



Advertisement dated 11.08.2025

Last date of submission 31.08.2025

(Recruitment/IBA/2025-26)

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 26<sup>th</sup>, 1946, for the development, coordination, and strengthening of Indian banking, and to assist the member banks in various ways, including the 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 candidates for the position of Assistant Manager/Managers as detailed below: -

### **1. Asst Managers / Managers – Number of Vacancies – 3**

<b>Sl.No</b>	<b>Post/ Job Code</b>	<b>Age criteria</b>	<b>Educational Qualification</b>	<b>Work Experience</b>
1	Asst. Manager (Generalists)	Minimum Age should be 25 years and Maximum age should NOT be more than 50 years as on 31.08.2025	A Degree (Graduation in any discipline from a University recognized by the Govt. Of India)	3 to 5 years of experience in any of the field Banking / Financial industry / IT operations/ Legal.
2	Manager (Generalists)		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	Minimum 5 years of experience in any of the field Banking / Financial industry / GST Accounting, GST reconciliation and its compliance/ ITC Claim related compliance TDS Accounting, TDS reconciliation its compliance and filing of returns/ Taxation / Tally. Experienced candidates shall be preferred.

**PLACE OF POSTING: -Mumbai.**

**APPLICATION FEES: - NIL**

**EMOLUMENTS: -**

- i. Basic Pay range of
  - a. ₹ 45,600 - ₹ 1,08,900 at present. (under revision) – For Managers
  - b. ₹ 36,000 - ₹ 80,550 at present. (under revision) – For Asst. Managers
- ii. In addition, DA, HRA, Conveyance Allowance, Telephone Allowance, Annual Leave

- Travel Allowance, Annual Medical Aid and Annual Performance Incentive are payable.
- iii. IBA employees are covered under the Family floater medical insurance policy.
  - iv. Currently all employees are covered under the Term Insurance cover of Rs. 25Lakhs.
  - 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 (in lieu of HRA) shall be extended as rent-free accommodation/reimbursement of lease rentals to the Official as per extant policy
  - 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.

#### **SELECTION PROCEDURE: -**

Selection will be based on short listing and a 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 **31.08.2025, 5.00 p.m.**

#### **G. GENERAL INFORMATION:-**

- i. Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (31.08.2025) and also ensure that the particulars furnished by him/her are correct in all respects.
- ii. 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, wherever required. 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 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 a 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. 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 31<sup>st</sup> March, 2026
- xvii The CE IBA may decide to offer appointment to a candidate in Manager or Assistant Manager grade and also fit him at appropriate level of scale based on his potential, performance and suitability.

**Place: Mumbai**

**Date: 11.08.2025**