



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Applications for Office Assistants

NIBM is the apex Institution for research, training and consultancy in banking and finance located at Kondhwe Khurd, Pune. The Institute provides advanced training in Banking and Finance to Officers/Executives of Banks and conducts Research in Banking and Finance. NIBM also conducts a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE.

NIBM invites applications from suitable candidates for the position of Office Assistants.

- Job Title** : Office Assistants
- Age** : Preferably not more than 35 years
- Tenure** : Appointments will be offered on contract basis for two years, inclusive of probation of initial six months. The contract is extendable subject to satisfactory review of performance.
- Remuneration** : An all-inclusive consolidated monthly pay of Rs. 25,000/-.
Higher pay may be considered for exceptionally qualified and experienced candidate.

Candidates with secretarial experience in handling matters pertaining to: Office of Chief Executives, Board matters and Corporate communications will be preferred for relaxations in age, experience and salary.

Educational Qualifications and Experience:

The candidate should be a minimum Graduate in any discipline, Diploma/Certificate course in MS Office/Tally/any ERP System would be preferred. Good Knowledge and skill in Windows Operating System & MS Office with good typing speed of 40/50 WPM.

The candidate should have minimum three years' experience in Administrative work. Previous experience in working on ERP environment would be an added advantage. Very good written and communication skills are expected. Knowledge of stenography and Government Commercial Certificate in typing can be of additional advantage.

Key Responsibilities (indicative and not exhaustive):

Providing support to academicians/ HoDs for preparation of handouts, lecture notes, power point presentations and other academic write-ups and/or providing support to departments while assisting day to day work and also working on ERP system. Any departmental work as may be assigned as part of responsibilities incidental to the post.

Other Terms & Conditions:

- The eligibility qualifications, experience and age will be reckoned as on the last date prescribed for receipt of applications. Relaxations and concessions in eligibility, if any, will be at the sole discretion of NIBM.
- The appointment will be made on the recommendation of a duly constituted Selection Committee. The applications received in response to the advertisement will be scrutinized and the shortlisted candidates only will be called for interview
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.

Interested and eligible applicants may submit their applications online with complete information through the following link:

<https://www.nibmindia.org/careers/>

[Click Here To Apply...](#)

The last date for submission of applications is **October 16, 2023**. Applications submitted after the cut-off date will not be considered

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