



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Applications for Assistant Manager - Accounts

Established in 1969 by the Reserve Bank of India (RBI) in consultation with the Government of India, National Institute of Bank Management (NIBM) is the apex institution for research, executive training and consultancy in Banking and Finance. Located in sylvan surroundings at Kondhwe Khurd, Pune, the Institute provides very conducive environment for learning and research. NIBM conducts a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE. The Institute also conducts Online Certification courses for working professionals.

The Institute invites applications from interested person to fill up the position of Assistant Manager-Accounts. The incumbent shall assist the Chief Manager - Accounts of the Institute and shall supervise and coordinate the Accounts department work like accounting, auditing, budgeting, finance and allied activities. The incumbent shall report to the Chief Manager - Accounts and will be responsible to monitor all such Accounts related matters.

NIBM invites applications for the position of Assistant Manager- Accounts:

- Job Title : Assistant Manager-Accounts
- Age : Preferably not more than 35 years, can be relaxed in case of exceptional, deserving candidates with commensurate exposure.
- Minimum Qualifications & Experience : M.Com with minimum of 5 years of post-qualification relevant work experience, preferably handling similar responsibilities in reputed Educational institutions/ University/ Commercial organization of national/ international repute. The candidate must have good academic credentials.
- Tenure : Appointments will be offered on Five-year renewable contract with Probation for a period of initial two years. Contract may be extended subject to satisfactory review of performance.
- Remuneration : Level 5 (29200 – 92300) of Pay Matrix as per 7th CPC. Pay & Allowances are admissible as per NIBM Rules. Relevant experience in Level 5 as per 7th CPC is desirable.

Total Gross Monthly Pay including HRA is approx. Rs 54,460/- and applicable benefits as per Institute's rules in force from time to time.

- Details of other Salary benefits, perquisites and Leave** : a) National Pension Scheme- 10% of Basic and equal contribution by the Institute;
b) Gratuity;
c) Leave Travel Concession – with effect from date of joining, after confirmation on completion of probation;
d) Domiciliary Medical Treatment; Medical Hospitalization Reimbursement - for self and dependents in empaneled hospitals;
e) Housing Loan Interest Subsidy Scheme; Education Subsidy – for max. two children;
f) Leave – 30 days Earned leave, 10 days Sick leave and 8 days Casual leave per year.

Key Responsibilities: (indicative and not exhaustive)

- To assist the Chief Manager (Accounts)/ Deputy Manager (Accounts) in NIBM Accounts and NIBM EPF Accounts and compliance of NIBM and NIBM PF Return; compilation of NIBM Annual Budget;
- To assist in Charity Commissioner Matters viz. Filing of NIBM Budget and Final accounts;
- Processing of payment of salary, perks, allowances and employee benefits like LTC advances / settlement of bills, leave encashment, bonus, consultancy share and incentives, handling PF and Gratuity related matters etc;
- Tracking of NIBM / NIBM PF investments and to liaison with Banks for monitoring of Investments;
- Bank reconciliation of various bank accounts and solving queries with bank;
- To assist in Internal Audit, Tax Audits and Statutory Audit;
- To assist in Institutional tax matters such as Income Tax, GST etc.
- Extending assistance to the CAO and Director in allied activities as and when required and for any assignments as may be given from time to time, as per their instructions.
- Proficiency in Computer operations, working in IT enabled environment, knowledge of Tally, ERP or SAP and experience in handling tax issues is desired.

Other Terms & Conditions:

- The eligibility qualifications, experience and age will be reckoned as on the last date prescribed for receipt of applications. Relaxations and concessions in eligibility, if any, will be at the sole discretion of NIBM.
- The online applications received by the Institute in response to the advertisement will be scrutinized and only shortlisted candidates will be considered for interview. The appointment will be made on the recommendation of a duly constituted Selection Committee.
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.
- Interviews of shortlisted candidates will be conducted offline only. The shortlisted candidates will have to attend the personal interview at the Institute's campus at own expenses and there shall be no reimbursement of travelling allowance.
- The selection of the candidate will be at the sole discretion of the Institute.

Interested and eligible applicants may submit their applications online with complete information through the following link:

<https://www.nibmindia.org/careers/> [Click Here To Apply...](#)

The last date for submission of online applications is **October 16, 2023**. Applications submitted through any other mode and after the cut-off date will not be considered.
