



# INSTITUTE FOR DEVELOPMENT AND RESEARCH IN BANKING TECHNOLOGY

*(Established by the Reserve Bank of India)*

## **RECRUITMENT OF ADMINISTRATIVE ASSOCIATE**

**Advertisement No: 05/2017 – 18, Dated: February 15, 2018**

IDRBT, established by the Reserve Bank of India, is the premier Institute of Banking Technology. The Institute spearheads efforts in providing state-of-the-art technologies for the Banking and Financial Sector by interfacing Research and Development, Academics, Executive Education, Practice and Consultancy.

The Institute invites applications from dynamic and proactive candidates for the following regular administrative position:

### **POSITION: ADMINISTRATIVE ASSOCIATE**

i. No. of Positions: One

ii. **ELIGIBILITY:**

**(a) Qualification:**

Master's Degree in Mass Communication / Journalism / Publishing / Public Relations / Advertising with a minimum of 60% marks or its equivalent. Candidates with a Diploma in Multimedia / Web Design / Graphic Design would be preferred.

**(b) Experience:**

- ❖ A minimum of three years of post-qualification professional experience in a reputed institution with hands-on experience in:
  - Crafting creative communications that capture the target audience's attention
  - Developing and maintaining vibrant Websites, Intranet and Social Media sites
  - Designing layouts for various Reports, Periodicals, Technical Papers, Newsletters, Flyers, etc., and getting them print-ready
  - Preparing presentations, multimedia and video content, audio-visual material, animations, short films, etc.
  - Supporting copy editing, documentation, and content management for various New Media and print publications

- Contributing to Branding, Image Building and Media Management activities
  - Applying Innovative and Best Practices in e-publishing, print publishing and various day-to-day administrative tasks
  - ❖ The candidate needs to be tech-savvy and proficient in latest publishing / web design / multimedia software
  - ❖ The candidate needs to have excellent designing and communication skills and the ability to work cordially in a team
  - ❖ The candidate should have a very good administrative acumen, be able to adapt to the changing requirements of the Institute and be a quick learner to take up various roles and responsibilities as per the evolving institutional requirements.
- iii. **Pay:** Pay Band 2 of 9300-34800 and Grade Pay of Rs.4200 plus other eligible facilities.
- iv. **Reservation:** This position is reserved for OBC (Non-Creamy Layer) candidates.
- v. **Age Limit:** Not above 38 years (including relaxation) as on February 28, 2018.

**Other Rules & Regulations:**

1. Candidates should satisfy themselves about their eligibility for the post applied for. Mere fulfilment of eligibility does not guarantee shortlisting for the Selection Process.
2. Candidates should apply for the position in the prescribed format provided on the Institute's website.
3. Incomplete applications / not in the prescribed format/ without all the required documents, will be rejected and no correspondence in this regard will be entertained by the Institute.
4. Candidates should submit along with the application an attested scanned copy of the OBC (non-creamy layer) certificate (issued on or after April 01, 2017) in the format prescribed by the Government of India issued by a Competent Authority.
5. Candidates should enclose attested scanned copies / copies of their Marksheets and Certificates of all their educational qualifications, right from Matriculation to Post Graduation as well as Diploma, if any.
6. The candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the application is false / incorrect or if according to the Institute, the candidate does not satisfy the eligibility criteria, his/her candidature / appointment is liable to be cancelled / terminated at any point in time.
7. All educational qualifications must have been necessarily obtained by pursuing the courses from recognized universities / institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent.

8. Candidates employed in Government / Semi-Government Organizations must apply through proper channel.
9. The Institute reserves the rights to screen and call only such candidates as are found prima facie suitable for being considered by the Selection Committee.
10. The Institute also reserves the right to restrict the candidates called for the selection process to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed herein and the requirements of the Institute. Thus, just fulfilling the prescribed conditions would not entitle one to be called for Selection Process.
11. The Institute reserves the right to fill or not to fill this post. The Institute also reserves the right to withdraw the post at any time without assigning any reason.
12. In all matters regarding Qualification, Eligibility, Skills, Experience, Age Limit, Compensation, Selection Process, Assessment, Prescribing Minimum Qualifying Standards in Selection Process, Communication of Result, etc., the Institute's decision shall be final and binding on all the candidates and no correspondence shall be entertained in this regard.
13. No correspondence will be entertained from candidates regarding postal delays, conduct & result of selection process and reasons for not being called for the selection process.
14. Selected candidates should undertake to abide by all the rules and regulations pertaining to their retention as also the rules and regulations of the Institute.
15. The filled-in application along with the copies / scanned copies of all the required documents, may be sent in a cover superscribed with the post applied to **“The Director, IDRBT, Castle Hills, Road No.1, Masab Tank, Hyderabad – 500057”** or by an e-mail to [admnaaso@idrbt.ac.in](mailto:admnaaso@idrbt.ac.in) so as to reach the Institute latest by **March 15, 2018.**

\*\*\*\*\*