

INSTITUTE OF BANKING PERSONNEL SELECTION

INVITES APPLICATIONS FOR

Post Name: – Deputy Manager & Personal Assistant to Director (On Contract)

No. of vacancy: 01

A. ELIGIBILITY CRITERIA (as on 01.01.2017)

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.

Post Name	Age	Minimum Educational Qualification	Post Qualification Minimum Work Experience
Deputy Manager & PA to Director	Minimum: 50 years Maximum: 63 years I.e. a candidate must have been born not earlier than 02.01.1954 and not Later than 01.01.1967 (both dates inclusive)	S S C with Typing Speed: English typewriting - 40 wpm.	Minimum 25 years of experience of handling Board level works including assisting the Chief Executive of Banking Institute, PSBs & banking subsidiaries for day today functioning.

- B.1 Very good knowledge in computer is preferable.
- B.2 His/ her integrity should not have been doubtful during his/her service.
- B.3 No punishment/penalty should have been inflicted on him/her during his/her service.
- B.4 Cases of CBI or other law enforcement agencies should not be pending against him/her.
- B.5 The incumbent should be competent to draft the letters/ prepare agenda papers/ reports with or without guidance.

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. CONSOLIDATED SALARY : Negotiable

E. JOB PROFILE, ROLE & RESPONSIBILITIES

The Personal Assistant is responsible for providing a comprehensive, confidential and professional support service to the Director in all aspects concerned with the efficient and successful operation of the office and division.

Major Duties:

1. To maintain and provide a support service for the Director's daily schedule, including forward planning of his workload, diary management and co -coordinating and collating all relevant paperwork.
2. To set appointments and meetings for the Director
3. To service meetings, including preparation of meeting papers , obtaining and preparing briefing materials and presentations, and taking minutes when requested/where necessary
4. Respond and advise efficiently to all electronic, written or verbal enquiries for the Director, using own initiative
5. To liaise effectively with internal divisions/departments and external organizations on behalf of the Director.
6. To advise the Director of impending work deadlines for both internal and external commitments, e g. reports, presentations, conferences, projects
7. To ensure appropriate systems and processes are developed and maintained to support effective and efficient day to day running of the Directors office
8. To provide a confidential and efficient filing system for the Director and his office
9. To organize travel arrangements for the Director
10. And any matter related to the above broad functions.

1.1 HOW TO APPLY: –

Interested candidates who are meeting with above Mentioned eligibility criteria as on 01/01/2017 only may forward their applications giving details of job experience, 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 25.01.2017 (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:

- Hand Delivery of application will not be accepted.
- Send your application only through the post or courier. IBPS shall not under any circumstances be liable for misplace, damage and/ or delay in delivery of application by the post or by the courier agencies.
- Internal candidate may submit their application in sealed cover directly to Gm(Admin) only

Selection will be made by a committee and such selection will be Final.

Applicants must super-scribe “Application for the post of Deputy Manager & PA To Director” on the top of the upper part of the sealed envelope containing the application.

General Manager –Administration
IBPS, Mumbai

Date: - 13.01.2017

Place: - Mumbai

To,
The General Manager -Administration
Institute of Banking Personnel Selection
IBPS House,
90thft 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 Deputy Manager & Personal Assistant to Director
(On Contract) in IBPS**

With reference to your advertisement dated 13.01.2017, I submit herewith my application for the post of **Deputy Manager & Personal Assistant to Director** in Institute Of Banking Personnel Selection. I have read about the role, remuneration and brief terms & conditions relating to the post and advice 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

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 AGE [_____ yrs.]
(DD/MM/YYYY) (As on 01.01.2017)

4. In case of retired persons,

4.1 Date of retirement

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(DD/MM/YYYY) :

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. In case of a person who is in service

5.1 Name of the BANK/ORGANISATION/DEPARTMENT

5.2 Designation _____

5.3 No. Of years of service: _____

6. 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 _____

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a) Educational Qualification: ---- (self-attested copies of certificates attached)

b) Typing Speed: (Supporting Documents attached)-_____

8. Work experience: (Supporting Documents attached)

9. Languages Known

Language	Read	Write	Speak

10. Salary Drawn : Rs. _____
Salary Expected : Rs. _____

11. 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:

12. Declaration:

I hereby declare that

- (i) No punishment / penalty were inflicted on me during my service in any organization.
- (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 Deputy Manager & Personal Assistant to Director

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)