



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Online Applications for Accounts Assistant

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.

The Institute invites online applications from interested person to fill up the position of Accounts Assistant. The incumbent shall assist the Deputy Manager - Accounts of the Institute and shall supervise and coordinate the Accounts department work like accounting, auditing, budgeting, finance and allied activities. The incumbent shall report to the Deputy Manager - Accounts and will be responsible to monitor all such Accounts related matters.

NIBM invites applications for the position of Accounts Assistant:

- Job Title** : Accounts Assistant
- Age** : Preferably not more than 30 years, can be relaxed in case of exceptional, deserving candidates with commensurate exposure.
- Minimum Qualifications & Experience** : B. Com. with a minimum of 3 years of post-qualification relevant work experience, preferably handling similar responsibilities in reputed Educational institutions/ University/ Commercial organization of national/ international repute. The candidate must have good academic credentials.
- Tenure** : Appointments will be offered on Five-year renewable contract with Probation for a period of initial two years. Contract may be extended subject to satisfactory review of performance.
- Remuneration** : Level 3 (21700 – 69100) of Pay Matrix as per 7th CPC. Pay & Allowances are admissible as per NIBM Rules. Relevant experience in similar level is desirable.

Total Gross Monthly Pay including HRA is approx. Rs 43,809/- and applicable benefits as per Institute's rules in force from time to time.

- Details of other Salary benefits, perquisites and Leave** : a) National Pension Scheme - 10% of Basic and equal contribution by the Institute;
b) Gratuity;
c) Leave Travel Concession – with effect from date of joining, after confirmation on completion of probation;
d) Domiciliary Medical Treatment; Medical Hospitalization Reimbursement - for self and dependents in empaneled hospitals;
e) Housing Loan Interest Subsidy Scheme; Education Allowance – for max. two children;
f) Leave – 30 days Earned leave, 10 days Sick leave and 8 days Casual leave per year.

Key Responsibilities: (indicative and not exhaustive)

- To assist the Chief Manager (Accounts)/ Deputy Manager (Accounts) in NIBM Accounts and NIBM EPF Accounts and related compliance;
- To assist in filing of NIBM Budget and final accounts;
- To provide assistance in matters of vendor payments, salary and employee benefits like LTC advances / settlement of bills, etc
- Handling of matters with various bank accounts and solving queries with bank;
- To assist in Internal Audit, Tax Audits and Statutory Audit;
- To assist in Institutional tax matters such as Income Tax, GST etc.
- Allied activities as and when required and for any assignments as may be given from time to time, as per their instructions.
- Proficiency in Computer operations, working in IT enabled environment, knowledge of Tally, ERP or SAP and experience in handling tax issues is desired.

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 online applications received by the Institute in response to the advertisement will be scrutinized and only shortlisted candidates will be considered for interview. The appointment will be made on the recommendation of a duly constituted Selection Committee.
- 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 online applications is **July 31, 2024**. Applications submitted through any other mode and after the cut-off date will not be considered.