administrative/secretarial/ typing assistance pertaining to the activities in various academic verticals or departments in Administration including Personnel, Purchase & Stores, Director's Office, Computer Service Centre, Estate, Programme Office, etc.

The list of duties is illustrative and not exclusive. It is subject to change 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 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.
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to 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 shortlisted candidates will have to attend the interviews at their own expenses and travelling allowance will not be reimbursable 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.

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