

INSTITUTE OF BANKING PERSONNEL SELECTION

INVITES APPLICATIONS FOR

Post Name: – **Head (Accounts & Finance)**

NO. OF VACANCIES: – 01

SALARY : – NEGOTIABLE

EDUCATIONAL QUALIFICATION & EXPERIENCE : –

Candidates should be a Chartered Accountant with 15 to 20 years of experience in handling finance, Accounts, Taxation, internal audit, budget preparation, Recovery , Investment etc.

AGE AS ON 1ST MAY 2013 : -- Not exceeding 61 years

INFORMATION FOR CANDIDATES

(A) ELIGIBILITY CRITERIA AS ON 1ST MAY 2013

- (i) The incumbent's age should not be more than 61 years as on 01.05.2013
- (ii) His integrity should not have been doubtful during his service in the organisation.
- (iii) No punishment/penalty should have been inflicted on him during his service in the organisation.
- (v) Cases of CBI or other law enforcement agencies should not be pending against him.
- (vi) Person currently in service should apply through proper channel.

2. **TERMS OF APPOINTMENT**

Appointment will be on contract basis. The initial contract would be for a period of 2 years which may be renewed up to the age of 65 years, whichever is earlier, subject to his continued good performance and physical fitness.

4. **JOB PROFILE, ROLE & RESPONSIBILITIES**

He will be the head of the Accounts and Finance Department of the Institute. He will handle the matters related to finance, Taxation, Accounts, Internal Audit, Budget Preparation, Recovery, Investment etc., of the Institute.

5. **REMUNERATION** : Negotiable

Candidates are requested to mention in their application the salary drawn and expected.

6. **HOW TO APPLY:** - Interested candidates who are meeting with above mentioned eligibility criteria as on 1st May 2013 only should forward their applications giving details of job experience, salary drawn & expected on plain paper along with attested Xerox copies of all necessary documents to

**The General Manager
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: 20/05/2013 upto 5.00 pm.

Application received after this date will be summarily rejected.

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

Applicants must super-scribe “Application for the post of Head (Accounts and Finance)” on the top of the upper part of application containing sealed envelope.

08.05.2013

General Manager (Administration)
IBPS, Mumbai