

INSTITUTE OF BANKING PERSONNEL SELECTION

INVITES APPLICATIONS FOR

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

No. of vacancy: 01

A. ELIGIBILITY CRITERIA (as on 01.03.2018)

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 01.03.2018):

Post Name	Age	Educational Qualifications	Work Experience
Deputy Head-Administration (On Contract)	Not exceeding 62 years as on 01.03.2018	1)Degree in any discipline 2)Degree in Law with specialization in Labour Law is preferable	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. Knowledge in dealing with R.T.I. applications is desirable.

- ❖ Age criteria will however not be applicable for internal candidates already with IBPS under contractual agreement. Maximum age limit for the internal applicant shall not be more than 63 years.

b. Other Criteria

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

B. JOB PROFILE, ROLE & RESPONSIBILITIES:

1. Dealing with references on HR related issues..
2. Preparing drafts of rules and regulations administered/to be administered by the Institute.
3. Assisting GM (Administration)/Head-Administration-On Contract in staff administration and allied activities.
4. Preparation of drafts of pleadings and comprehensive instructions/briefs to Legal Counsel in connection with litigation involving the Institute during the absence of DGM-Legal.
5. Handling RTI matters, replying to candidate's queries.
6. Drafting/Vetting of Contracts/MOUs during the absence of DGM(Legal).
7. Coordinating Training Activities, employee Performance Appraisal Reports, maintenance department activities, etc.
8. Any other work assigned by the Institute.

C. TERMS OF APPOINTMENT

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

D. **SALARY** : – Negotiable. Candidate may provide the details of salary last drawn and expected.

E. HOW TO APPLY: –

Interested candidates who are meeting with above mentioned eligibility criteria as on **01.03.2018** only may forward their applications giving details of job experience, last salary drawn and salary expected on plain paper in the attached format along with self-attested Xerox copies of all necessary documents to

The General Manager- 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 12.03.2018 (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.*
- Internal candidate, if any, may also apply.

Please Note:

1. The candidates found eligible will be called for a Selection Process.
2. *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.*
3. *Hand Delivery of application will not be accepted.*
4. *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.*
5. *The internal candidates may handover the application directly to General Manager-Administration only.*

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

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

27.02.2018

General Manager (Administration)
IBPS, Mumbai

APPLICATION FORMAT

To

The General Manager
Institute OF Banking Personnel Selection
IBPS House,
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 name with
date

Sir,

SUB : Application for the post of Deputy Head-Administration (On Contract) in IBPS

With reference to your advertisement dated 27.02.2018 I submit herewith my application for the *post of Deputy Head-Administration- On Contractual basis* 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
(DD/MM/YYYY)

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AGE [_____ yrs.]
(As on 01.03.2018)

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/ORGANISATION/DEPARTMENT from Where Retired

4.4 No. Of years of service: _____

5. Experience Details (Other than details given in point 4)

5.1 Name of the BANK/ORGANISATION/DEPARTMENT

5.2 Designation _____

5.3 No. Of years of service: _____

6. 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 _____

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

8. Work experience: (Supporting Documents attached)

9. Salary drawn:

10. Salary expected:

11. Languages Known

Language	Read	Write	Speak

12. 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: _____

13. 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 Deputy 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)