

# INSTITUTE OF BANKING PERSONNEL SELECTION

IBPS invites applications for following posts from eligible candidates fulfilling the eligibility criteria mentioned hereunder in prescribed format.

Post code	Post name	Number of vacancies
01	DGM (Accounts) & CFO	01
02	Banker Faculty	02

## A. ELIGIBILITY CRITERIA (as on 31.03.2015)

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 alongwith a photocopy thereof in support of their identity and eligibility as indicated in the application form.**

### A.1 . Age, Educational Qualifications & Post Qualification Work Experience (As on 31.03.2015):

POST CODE	Post	Age *	Educational Qualifications	Post Qualification Minimum Work Experience
1	DGM Accounts & Chief Financial Officer	Not exceeding 63 years A candidate must have been born not earlier than 01.04.1952 (date inclusive)	Candidates should be a Chartered Accountant	15 to 20 years of experience in handling finance, Accounts, Taxation, internal audit, budget preparation, Recovery , Investment etc.
2	Banker Faculty	Not exceeding 63 years A candidate must have been born not earlier than 01.04.1952 (date inclusive)	Candidate should be graduate or post graduate from any recognised Institution or University Preferable : CAIIB	The incumbent should be an officer retired on attaining superannuation / voluntarily retired or retired under SBP VRS or released under Exit option scheme or who have left the Bank / organization otherwise before superannuation, from the services of any Public Sector Bank having worked as <b><u>Chief Manager and above</u></b> preferably with experience as faculty in the Training Institute and /or experience of writing tests (question papers) for Recruitment/ Promotion examination of Banks or Public sector organizations.

\* Age Criteria will however not be applicable for internal candidates already with IBPS under Contractual agreement.

### A.2 Other criteria

- ❖ His/ her integrity should not have been doubtful during his/her service.
- ❖ No punishment/penalty should have been inflicted on him/her during his/her service.
- ❖ Cases of CBI or other law enforcement agencies should not be pending against him/her.
- ❖ Knowledge of computer operations/ languages will be an added advantage

## B. JOB PROFILE, ROLE & RESPONSIBILITIES

### DGM (Accounts) & CFO

He will be the head of the Accounts and Finance Department of the Institute. He will handle the matters related to finance, Taxation, Accounts, Internal Audit, Budget Preparation, Recovery, Investment etc., of the Institute.

## **Banker Faculty**

The job requires writing questions (multiple choice or short answer type questions) designed to assess cognitive ability and personality domains and research in the areas of Human resources Management, Education, Psychology, Banking , Financial awareness, computer, SSI etc.

### **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 :- Negotiable**

### **E. HOW TO APPLY: –**

Interested candidates who are meeting the above Mentioned eligibility criteria as on **31/03/2015** only may forward their applications giving details of job experience, **last salary drawn and salary expected** on plain paper in **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 20.04.2015 (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:**

- *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. Under any circumstances, IBPS shall not be liable for misplace, damage and/ or delay in delivery of application by Post or by the courier agencies.*
- *Person in service need not apply.*
- *The internal candidates may handover the applications 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 \_\_\_\_\_(name of the post)” on the top of the upper part of the sealed envelope containing the application.**

General Manager (Administration)  
IBPS, Mumbai

(11.04.2015)

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 \_\_\_\_\_ in IBPS*

With reference to your advertisement dated 11.04.2015, I submit herewith my application for the *post of \_\_\_\_\_ 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 31.03.2015)

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. Candidate's address**

**5.1 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 \_\_\_\_\_

**5.2 Correspondence Address :**

(In Block Letters)

\_\_\_\_\_

Dist. \_\_\_\_\_

State \_\_\_\_\_

PIN CODE

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Email ID \_\_\_\_\_

**6. Educational Qualification: ---- (self attested copies of certificates attached)**

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7. Work experience: (Supporting Documents attached)

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8. Salary: Last Drawn \_\_\_\_\_ Salary expected \_\_\_\_\_

9. Languages Known

Language	Read	Write	Speak

10. 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 : \_\_\_\_\_

## 11. 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 \_\_\_\_\_

(name of the post applied for)

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)