



**INDIAN INSTITUTE OF BANK MANAGEMENT**  
**invites Applications for**  
**Chief Administrative Officer**

Indian Institute of Bank Management (IIBM) is an apex institution for training, research and consultancy in banking and finance and located at Jawahar Nagar, Khanapara, Guwahati-781022, Assam.

The institute invites applications from interested candidates for the post of Chief Administrative Officer. The incumbent shall assist the Director in the administrative responsibilities and shall be in charge of the general administration of the institute. The incumbent shall also liaise with outside agencies/departments for any administrative works.

**Job Title:** Chief Administrative Officer

**Age:** Below 50 years ( 5 years relaxation for SC/ST candidates)

**Tenure:** Appointment will be done on probation basis for 1 year. On completion of the probation period an evaluation of the performance will be done to ascertain the suitability of the candidate to offer permanent position at IIBM.

**Pay & Other Benefits:**

Basic pay	DA	Gross Monthly Pay
Rs. 1,01,500/-	As per Central Government norms	Rs. 1,08,605/-Approx.

**Details of other benefits and perquisites are as under:**

- Employees Provident Fund – as per rules of the Institute (12% of Basic+ DA), and equal contribution by the institute.
- Gratuity: as per rules
- LTC- As per IIBM Staff Service Rules 1985
- Medical reimbursement-up to Rs.15,000/- per year on production of bills.
- Hospitalisation Reimbursement up to Rs. 3.00 Lac as per Medi-Claim Policy under New India Assurance Company Limited.
- Housing Loan Interest Subsidy Scheme: As per IIBM Staff Service Rules 1985.

**Leave:** 33 days Earned Leave, 10 days Sick Leave and 12 days Casual Leave per year.

**Educational Qualification and Experience:**

- Post graduate Degree in any discipline with minimum of 50% marks.
- Minimum 5 years' experience in the level of Administrative Officer in the next scale below in a Govt./Semi Govt./Autonomous body or bank or Training Institute.
- He/she should be thoroughly conversant with rules, regulations, systems & procedure in matters relating to General Administration, Accounts, Programme and Publication, Estate management.

**Desirables:**

- \* Preferably with post graduate Diploma in Management or Post Graduate in Public Administration or Post graduate Degree in Management from recognised universities/institutions, with consistently good academic record.
- \* Aptitude for working in academic community striving for excellence as a crucial facilitator for professional institution.
- \* Outlook for adaptive management, innovation and application of best practices of academic and research institution.
- \* Experience in IT enabled/computerised administration facilities.
- \* Knowledge of and experience in law related matters will be desirable.

**Other Terms and Conditions:**

- i) The eligibility qualifications, experience and age will be reckoned as on the last date prescribed for receipt of applications.
- ii) The appointment will be made on the recommendations of a duly constituted Selection Committee. The applications received in response to the advertisement will be scrutinised and the short-listed candidates only will be called for interview. Outstation candidates attending the interview shall do so at their own costs.
- iii) Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.
- iv) A one page write-up of the applicant's appreciation of the role and functions of the post of Chief Administrative Officer, her/his perception of contributing to the development of the Institute and how she/he is considered to be suited for the post, should accompany every application.

Application in the prescribed format with copy of all necessary documents may be submitted to **Chief Administrative Officer, Indian Institute of Bank Management, Khanapara, Guwahati-781022 on or before April 27, 2018**. List of documents duly attested by gazetted officer to be submitted along with the application :

1. Birth Certificate/ Proof of Age
  2. Proof of Identity
  3. Certificates of Educational Qualifications
  4. SC/ST Certificate, if seeking age relaxation
- **Applicants who are in services may submit No Objection Certificate from the employer along with the application.**
  - **Applications which are incomplete in any respect will be rejected.**

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