

INSTITUTE OF BANKING PERSONNEL SELECTION

Invites applications from eligible candidates for selection of personnel to the following posts in IBPS

Post 1 – Division Head (Financial & Allied Services) & CFO - No. of vacancy: 01
Post 2 – Principal Official Language Officer - No. of vacancy: 01

A. ELIGIBILITY CRITERIA (as on 01.07.2019)

Candidates, intending to apply for the above post should ensure that they fulfil the minimum eligibility criteria specified by IBPS in this advertisement.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to age, educational qualifications, post qualification work experience etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the application form.

a) Age, Educational Qualifications & Post Qualification Work Experience (As on 01.07.2019):

Post Name	Age	Educational/Professional Qualifications	Post Qualification Minimum Work Experience
Division Head Financial & Allied Services & CFO	Not exceeding 61 years A candidate must have been born not earlier than 02.07.1958 (date inclusive)	B.Com/M.Com with any of the additional qualifications of CA/ICWA/CS/MBA(Finance)/CAIIB	<u>Essential:</u> 20 to 25 years of experience in handling finance, Accounts, Taxation, Internal Audit, Budget preparation, Recovery, Investment, purchase, etc. <u>Preferable:</u> Retired GM of a Public Sector Bank or equivalent Organization having worked as CFO .
Principal Official Language Officer	Not exceeding 62 years A candidate must have been born not earlier than 02.07.1957 (date inclusive)	Masters Degree of a Recognized University or equivalent in English/Hindi with Hindi/English as a compulsory or elective subject at degree level.	<u>Essential:</u> Experience as Hindi faculty in the Training Institute and/or experience of writing tests (Question Papers) in Official language (Hindi language) for Recruitment/Promotion examinations of Banks or Public sector organizations for not less than 5 years or worked as Hindi Translator in any of the Public Sector undertaking for 5 years or more. Working knowledge in computer with respect to Official Language is essential.

b. Other Criteria :

For the post of Division Head (Financial & Allied Services)

1. His/ her integrity should not have been doubtful during his/her service.
2. No punishment/penalty should have been inflicted on him/her during his/her service.
3. Cases of CBI or other law enforcement agencies should not be pending against him/her.
4. Knowledge of computer operations is required.

For the post of Principal Official Language Officer

1. The incumbent should be an officer retired on attaining superannuation/voluntarily retired, retired under SBP VRS, releases under Exit option Scheme or who have left the Bank/Organization otherwise before superannuation from the services of any financial institution having worked at least as Chief Manager or its equivalent.
2. His/ her integrity should not have been doubtful during his/her service.
3. No punishment/penalty should have been inflicted on him/her during his/her service.
4. Cases of CBI or other law enforcement agencies should not be pending against him/her.
5. Knowledge of computer operations is required.

B. JOB PROFILE, ROLE & RESPONSIBILITIES:

1. For the post of Division Head (Financial & Allied Services)

He/She will be the head of **Financial & Allied Services Division** of the Institute. He/She will handle the matters related to Finance, Taxation, Accounts, Internal Audit, Budget Preparation, Recovery, Investment, etc., and Purchase and Stores department of the Institute **and any** other additional functions.

2. For the post of Principal Official Language Officer

1. Translation of confidential examination questions and other official documents in Hindi Language.
2. Development of Objective and Descriptive type questions to test knowledge in official language policy and proficiency in Hindi language for various posts.
3. Ensuring implementation of official language as applicable to IBPS.
4. Any other work with reference to official language.

C. TERMS OF APPOINTMENT

Appointment will be on **contractual basis**. The initial period will be of 2 years subject to quarterly review and may be renewed subsequently subject to his/her continued good performance and physical fitness.

D. SALARY :

1. For the post of Division Head (Financial & Allied Services)

Approximate- Rs.1,20,000/- per month, however higher salary may be offered to deserving candidate.

2. For the post of Principal Official Language Officer

Negotiable. Candidate may provide the details of salary last drawn and expected.

3. HOW TO APPLY: –

Interested candidates who are meeting with above mentioned eligibility criteria as on **01.07.2019** only may forward their applications giving details of job experience, on plain paper in the attached format along with self-attested Xerox copies of all necessary documents to-

**The Head (Administration)
Institute of Banking Personnel Selection,
IBPS House, Plot No.166,
90 ft DP Road, Off Western Express High way,
Kandivali (East), Mumbai 400 101**

Last date of receipt of application is 15.07.2019 (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.
- Not more than one application should be submitted by any candidate. In case of multiple Applications the candidature shall be cancelled.

Please Note:

- *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.*
- *Hand Delivery of application will not be accepted.*
- *Send your application only through the post or courier. IBPS shall not under any circumstances be liable for misplace, damage and/ or delay in delivery of application by the post or by the courier agencies.*

❖ Selection will be made by a committee and such selection will be Final.

Applicants must super-scribe “Application for the post of –

(1) Division Head (Financial & Allied Services) & CFO” OR (2) Principal Official Language Officer respectively on the top of the upper part of the sealed envelope containing the application.

Head (Administration)

IBPS, Mumbai

01.07.2019