



भारतीय बैंक प्रबंधन संस्थान  
**INDIAN INSTITUTE OF BANK MANAGEMENT**  
Jawahar Nagar, Khanapara, Guwahati – 781022  
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Indian Institute of Bank Management (IIBM) Guwahati an autonomous Institute with the mandate of training personnel of banks, research and consultancy. Institute is sponsored by RBI, NABARD, SBI and other Public Sector Banks. The Institute proposes to fill the following vacancies:

### **Chief Administrative Officer (CAO) on Contract**

**No. of Vacancy:** 01

Place of posting: Guwahati

#### **Eligibility:**

- i. The requisite qualification for the post of CAO shall be at least 25 years of administrative and HR experience in Banks, viz. RBI/ NABARD/ SBI/ Public Sector Banks, etc.
- ii. The candidate should be below the age of 63 years as on 30<sup>th</sup> June 2022.

### **Proposed terms of contractual appointment of Chief Administrator Officer (CAO)**

1. The term of contract will be for eleven months effective from the date of joining of the appointee and will be renewed based upon his/her satisfactory performance till he/she attains the age of 65 years.
2. The appointee will be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
3. Paid leave of absence may be allowed at the rate of one day for each completed month of service.
4. The admissible facilities for CAO in contract are;
  - a) Subsidized lunch
  - b) Free consultation with the Institute's Medical Officer
5. During the period of his/her employment with the Institute he/she shall devote full time to the work of the Institute. Further he/she will not be able to take up any other employment/assignment or any honorary in the form of cash or in kind or in otherwise, without the prior written permission of the Institute.
6. The engagement of CAO will be purely on contract basis and will not confer any right for regular appointment.
7. If the appointee decides to leave the service, he/she shall be required to give one month's written notice to the Institution, failing which he/she will be liable to refund one month's pay.