

INSTITUTE OF BANKING PERSONNEL SELECTION

INVITES APPLICATIONS FOR

Post Name: – Head- Administration (On Contract)

NO. OF VACANCIES: – 01

1) **Indicative Salary:-** Approximately Rs.1,20,000/- per month (Consolidated) Other benefits as per rules of the Institute.

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

2) **Educational Qualification (as on 01.01.2018) :**

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 GM and above or equivalent position in Banks and/or Financial Organisation/Testing/Examining Organisation or such Organisations. 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. Work experience in Administration/HR/Personnel/IR will be given preference.

4) **OTHER ELIGIBILITY CRITERIA AS ON 1st January 2018:**

i. The candidate's age should not be more than 61 years* as on 01.01.2018

***Age criteria will however not be applicable for internal candidate/candidates already with IBPS under contractual Agreement. Maximum age limit permissible is 63 years".**

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 any other law enforcement agencies must not be pending against him/her at the time of application.

v. Should be Computer and IT Savvy.

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, subject to maximum of 65 years of age.

6) JOB PROFILE, ROLE & RESPONSIBILITIES:

- i. Overall supervision /control on functioning of all the activities in the General Administration/HR, Accounts, Legal, Security etc.
- ii. Develop strategies to improve overall quality and productivity of Staff
- iii. Ensure smooth functioning of the Administration and HR function of IBPS.
- iv. Respond to employee grievances and concerns and resolve the same in a timely manner.
- v. Determine staffing requirements and ensure that vacant positions are filled promptly. Help IBPS in manpower planning.
- vi. Review HR & ER policies periodically and ensure that the policies are implemented in right direction.
- vii. Facilitate for financial policy formulation and ensure implementation of sanctioned policies in a time bound manner, effectively.
- viii. Facilitate activity based initiative to drive cost control in IBPS.
- ix. Ensure compliance of existing policies, rules and regulations, as modified from time to time.
- x. Ensure prompt and timely disposal of VIP references, Govt. references and communication under RTI Act 2005.
- xi. Overall supervision of the litigations, liaison with Advocate and followup of court cases in co-ordination with Legal Deptt.
- xii. Any other work assigned by the Institute.

7) HOW TO APPLY: –

Interested candidates who meet the above mentioned eligibility criteria as on 1st January 2018 may forward their applications giving details of job experience, salary drawn & expected on plain paper as per attached format along with self-attested photo 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 Highway,
Kandivali (East), Mumbai 400 101**

Last date of receipt of application: 31.01.2018 (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 eligible, 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.
- 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.
- Hand Delivery of application will not be Accepted.
- Person in service may apply only if he/she, if selected, be in a position to join before March 2018.
- Candidates may have to appear before the Interview Committee at a very short notice of not exceeding three days.
- The internal candidates if any, may handover the applications directly to General Manager Administration.
- **Selection will be made by a Committee and such selection shall be Final and binding on the candidate. Applicants must super-scribe “Application for the post of Head-Administration (On Contract)” on the top of the upper part of the sealed envelope containing the application.**

(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 Head-Administration on Contract Basis in IBPS

With reference to your advertisement dated 12.01.2018, I submit herewith my application for the post of Head-Administration on Contract Basis in the 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
months]

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AGE [____ yrs.____

(as on 01.01.2018)

(DD/MM/YYYY)

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

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4.2 (a) Post held at the time of retirement: _____

(b) Since when the last position held: _____

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. Last 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 was 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 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)