

# INDIAN INSTITUTE OF BANKING & FINANCE

Indian Institute of Banking & Finance, a professional body of banks, financial institutions and their employees in India with a mission to develop professionally qualified and competent banking and finance professionals, invites applications for recruitment for the following post.

Name of the Post	No. of vacancies
Junior Executive	Up to 4

## Job Profile :

- To act as front line officials in corporate and other offices of the Institute
- Respond to members'/ candidates' enquiries
- To attend general administration tasks of various departments of the Institute
- Support Training / academic activities of the Institute
- Information management and processing

## Qualifications :

### Essential:

1<sup>st</sup> Class Graduate in Commerce/ Economics/ Business Management with proven computer skill / knowledge.

### Desirable:

- Diploma in Banking & Finance of IIBF
- Post Graduate qualification in Commerce/ Economics/ Business Management

## Age Limit :

Not exceeding 28 years as of 1.10.2016

## Selection Procedure :

The candidates will be selected through a selection process consisting of Online Examination followed by Personal Interview. Satisfactory medical fitness as per Institute's specification will be a pre-requisite.

## Posting :

The selected candidates will be posted in any of the offices of the Institute. At present the Institute has offices at Mumbai, Chennai, Delhi and Kolkata.

## Remuneration :

Emoluments of Junior Executive are presently in the scale of Rs. 17100-1900/20-55100. They will also be eligible for DA, HRA as per rules in force from time to time. At present total initial package including salary and other perquisites will be approximately Rs. 4.25 lakh per annum on cost to company basis.

## How to Apply :

Application with full particulars such as name, address, date of birth, qualifications, experience, two references, passport size photo should reach at the following address latest by 2.11.2016 superscripting on the envelop "Application for the post of Junior Executive". Candidates can also submit their application through e-mail at [hird@iibf.org.in](mailto:hird@iibf.org.in)

The Joint Director (Per. & Admn.)  
Indian Institute of Banking and Finance,  
Kohinoor City, Commercial - II,  
Kiorol Road, Kurla - West,  
Mumbai - 400 070.