INSTITUTE FOR DEVELOPMENT AND RESEARCH IN BANKING TECHNOLOGY

(Established by Reserve Bank of India)

Advertisement No: 06/2024 – 25 **Dated: July 29, 2024**

Recruitment for the Post of Driver-cum-Office Attendant

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

The Institute for Development and Research in Banking Technology (IDRBT), established by the Reserve Bank of India, is the premier Institute of Banking Technology in the country. The Institute spearheads efforts in providing state-of-the-art technologies for the Indian Banking and Financial Sector by interfacing Applied Research and Development, Academics, Executive Education, Practice and Consultancy so as to continuously enable the technology transformation of the Banking and Financial Sector in India and make it future-ready.

IDRBT invites applications for the following Administrative position:

i. **Name of the Position:** Driver-cum-Office Attendant

ii. **Place of Posting:** Hyderabad

iii. **Number of Vacancy:** 01

1. **Eligibility Criteria:**

(a) Educational Qualifications:

- Candidate should have passed 12th Standard with a minimum of 50% of marks or equivalent.
- Candidate belonging to Ex-servicemen category should have rendered at least 5 years of service.
- Candidate should possess a valid Driving Licence for Light Motor Vehicle (LMV).

(b) Experience:

- Candidate having a minimum of 5 years of overall experience (experience with recognized organization or Institute will be preferred). As a driver, he is required to attend to minor repairs and maintain a good driving record.

(c) Duties of Driver:

- ❖ Provide safe driving services to the Head of the Institute and family members to various locations and on time.
- ❖ Follow traffic laws and ensure safety
- ❖ Update and Maintain vehicle mileage logs and log complaints.
- ❖ Schedule and oversee regular servicing and repairs
- ❖ Monitoring and maintaining overall vehicle condition in running condition.
- ❖ Upkeep, regular maintenance & cleanliness of vehicle including (oil, tyre pressure, brakes).

(d) Other Job requirements:

- ❖ Candidate should be able to speak in English, Hindi and Local Language.
- ❖ Providing assistance during visits by dignitaries and senior management.
- ❖ Handle incoming and outgoing documents, maintaining proper storage, retrieval and distribution.
- ❖ Assist the Office by performing general administration duties and tasks such as filing and photocopying as needed.

2. Compensation:

- ❖ Consolidated monthly compensation of Rs. 20,000 /- (Rupees Twenty Thousand Only) negotiable based on skills, experience, and performance in the interview

3. Term:

- ❖ The appointment of Driver-cum-Office Attendant will be on contract basis for a period of 1+2 years, subject to performance review and continuing requirement of the Institute. The position is based at Hyderabad.

4. How to Apply

i. Interested candidates may apply by giving their detailed application in the prescribed format. A recent photograph is to be attached at the appropriate place.

ii. Provide scanned copies of Matriculation Marksheet / Certificate; 12th Standard Marksheet / Certificate; Caste Certificate (if applicable); Ex-Serviceman Experience Valid (if applicable); and current Light Motor Driving Licence.

iii. The Institute reserves its right to conduct verification any time during or after the selection.

iv. 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 at IDRBT Office 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.

v. 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**.**

vi. 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.

vii. The filled-in application form may be sent by e-mail to careers@idrbt.ac.in. Only those applications filled in its entirety in prescribed format and soft copy of which is received not later than **August 14, 2024** will be considered.

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