



Advertisement dated 31.10.2022

Last date of submission 18.11.2022

(Recruitment/IBA/2022-23/002)

Indian Banks' Association (IBA) is a voluntary, representative body of management of banking in India operating out of India. With an initial membership representing 22 banks in India in 1946, IBA currently represents over 234 banking Organizations operating in India.

IBA was formed on September 26th, 1946 for development, coordination and strengthening of Indian banking, and assist the member banks in various ways including implementation of new systems and adoption of standards among the members.

Over the years, the IBA has emerged as the voice of the Indian Banking Industry and a torch-bearer for the issues of the Indian Banking System. The Association is embarking on a transformation journey in order to drive excellence and better position itself to champion the cause of the Banking Industry which is on a disruptive journey of growth.

Indian Banks' Association (IBA) is looking for qualified and experienced professionals for the position of Managers as details mentioned below:-

Sl.No	Post/ Job Code	Age in Years	Educational Qualification	Work Experience
1	Manager (Chief Executive Secretariat) (JOB/001/2022-23)	Minimum Age should be 25 years and Maximum age should NOT be more than 40 years as on 31.10.2022 <i>(Should be born between 1.11.1982 and 1.11.1997)</i>	A Degree (Graduation in any discipline from a University recognized by the Govt. Of India)	3 to 5 years of experience in Secretarial role in Banking / Financial industry or Hospitality sector is preferred
2	Manager (HR & IR) JOB/002/2022-23)		Degree in any discipline. Due weightage will be given to candidates qualified with Two years Post Graduation degree or 2 years full time Post graduate Diploma in Personnel Management / Industrial Relations / HRD / Labour Law / HR or equivalent qualification	3 to 5 years of experience in HR & IR, preferably in Banking / Financial industry
3	Manager (PS & BT) (JOB/003/2022-23)		B.E / B.Tech (Computer Science) / MCA or equivalent certifications from reputed Institutes	3 to 5 years of experience preferably in Banking institutions / Financial industry
4	Manager (Corporate Communications) (JOB/004/2022-23)		Degree in any discipline. Due weightage will be given to candidates qualified with Degree in Mass Communication, Media Management (Full time) or equivalent qualification	3 to 5 years of experience of handling Corporate communications, Mass communication, Social media handling (Print and Electronic) in Banking / Financial industry is preferred
5	Manager (Finance & Administration) (JOB/005/2022-23)		M.Com / MBA (Finance) / C.A or equivalent	3 to 5 years of experience of handling Finance and Administration preferably in Banking / Financial industry

Higher weightage will be given to candidates having relevant experience for the post called for

A. ROLES & RESPONSIBILITIES :- are appended as Annexure A.

B. PLACE OF POSTING :- Mumbai.

C. APPLICATION FEES: - NIL

D. EMOLUMENTS:-

- i. Basic Pay range of ₹ 39,660 - ₹ 94,660 at present. (under revision)
- ii. In addition DA, HRA, Conveyance Allowance, Telephone Allowance, Annual Leave Travel Allowance, Annual Medical Aid and Annual Performance Incentive are payable. The total emoluments including Lease Accommodation per annum (Annual Performance Incentive- excluded) at the minimum of the pay scale comes to ₹ 13.50 Lakhs per annum approx.
- iii. IBA employees are covered under Family floater medical insurance policy.
- iv. Currently all employees are covered under Term Insurance cover of Rs. 25 Lakhs.
- v. Superannuation benefits, viz., Gratuity, Leave Encashment and PF/ EPS as per EPF Act, 1952 are also payable in terms of IBA Staff Rules.
- vi. IBA does not have quarter facilities for the staff. Leased accommodation up to Rs.39,500/- (in lieu of HRA) shall be extended as rent-free accommodation/reimbursement of lease rentals to the Official who do not own a house / inherited house in his / her name or his / her spouse's name or in the name of any dependent family member at the place of assignment i.e., Mumbai and its Urban agglomeration.
- vii. Probation and Confirmation: The selected candidates will be on probation for a period of one year from the date of joining. Their confirmation in the Association's service will be decided in terms of the provisions of the IBA Staff Rules.

E. SELECTION PROCEDURE:-

Selection will be based on short listing and subsequent round of Personal Interview and/or any other selection method:-

- i. IBA reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- ii. IBA reserves its right to call candidates in a particular ratio, at its sole discretion as per the IBA's requirement. Only shortlisted candidates shall be called for interview.
- iii. Adequate number of candidates as decided by the IBA will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process (PI/any other selection

method) and merely applying / being eligible for the post does not entitle the candidate to be eligible for the selection process.

- iv. The qualifying marks in Interview/selection procedure will be decided by the IBA.
- v. A candidate should qualify in all the processes of selection i.e. PI and/or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.
- vi. In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- vii. Shortlisted Candidates shall be informed with regard to further selection process.
- viii. Selected Candidates shall be intimated through Email.

F. HOW TO APPLY:-

- i. Candidates are required to have a valid personal email ID and Contact Number. It should be kept active till completion of this recruitment project. IBA may send call letters for Personal interview and/or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying.
- ii. Candidates shall be required to apply to the position/s only through the link :- (<https://career.iba.org.in/>). Applications received through any other source shall be not accepted.
- iii. The name of the candidate should be mentioned correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found at a later stage may disqualify the candidature.
- iv. Candidates shall also be required to upload passport size photograph and signature as per the size mentioned in the link.
- v. An acknowledgement number shall be generated on submission of the application. Candidates should keep a note of the acknowledgement number for future reference.
- vi. Applications once submitted shall be considered as final and no amendments shall be permitted. Therefore, candidates should take due care before submitting the applications.
- vii. The last date and time for receipt of application shall be Friday, 18.11.2022, 5.00 p.m.
- viii. Candidates have to ensure that they have born within the range of dates mentioned in the advertisement and should produce necessary proof of age at the time of appearing for Personal Interview.

G. GENERAL INFORMATION:-

- i. Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (31.10.2022) and also ensure that the particulars furnished by him/her are correct in all respects.
- ii. In case of multiple applications received from a candidate for a single post, the candidate may be disqualified at the discretion of IBA.
- iii. There is no bar in submitting applications for more than one post.
- iv. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered. In case of selection, candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.
- v. Candidates to appear for the interview at their own cost. No TA/DA will be reimbursed to candidates for appearing in the Interview.
- vi. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- vii. Only those candidates who are short-listed for appearing in the Personal Interview will be intimated through e-mail only.
- viii. Appointment of shortlisted candidate will be subject to his/her being declared medically fit as per the requirement of the Association. Such appointment will also be subject to the Service Regulations & Conduct Rules of IBA.
- ix. Selected candidates will be required to produce a valid discharge certificate/ relieving letter from their last employer before joining the service.
- x. Any kind of canvassing will immediately result in disqualification.
- xi. IBA is an Equal Opportunity Employer.
- xii. The applicants are not required to upload the scanned images of the Proof of age, Academic qualification Certificate and Experience Certificate at the time of application. They are supposed to declare its correctness. The candidates shortlisted for interview shall be required to send these documents by mail before their interview. Once selected the originals shall be verified.
- xiii. For all the positions good working knowledge of computers and proficiency in MS Office is required.
- xiv. The eligibility criterion/ criteria can be relaxed in case suitable number of applicants are not found.

- xv The IBA reserves the right to defer/ modify or cancel the process of recruitment in any or all the streams if suitable candidate are not found.
- xvi A merit list of the shortlisted candidates shall be prepared on the basis of his personal interaction with the Interview Board for all the streams. Candidate placed highest in the merit list shall be offered the position in respective streams. In case he/she either fails to turn up or declines the offer, candidate next in merit shall be offered the post. This merit list such prepared shall cease to be valid after 31st March, 2023

Place: Mumbai
Date: 31.10.2022

Annexure- A

Roles & Responsibilities :- The principal responsibilities are mentioned below, however the role shall not be limited to the below responsibilities. Responsibilities may keep on changing as per the need and requirement of the organisation :-

Sl. No	Position	Roles & Responsibilities
1.	Manager (Chief Executive Secretariat)	<ul style="list-style-type: none"> • Possess excellent communication and drafting skills • Excellent interpersonal behavior, presentable etiquettes matching with the hospitality industry. • Dealing with important correspondence and answering calls received from various stakeholders and relaying messages to CE / DCE or the relevant departments. • Ensure that all the emails received are properly read and forwarded to the concerned department for action. • Co-ordinate with the various internal departments and ensure that emails are responded on time. • Maintain diary and schedule meetings and appointments for Chief Executive. To ensure the meetings / appointments are timely updated and rescheduling or cancelations if any are also updated promptly. • Coordinate and arrange meetings for Chief Executive with various Offices. • Arrange for various VC meetings on behalf of Chief Executive and provide secretarial assistance. • Arrange for Travel Booking, transport and accommodation. To prepare itinerary, arrange for tickets, make stay arrangements and maintain travel related documents and other records. • Processing of Travel Bills, Mobile Bills, Accommodation Bills, Corporate Credit Card Bills, etc. • Any other role & responsibilities assigned by the competent authority.
2.	Manager (Human Resource & Industrial Relations)	<ul style="list-style-type: none"> • Administering various activities involved in HR function across Banking industry, i.e. policy development & documentation. • Liaison with various stake holders on HR & IR matters. • Floating of request for proposal for various projects and undertake start to end activities.

		<ul style="list-style-type: none"> • Responsible for drafting multiple circulars, government communications, project reports, counter affidavits for court cases, etc. • Maintaining healthy relationship with the vendors/agencies, Unions and Associations. • Collecting and maintaining various data related to staff. • Handling internal IBA establishment matters. • Possess good communication and drafting skills • Any other role & responsibilities assigned by the competent authority.
3.	Manager (Payment Settlement & Banking Technology)	<ul style="list-style-type: none"> • Handling day to day inward and outward correspondence with stakeholders • Seeking and compilation of views of various stakeholders • Scheduling and Coordinating Video Conferencing Meetings • Scheduling and arranging physical Meetings • Hardware & Software Procurement • Installing and configuring/troubleshooting computer systems including server, desktop, laptops, software, networks, printers, and scanners • Vendor coordination for maintenance of hardware, software, network • Vendor coordination for maintaining websites. • Arranging sanction and payment to various vendors. • Monitor data backups and disaster recovery operations. • Any other role & responsibilities assigned by the competent authority.
4.	Manager (Corporate Communications)	<ul style="list-style-type: none"> • Maintain Media relations and keep regular contact with media by providing approved content and distributing news releases, • Responding to media queries, ensuring the organisation is well represented in any relevant stories, panels, etc., through quotes, personal presence of the spokesperson, and by pitching stories to media. • Maintain Public Relationships – liaising with Ministry/Banks/RBI/Vigilance in close coordination with Chairman of IBA. • Studying & Analysing the Strategy & preparation of branding Plan accordingly to increase followers and visibility, Managing Media plans for improving the engagement & followers' count at various social media channels. • Monitor newspapers, television news broadcasts and other outlets like online channels, etc., to

		<p>keep close watch on information about organisation and to devise strategies to address misinformation.</p> <ul style="list-style-type: none"> • Role in Corporate Social Responsibility and Donations – engage with various NGOs and participation in work towards society. • Empanelment and de-empanelment of PR agencies. • Develop marketing strategies and campaigns that support the overall growth of IBA and execute these strategies in coordination with the other support divisions. • Communicate by Ads, Information and Campaigns through all the channels to the targeted audience to get the maximum coverage. • Engage and manage vendor relationships and partner with them for various activities in content creation and management. • Oversee the preparation of budget for activities of Corporate Communication and Marketing and to ensure adherence and usage of allocated funds. • Define brand guidelines and manage IBA's positioning across all channels. Ensure all corporate design and visual identity is effectively managed. • Prepare communication plan in the event of a crisis and drive the execution of plan in case of such scenario. • Appraise the management about the critical communications on various channels. • Empanelment and de-empanelment of PR agencies Advertisement agency and social media agency. • Any other role & responsibilities assigned by the competent authority.
5.	Manager (Finance & Administration)	<ul style="list-style-type: none"> • Assistance in Finalization of Annual Accounts. • Compliance of observations of Internal Audit/ Statutory Audit/Tax Audit • Preparing and filing Income Tax Returns • Handling of all types of Banking transactions on a regular basis • Bank /GST Reconciliation. • Dealing with issues concerning Direct Taxation. • Filing of GST returns and its related compliances • Advance tax working. • Monitoring Budget v/s Actual • Preparation & Analysis of head wise expenditure Budget V/s Actual

		<ul style="list-style-type: none"> • Preparation & Analysis of MIS reports. • Administration of association • Any other role & responsibilities assigned by the competent authority.
--	--	---