



INSTITUTE FOR DEVELOPMENT AND RESEARCH IN BANKING TECHNOLOGY

(Established by Reserve Bank of India)

Advertisement No: 04/2024 – 25

Dated: June 03, 2024

Recruitment of Security Administration Manager

1. IDRBT - The Institute (www.idrbt.ac.in):

The Reserve Bank of India set up the Institute for Development and Research in Banking Technology (IDRBT) on June 10, 1996, as a Society under the Societies Registration Act, governed by a Governing Council (GC). The Institute is focused on Research and Development in the field of Information and Communication Technology (ICT) relevant to the Indian financial sector for absorption of emerging new technology and to foster better adoption of information technology in the Banking sector.

The Institute has set up six state-of-the-art Research Centers for aiding and promoting research and development work focusing on Artificial Intelligence and Machine Learning, Cyber Security and Data Privacy, Emerging Networks and Cloud Computing, Open and Digital Banking, Quantum Computing, and Distributed Ledger and Innovation, which are likely to have a long-term impact on the Banking and Financial sector (<https://www.idrbt.ac.in/research-centres>).

The Institute offers regular Academic Programmes for Ph.D, M.Tech., Post Graduate Diploma in Banking Technology (PGDBT), etc. (<https://www.idrbt.ac.in/academics>). It also hosts various Forums (<https://www.idrbt.ac.in/forums>) for CISO, CIO, CAO and Fintech to provide collaborative platform and fora for Indian Banking and Financial Sector. It also publishes quality research papers in national and international journals and conferences and provides Training, Advisory and Consultancy Services on Technology Infrastructure.

IDRBT invites applications for the following Administrative position:

i. **Position:** Security Administration Manager

ii. **No. of Positions:** One

iii. **Eligibility Criteria:**

(a) **Experience**

- ❖ The candidate should be an Officer with a minimum of five years of Commissioned Service in the Indian Army / Navy / Air Force.

Note: Emergency Commissioned Officers / Short Service Commissioned Officers should have rendered at least five years continuous military service.

- ❖ Preferably have hands-on experience for about two years in handling Security related work of a medium or large sized unit

(b) Age Limit: Not Above 45 (Forty-five) years as on June 30, 2024.

iv. Job Requirements

The candidate will be responsible for:

- Total Security and Safety aspects of the Institute's properties, assets, systems, including physical security, surveillance through CCTV, monitoring, recording, etc., security drills, security and safety regulations/protocols, reviewing and upgrading security arrangements, improving security systems and security climate, leveraging IT based security, etc.
- Fire Safety, mob control/handling, planning and handling Disaster Management
- Protocol duties and liaisoning with various related government bodies/agencies.
- Managing various areas of Facilities Management including Housekeeping, Catering, Landscaping, Campus Cleanliness and Upkeep, Civil / Electrical works, etc., coordinating with various facilities-related service providers / consultants and project management.
- Carrying out day-to-day administrative works as per the evolving institutional requirements.

v. Term

- ❖ The appointment of Security Administration Manager will be on a contract basis for a period of three years, subject to an annual performance review and continuing requirement of the Institute. The position is based at Hyderabad.

vi. Compensation

- ❖ Consolidated monthly compensation of Rs. 75,000/- (Rupees Seventy-Five Thousand Only) plus lunch and cafeteria facility with nominal charges.

vii. How to Apply

- Interested candidates may apply by giving their detailed application in the prescribed format. A recent photograph is to be attached at the appropriate place.
- The filled-in application form may be sent by e-mail to SEM@idrbt.ac.in. Only those applications filled in its entirety in prescribed format and soft copy of which is received not later than **July 31, 2024** will be considered.

- Candidature will be considered on the strength of the information declared in the application. Only shortlisted applicants will be contacted. Shortlisted applicants need to appear for interactions with the Selection Committee on the prescribed date after a communication from the IDRBT through the e-mail provided in application form about date and venue of the interaction. Based on the interaction, the Selection Committee will give its recommendation.
- In all matters regarding Eligibility, Experience, Compensation, Term, Selection Process, Assessment, Minimum Qualifying Standards in Selection Process, and Communication of Result, etc., the Institute's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
