



# 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)

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us



वेबसाइट देखने हेतु स्कैन करें  
Scan to visit Website

## RECRUITMENT OF VARIOUS POSTS IN IBPS ON CONTRACT BASIS

IBPS invites on-line applications for appointment in the following posts on Contract basis. Candidates are required to apply on-line through the link given in IBPS website [www.ibps.in](http://www.ibps.in).

### A. DETAILS OF POST/ VACANCY / SELECTION PROCESS / PLACE OF POSTING

Post Code	Post Name	No. of Vacancy	Selection Process	Place of Posting
01	Division Head (Administration)	01	Shortlisting & Interview	IBPS, Mumbai
02	Banker Faculty- Technical	01		
03	Chief Hindi Officer	01		
04	Manager & PA to Director	01		

### B. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:

#### Event

#### Tentative Dates

Online Registration : 01/02/2023 to 21/02/2023

Personal Interview : February / March 2023

### C. ELIGIBILITY CRITERIA

Candidates, intending to apply for the above posts should ensure that they fulfill 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 upload the relevant documents such as self-attested photocopies of certificates and documents in support of educational qualification, post qualification work experience etc, date of birth, and other documents in support of information submitted in the application form. In the absence of valid documents uploaded, candidature of the candidates shall not be considered. IBPS take no responsibility to receive/ collect any certificate/ remittance/ document sent separately. The candidate will have to submit all the 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 at the time of selection process.



### C.1 AGE, EDUCATIONAL QUALIFICATIONS & POST QUALIFICATION MINIMUM WORK EXPERIENCE (AS ON 01.02.2023):

Post Name	Age	Educational Qualifications	Post Qualification Minimum Work Experience
<b>Division Head (Administration)</b>	Minimum: 56 years Maximum: 61 years - i.e. a candidate must have been born not earlier than 02/02/1962 and not later than 01/02/1967 (both dates inclusive)	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.	He/she must have worked in the rank of General Manager- HR or Administration 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 with positive outlook. The ability to read & speak Marathi will be an added advantage.
<b>Banker Faculty-Technical</b>	Minimum: 56 years Maximum: 61 years - i.e. a candidate must have been born not earlier than 02/02/1962 and not later than 01/02/1967 (both dates inclusive)	B.Tech. or B.E or AMIE as a full time course from a recognized university/Institute in Electrical or Mechanical or Civil or Electronic & Telecommunication or Instrumentation or Chemical or Information Technology or Computer science	The incumbent should be an officer (Scale IV and above) retired on attaining superannuation/voluntarily retired, retired under SBP VRS, released under Exit Option Scheme or who have left the Bank/ Institution otherwise before superannuation from the services of any Public Sector Bank/financial organization with Minimum 15 years post qualification experience preferably as Technical Officer / SSI Officer in a bank /Financial Institutions / Public sector organizations in Senior Management cadre or Minimum 15 years' experience of teaching one (Or more) of the above subjects in a reputed Institute / College.

❖ Institute reserves the right to relax the norms for the deserving candidates.



Post Name	Age	Educational Qualifications	Post Qualification Minimum Work Experience
<b>Chief Hindi Officer</b>	<p>Minimum: 56 years Maximum: 61 years</p> <p>i.e. a candidate must have been born not earlier than 02/02/1962 and not later than 01/02/1967 (both dates inclusive)</p>	<p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p>	<p>The incumbent may be an officer in Service OR retired on attaining superannuation/voluntarily retired, retired under SBP VRS, releases under Exit option Scheme or who have left the Bank/Organization otherwise before superannuation from the services of any financial institution having worked at least as Chief Manager or its equivalent.</p> <p>Essential:</p> <p>(1) Working knowledge in Hindi translation at least for 5 years in Govt./Bank/Financial Institutions/ Reputed organizations</p> <p>(2) Competency in computer operations in Hindi and English language</p>

❖ Institute reserves the right to relax the norms for the deserving candidates.



Post Name	Age	Educational Qualifications	Post Qualification Minimum Work Experience
<b>Manager &amp; PA to Director (on Contract)</b>	Minimum: 45 years Maximum: 61 years  i.e. a candidate must have been born not earlier than 02/02/1962 and not later than 01/02/1978 (both dates inclusive)	Graduate / Post Graduate in any discipline with computer experience as additional qualification.  Working knowledge of Marathi desirable	He/she must have worked as Secretary / Executive Assistant to Top Management or as a Manager for atleast 3 years in Public Sector Bank or Financial Institution of repute or similar experience. Proficiency in Windows, including MS Word, EXCEL and PowerPoint; or similar software with the ability to learn new or updated software. Good command over English and must be good in inter-personal relations. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with attention to detail. Excellent time management skills with a proven ability to meet deadlines. Ability to function well in a high-paced and at times stressful environment. Ability to work independently in secured and confidential environment.

❖ Institute reserves the right to relax the norms for the deserving candidates.

### C.2 OTHER ELIGIBILITY CRITERIA:

- His/ her integrity should not have been doubtful during his/her Service/career.
- No punishment/penalty should have been imposed on him/her during his/her service/ career.
- He/she should not be convicted by any court in India or Cases of CBI or other law enforcement agencies should not be pending against him/her.

### D. COMPENSATION:

Post	Compensation (Consolidated)	Contract period
Division Head (Administration)	Rs.1,45,000/- per month	3 years subject to yearly review and may be Renewed subsequently subject to his / her continued good performance and physical fitness.
Banker Faculty- Technical	Rs.75,000/- per month	
Chief Hindi Officer	Rs.75,000/- per month	
Manager & PA to Director	Rs.56,000/- per month	

Benefits such as leave encashment, Normal medical bill reimbursement, medi-claim, Telephone and newspaper bill reimbursement, canteen subsidy etc. are admissible as per rules.



### **E. JOB DESCRIPTION / ROLE AND RESPONSIBILITIES**

#### **1. For the post of Division Head (Administration) :**

1. Overall supervision /control on functioning of all the activities in the General Administration, HR, 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. Facilitate for HR and financial policy formulation and ensure implementation of sanctioned policies in a time bound manner, effectively.
8. Facilitate activity based initiative to drive cost control in IBPS.
9. Ensure that employees follow Institute's Rules, policies, and procedures by maintaining proper discipline.
10. Manage administrative, logistical, human resources, and accounting services to support the Institute's operations.
11. Ensure prompt and timely disposal of VIP references, Govt. references, and communication under RTI Act 2005.
12. Overall supervision of the litigations, liaison with Advocate and follow up of court cases in co-ordination with Legal Dept.
13. Any other work assigned by the Institute.

#### **2. For the post of Banker Faculty-Technical :**

Writing, sourcing and reviewing questions (multiple choice or short answer type questions) in various areas of specializations and/or other related areas such as Electrical, Mechanical, Civil, Electronics, Telecom, Instrumentation, Metallurgy, Food Science/Technology, Marketing, HR, Systems, Computer, SSI, Agriculture and Allied fields, Banking, Financial Awareness, etc. and related analysis and co-ordination work. Any other work assigned by the Institute.

#### **3. For the post of Chief Hindi Officer :**

1. Translation of confidential examination questions and other official documents in Hindi Language.
2. Development of Objective and Descriptive type questions to test proficiency in Hindi language and official language policy for various posts.
3. Overall in-charge of the Translation section and supervision of Translation work of the Institute
4. And any other work assigned by the institute from time to time.



#### 4. For the post of Manager & PA to Director:

- ❖ Reporting directly to the Director.
- ❖ Providing high quality administrative support and assistance to the Director.
- ❖ Work closely with the Director to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- ❖ Should serve as the primary point of contact in the Institute for all matters pertaining to the Director.
- ❖ Should serve as a liaison to the Director, Governing Board and senior management teams;
- ❖ Should serve as the Director's administrative liaison to the Governing Board and, Board of Senior-level committees such as Finance committee, and managing related activities including the coordination of Governing Board & other high-level committee meetings, Internal Management and preparation, compilation, assembling, and distribution of meeting materials.
- ❖ Assisting the Director in daily administrative works and performing a variety of administrative tasks including managing an active calendar of appointments; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agenda and compilation documents for meetings.
- ❖ Communicating with IBPS staff on the Director's behalf and coordinating logistics with high-level meetings both internally and externally. Coordinating meetings and strategic activities with the Senior Management Team and members of staff. Preparing reports of the meetings and designating and following up on assigned action items.
- ❖ Assisting the Director in his external commitments including service on external Boards, committees and other groups.
- ❖ Maintaining confidential files and contact information
- ❖ Liaisoning with Government departments/ authorities etc.

The above mentioned job responsibilities are only indicative and not exhaustive.

#### F. HOW TO APPLY: -

Candidates can apply online only from **01/02/2023 to 21/02/2023** and no other mode of application will be accepted. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained.

#### **Pre-Requisites for Applying Online**

Before applying online, candidates should—

1. Scan **all the required documents**, photograph and signature ensuring that all the documents, photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in **Annexure** to this Advertisement.
2. **Signature in CAPITAL LETTERS will NOT be accepted.**



3. Have a valid personal email ID, which should be kept active till the completion of this round of Recruitment Process. IBPS may send call letter for the selection process through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

### **Procedure for applying online**

- \* Candidates are first required to go to the IBPS's website **www.ibps.in** and click on the Home Page to open the link and then click on the option "**CLICK HERE TO APPLY ONLINE**" to open the On-Line Application Form.
- \* Candidates will have to click on "**CLICK HERE FOR NEW REGISTRATION**" to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- \* Candidates are required to upload their **documents, photograph and signature** as per the specifications given in the Guidelines for Scanning and Upload of documents, Photograph and Signature (refer **Annexure**).
- \* **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION.**
- \* After completing the procedure of applying on-line, the candidate should take printouts of the system generated on-line application form, ensure that the particulars filled in are accurate and retain the printout along with Registration Number and Password for future reference.
- \* **An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**



# इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन

(भारतीय रिजर्व 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)

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us



वेबसाइट देखने हेतु स्कैन करें  
Scan to visit Website

- \* **An online application which is incomplete in any respect such as without all the required documents, photograph and signature uploaded in the online application form will not be considered as valid.**
- \* **IBPS does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason beyond the control of the IBPS.**
- \* **Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**
- \* **Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.**

### **G. GENERAL INSTRUCTIONS**

1. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of further process of selection.
2. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
3. Decision of IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of interview, verification etc. and any other matter relating to this selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS in this behalf.
4. Online applications once registered will not be allowed to be withdrawn.
5. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
6. Canvassing in any form will be a disqualification.





## इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन

(भारतीय रिजर्व 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)

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us



वेबसाइट देखने हेतु स्कैन करें  
Scan to visit Website

7. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the IBPS in future should be identical and there should be no variation of any kind.
8. IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
9. IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc. Intimations will be sent by E-mail and/ or SMS only to the email ID and mobile number registered in the online application form.
10. Only external candidates with relevant experience are invited to apply for these positions.
11. The prescribed educational qualifications and experience are the bare minimum and mere possession of same does not entitle candidates to be considered in the selection process. Based on the recommendation of the screening committee, Institute may restrict the number of candidates to be considered for the selection process to a reasonable limit after taking into consideration qualification and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of candidates to mention all the qualifications and experience in the application and to upload all the supporting documents.
12. IBPS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IBPS and candidates are advised to keep a close watch on the authorised IBPS website [www.ibps.in](http://www.ibps.in) for latest updates.
13. IBPS can cancel the selection process at any point of time without giving any reason.
14. The above position require full 24 x 7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
15. Any addendum/corrigendum/ Notice shall be posted only on Institute's website.
16. Mere fulfilling the eligibility criteria will not guarantee shortlisting for further process.

Please Note:

❖ **The posting of the selected candidate will be in MUMBAI Only.**

01/02/2023  
IBPS, Mumbai

DGM (Administration, HR & IR)



### ANNEXURE

#### **Guidelines for Scanning and Upload of Documents, Photograph & Signature**

Before applying online a candidate will be required to have a scanned (digital) image of his/her documents, photograph and signature as per the specifications given below.

##### **a. Details of Document to be uploaded:**

- ❖ Brief Resume (PDF)
- ❖ ID Proof (PDF) such as PAN Card/ Passport/Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhaar /E-Aadhaar card with a photograph/ Employee ID
- ❖ Proof of Date of Birth (PDF) (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)
- ❖ Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- ❖ Experience certificates (PDF)

##### **b. Photograph Image: (4.5cm × 3.5cm)**

- ❖ Photograph must be a recent passport style colour picture.
- ❖ Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- ❖ Look straight at the camera with a relaxed face
- ❖ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- ❖ If you have to use flash, ensure there's no "red-eye"
- ❖ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- ❖ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- ❖ Dimensions 200 x 230 pixels (preferred)
- ❖ Size of file should be between 20kb-50 kb
- ❖ Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

##### **c. Signature Image:**

- ❖ The applicant has to sign on white paper with Black Ink pen.
- ❖ Dimensions 140 x 60 pixels (preferred)
- ❖ Size of file should be between 10kb - 20kb
- ❖ Ensure that the size of the scanned image is not more than 20kb
- ❖ If the Applicant's signature on the attendance sheet or Call letter, does not match the signature uploaded, the applicant will be disqualified.
- ❖ Signature in CAPITAL LETTERS shall NOT be accepted.



**d. Document file type/ size:**

- ❖ All Documents must be in PDF format.
- ❖ Page size of the document to be A4.
- ❖ Size of the file should not be exceeding 500 KB.
- ❖ In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

**e.. Scanning the photograph / signature / documents :**

- ❖ Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- ❖ Set Colour to True Colour
- ❖ File Size as specified above.
- ❖ Crop the image in the scanner to the edge of the photograph/signature/Documents, then use the upload editor to crop the image to the final size (as specified above).
- ❖ The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- ❖ Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
- ❖ While filling in the Online application form the candidate will be provided with a link to upload his / her photograph and signature.

**f. Procedure for Uploading Document:**

- ❖ There will be separate links for uploading each document.
- ❖ Click on the respective link "Upload".
- ❖ Browse & select the location where the JPG or JPEG or PDF file has been saved.
- ❖ Select the file by clicking on it and Click the 'Upload' button.
- ❖ Click Preview to confirm that the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- ❖ Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.

**Note:**

- (i) In case the face in the photograph or signature is unclear / smudged the candidate's application may be rejected.
- (ii) After uploading the Photograph / signature / documents candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or document is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or documents, prior to submitting the form.
- (iii) After registering online candidates are advised to take a printout of their system generated online application forms.