



## INDIAN INSTITUTE OF BANKING & FINANCE

### Recruitment of Junior Executive

The Institute invites applications for the post of Junior Executive as per the details given below:

| Name of the Post | No. of vacancies |
|------------------|------------------|
| Junior Executive | 11               |

#### **Job Profile:**

- To act as front-line officials in corporate and other offices of the Institute.
- Respond to members/candidates' inquiries.
- To attend general administration tasks of various departments of the Institute.
- Support Training / academic activities of the Institute.
- Information management and processing.

#### **Educational Qualifications:**

##### **Essential:**

Graduate with minimum 60% marks in Commerce/ Economics/ Business Management / Information Technology/ Computer Science/ Computer Applications.

**Note:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semesters/years by aggregate maximum marks in all the subjects irrespective of optional/additional optional subjects, if any. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

##### **Desirable:**

- Diploma in Banking & Finance of IIBF.
- M.Com / MA (Economics) / MBA / CA / CMA / CS / CFA.

#### **Age Limit:**

Not exceeding 28 years as of 1<sup>st</sup> October 2024

#### **Selection Procedure**

The candidates will be selected through a selection process consisting of an Online Examination that will be held on **Sunday, 17<sup>th</sup> November 2024** in Chennai, Kolkata, Mumbai and New Delhi followed by a Personal Interview. **Only shortlisted candidates will be called for the online examination as well as a Personal interview.**

The structure of the Examination which will be conducted online is as follows:

| SI. | Name of Test                                                | No. of Questions | Max. Marks | Medium  | Duration    |
|-----|-------------------------------------------------------------|------------------|------------|---------|-------------|
| 1   | Reasoning                                                   | 50               | 50         | English | 40 minutes  |
| 2   | English Language                                            | 40               | 40         | English | 30 minutes  |
| 3   | Quantitative Aptitude                                       | 50               | 50         | English | 40 minutes  |
| 4   | General Awareness<br>(with special reference<br>to banking) | 40               | 40         | English | 20 minutes  |
| 5   | Computer Knowledge                                          | 20               | 20         | English | 10 minutes  |
|     | Total                                                       | 200              | 200        |         | 140 minutes |

- Penalty for wrong answers: 1/4<sup>th</sup> mark will be deducted for each wrong answer.
- Number of answer choices per question: 5 options

### **Application Fees:**

The application fee for the above post per candidate is **Rs. 700/- (+ GST as applicable)** (Rupees Seven Hundred Only) (+ GST as applicable).

### **Posting:**

Presently the vacancy is at Mumbai and upcoming centres at Lucknow (1) and Guwahati (1). However, based on the requirement the selected candidates may be posted/transferred to any of the offices of the Institute. At present the Institute has offices at Chennai, Kolkata, Mumbai, New Delhi and the upcoming offices are Lucknow, Guwahati and Bengaluru.

### **Terms of Appointment**

1. Appointment of the selected candidate will be subject to satisfactory medical fitness, and satisfactory verification of background/ credentials as per the Institute's specifications.
2. Selected candidate will have to execute an agreement to the effect that he/ she will serve the Institute for a minimum period of Two (2) years (active service) from the date of joining the Institute. In case he/ she leaves the service of the Institute before the expiry of the said period, a sum of Rs. 1,00,000/- (Rupees One Lakh only) will have to be paid to the Institute by the selected candidate towards expenses incurred by the Institute for recruitment, imparting training, compensation / liquidated damages on account of loss of opportunity for the Institute from deriving anticipated benefits out of the recruitment process etc.

**Remuneration:**

- a. Emoluments of Junior Executive are presently in the scale of Rs.28300-3150/20-91300. They will also be eligible for DA, and HRA as per rules in force from time to time. At present total initial package, including salary and other perquisites will be approximately Rs. 8 Lakhs (Rs. Eight Lakhs only) per annum on a cost-to-company basis. The present pay scale is due for revision from November 2024.
- b. In addition to the above, Institute also provides the leased accommodation facility, in lieu of HRA for which an amount upto a maximum limit of Rs. 20,000/- (Rupees Twenty thousand only) per month will be paid, subject to submission of necessary documents and extant rules

**The Institute reserves the right to shortlist the candidates for online exams and personal interviews and its decision will be final and binding in the matter.**

**Institute reserves the right to cancel the process at any point in time without assigning any reason.**

**How to Apply**

The candidates should submit their application online through the link given below on or before **16<sup>th</sup> October 2024. No other mode of application will be accepted.**

Joint Director (HR & Admin)  
Indian Institute of Banking and Finance,  
Kohinoor City, Commercial –II,  
Kiroh Road, Kurla – West,  
Mumbai – 400 070.

**[APPLY NOW](#)**