



इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन

(भारतीय रिज़र्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

INVITES APPLICATIONS FOR

Post Name: – Division Head- Administration (On Contract)

NO. OF VACANCIES: – 01

1) Salary : – Rs.1,45,000/- per month (Consolidated)

In addition, other benefits such as Medical Bills Reimbursement, Telephone & Newspaper Bill Reimbursement, Leave encashment, Canteen Subsidy, Medi-claim etc. are admissible as per rules.

2) Educational Qualification (as on 01.01.2020) :

Graduate/Post Graduate in any discipline. The candidates having wide experience of working in HR /Personnel Management/Administration/Industrial Relations areas of a Public Sector Bank or Financial Organization. Knowledge of Labour Law is desirable but not essential.

3) Experience:

He/she must have worked in the rank of General Manager- HR or Admin atleast for 1 year in Public Sector Bank or Financial Institution. He / She must have a good command over English and must be good in inter-personal relations. He / She should have analytical ability and positive outlook.

4) Other Eligibility Criteria as on 1st January 2020

- (i) The candidate's age should not be more than 61 years* as on 01.01.2020
***Age criteria will however not be applicable for internal candidates already with IBPS under contractual agreement.**
- (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

1. Overall supervision /control on functioning of all the activities in the General Administration, Accounts, Security, Legal etc.
2. Develop strategies to improve overall quality and productivity of Staff.
3. Ensure smooth functioning of the Administration of IBPS.
4. Respond to employee grievances and concerns and resolve the same in a timely manner.
5. Determine staffing requirements and ensure that office positions are filled promptly. To ensure supply of adequate manpower to various Divisions of IBPS.
6. Review HR & ER policies periodically and ensure that the policies are implemented in right direction. Dealing with references on HR related issues.
7. Oversee the functioning of finance and Accounts department.
8. Facilitate for financial policy formulation and ensure implementation of sanctioned policies in a time bound manner, effectively.
9. Facilitate activity based initiative to drive cost control in IBPS.
10. Ensure that employees follow Institute's Rules, policies and procedures by maintaining proper discipline.
11. Manage administrative, logistical, human resources, and accounting services to support the Institute's operations.
12. Ensure prompt and timely disposal of VIP references, Govt. references and communication under RTI Act 2005.
13. Overall supervision of the litigations, liaison with Advocate and follow up of court cases in co-ordination with Legal Dept.
14. Any other work assigned by the Institute.

7) How to Apply: –

Interested candidates who are meeting with above mentioned eligibility criteria as on 01.01.2020 only may forward their applications giving details of their Qualification and job experience, on plain paper **in the attached format** along with **self-attested Xerox copies of all necessary documents to**

**Division Head (TSS)
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 is 11-02-2020 (before 5.00 pm).

Please Note:

- ❖ Application received after this date and time will be 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.
- ❖ *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 Speed post or courier. Under any circumstances, IBPS shall not be liable for misplace, damage and/or delay in delivery of application by post or by courier agencies.*
- ❖ *Hand Delivery of application will not be accepted.*
- ❖ *Candidates would have to appear for the selection process as mentioned above at a very short notice of not exceeding six days.*

8. GENERAL CONDITIONS:

1. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on 01.01.2020. They are advised to ensure their eligibility before applying for the post.
2. The prescribed educational qualification and experience are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for interview.
3. The Institute reserves the right to devise its criteria for short listing for the position advertised. A duly constituted Screening Committee will shortlist the candidates adopting such criteria.
4. Candidates are advised to mention in their application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, and ensure that all details are complete, accurate and correct.
5. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of personal interview, will be final and binding on the candidates.
6. No interim correspondence or personal enquiries shall be entertained by the Institute.
7. During the process of selection, the Institute reserves the right to seek any other certificate including vigilance clearance in respect of the candidates already in service at any time.
8. The Institute solely reserves the right not to fill the advertised position without assigning any reason.
9. The institute will communicate only with shortlisted candidate.
10. Candidates working in Government/ Semi Government Organisations/ Public sector Undertakings should submit their application through proper channel.
11. Canvassing in any form will be disqualification.

Any addendum/corrigendum/ Notice shall be posted only on Institute's website.

Intimations will be sent by email / sms to the email ID and mobile number mentioned in the application form. IBPS will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of IBPS.. Candidates are hence advised to regularly keep in touch with the authorised IBPS website www.ibps.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the selection process.

9. DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the selection Process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the Director, IBPS, regarding Selection process for shall be final and binding.

Applicants must super-scribe "Application for the post of Division Head – Administration (on Contract)" on the top of the upper part of the sealed envelope containing the application.

28.01.2020

Division Head (TSS)
IBPS, Mumbai

APPLICATION FORMAT

To,

Division Head (TSS)
Institute Of Banking Personnel Selection
IBPS House,
90thft 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 name with
date

Sir,

SUB : Application for the post of Division Head – Administration (on Contract) in IBPS

With reference to your advertisement dated 28.01.2020, I submit herewith my application for the post of Division Head – Administration (on Contract) in Institute Of Banking Personnel Selection. I have read about the role, remuneration and brief terms & conditions relating to the post and advise 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 _____ **AGE** [_____ yrs.]
(DD/MM/YYYY) (As on 01.01.2020)

4 Educational Qualification: ---- (self-attested copies of certificates attached)

Academic Qualification	Board / Institute /University	Year Of Passing	Percentage

5. Work experience: (Supporting Documents attached)

ORGANISATION	POSITION HELD	DEPARTMENT / SECTION	PERIOD (FROM ---TO)

6. Languages Known

Language	Read	Write	Speak

7. In case of retired persons:-

a. Name of the BANK / ORGANISATION / DEPARTMENT from Where Retired

b. Date of retirement (DD/MM/YYYY) : _____

c. Post held at the time of retirement : _____

d. Since when the last position held: _____

e. Total No. Of years of service : _____

8.. In case of a person who is in service: -

a. Name of the BANK / ORGANISATION/ DEPARTMENT

b. Designation : _____

c. Department / Section : _____

d. No. of years of service : _____

e. Salary Drawn : _____

9. Candidate's address:

Correspondence Address: (IN BLOCK LETTERS)

Dist. _____

State _____ PIN : _____

MOBILE NO. _____ Email ID _____

Skype Id _____

10. Permanent Address : (IN BLOCK LETTERS)

Dist. _____

State _____ PIN : _____

PHONE WITH STD _____

11. References:

1. Name : _____

Address: _____

_____ PIN : _____

Telephone Number (with STD code) _____

Mobile Number : _____, _____ EMAIL ID : _____

2. Name : _____

Address : _____

_____ PINCODE : _____

Telephone Number (with STD code) _____

Mobile Number _____ EMAIL ID : _____

12. Declaration:

I hereby declare that

- (i) No punishment / penalty were inflicted on me during my service in any organisation.
- (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 Division Head – Administration (on Contract)

I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and I have not suppressed any material fact(s)/information. 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 the requirements of the related advertisement of Institute Of Banking Personnel Selection, my candidature / appointment for the said post is liable to be cancelled at any stage and even after appointment, my services are liable to be terminated without any notice.

Place: _____ Signature: _____

Date: _____ Name of the candidate: _____
(in block letters)