

INSTITUTE OF BANKING PERSONNEL SELECTION

INVITES APPLICATIONS FOR

Post Name: – Deputy Head- Administration

(on contract basis)

NO. OF VACANCIES: – 01

1) SALARY : – NEGOTIABLE

Candidates may mention in their application the **last salary drawn and salary expected.**

2) Educational Qualification (as on 01/04/2014) :

Degree in any discipline

3) Experience:

He/she must have worked at the rank of AGM and above or equivalent position in Banks and / or Banking related organisations. He / She must have a good command over English and must be good in inter-personal relations.

4) OTHER ELIGIBILITY CRITERIA AS ON 1ST APRIL 2014

- (i) The candidate's age should not be more than **62 years as on 01.04.2014.**
- (ii) His/ her integrity must not have been brought into doubt at any time during his/her service with his/her previous employer(s).
- (iii) He / She should be a person with an unblemished service record.
- (iv) Cases instituted by CBI or other law enforcement agencies must not be pending against him/her.

5) TERMS OF APPOINTMENT

Appointment will be on contract basis. The initial contract would be for a period of 2 years which may be renewed subsequently subject to his/her continued good performance and physical fitness.

6) JOB PROFILE, ROLE & RESPONSIBILITIES

- (i) Dealing with references on HR related issues..
- (ii) Preparing drafts of rules and regulations administered/to be administered by the Institute.
- (iii) Drafting/Vetting of contracts / MOUs
- (iv) Preparation of drafts of pleadings and comprehensive instructions/briefs to Legal Counsel in connection with litigation involving the Institute.
- (v) Handling RTI matters, replying to candidate's queries.
- (vi) Any other work assigned by the Institute.

7) **HOW TO APPLY:** – Interested candidates who meet the above mentioned eligibility criteria as on 1st APRIL 2014 may forward their applications giving details of job experience, **salary drawn & expected, etc.** on plain paper per attached format along with self-attested Xerox copies of all necessary documents to -

The General Manager

Institute of Banking Personnel Selection,

IBPS House, Plot No.166, 90 ft DP Road, Off Western Express Highway,

Kandivali (East), Mumbai 400 101

Last date of receipt of application : 15/04/2014 (before 5.00 PM).

- **Application received after this date and time will be summarily rejected.**
- **Application not in the prescribed format and /or without necessary documents will be rejected.**
- **IBPS reserves the right to reject applications of any or all the candidates without assigning any reason.**

Please Note:

- **The persons who are still in service need not apply.**
 - **The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.**
 - **Send your application only through the post or courier. Hand Delivery will not be Accepted.**
 - **Candidates may have to appear before the Interview Committee at a very short notice of not exceeding three days.**
- Selection will be made by a Committee and such selection shall be Final.

Applicants must super-scribe “Application for the post of Deputy Head- Administration” on the top of the upper part of the sealed envelope containing the application.

General Manager (Administration)

IBPS, Mumbai

04.04.2014

(ii) (Application Form)

APPLICATION FORMAT

To

The General Manager
Institute OF Banking Personnel Selection
IBPS House,
Plot No.166, Behind Thakur Polytechnic
90”ft DP road, off W E Highway
Kandivali (East)
Mumbai 400 101

PASTE (not staple) your
recent passport size
photograph here and
sign
across it in full with
date

Sir,

SUB : Application for the post of Deputy Head-Administration on Contract Basis in IBPS

With reference to your advertisement dated 04.04.2014, I submit herewith my application for the *post of Deputy Head-Administration on Contract Basis* in Institute Of Banking Personnel Selection. I have read and understood the roles and responsibilities, remuneration and other terms & conditions relating to the post and confirm that they are acceptable to me.

1. Full Name: Shri/Smt/Kum (in block letters)

2. Father's/Husband's name

3. Date of Birth

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 AGE [____ yrs.____ months]

(as on 01.04.2014) (DD/MM/YYYY)

4. In case of retired persons,

4.1 Date of retirement
(DD/MM/YYYY) :

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4.2 Post held at the time of retirement: _____

4.3 Name of the BANK/ Organization from Where Retired _____

4.4 No. Of years of service : _____

(Note: Give the above details in respect of the last three assignments/jobs)

5. Candidate's address

Permanent Address:

(IN BLOCK LETTERS) _____

Dist. _____

State _____

PIN CODE

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PHONE WITH STD

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Mobile No.

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Email ID _____

Correspondence Address :

(IN BLOCK LETTERS) _____

Dist. _____

State _____

PIN CODE

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Email ID _____

8. Salary Drawn : Rs. _____
Compensation Expected : Rs. _____

9. References :

1. Name : _____

Address :

_____ PINCODE : _____

Telephone Number (with STD code) : _____

Mobile Number : _____,

EMAIL ID : _____

2. Name : _____

Address :

_____ PINCODE : _____

Telephone Number (with STD code) : _____

Mobile Number : _____,

EMAIL ID : _____

9. Declaration:

I hereby declare that

- (i) No punishment / penalty were inflicted on me at any time during my service in any organisation preceding my retirement.
- (ii) No case of CBI or any other Law Enforcement Agency is pending against me
and
- (iii) I am physically fit to carry out duties of the Deputy Head- Administration.

I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incomplete at any stage or my not satisfying any of the eligibility criteria according to Institute Of Banking Personnel Selection, my candidature is liable to be cancelled.

Place: _____

Signature: _____

Date: _____

Name of the candidate: _____

(in block letters)