



INDIAN INSTITUTE OF BANK MANAGEMENT
invites Applications for
Chief Administrative Officer

Indian Institute of Bank Management (IIBM) Guwahati an autonomous Institute with the mandate of training personnel of banks, research and consultancy. Institute is sponsored by RBI, NABARD, SBI and other Public Sector Banks.

The Institute proposes to fill the following vacancies:

Chief Administrative Officer (CAO) on Contract

No. of Vacancy: 01

Place of posting: Guwahati

Eligibility:

- i. The requisite qualification for the post of CAO shall be at least 25 years of administrative and HR experience in Banks, viz. RBI/ NABARD/ SBI/ Public Sector Banks, Government/Academic institution/university and such similar institute etc.
- ii. The candidate should not be below the age of 55 years as on May 15th 2026.

Pay & Other Benefits:

- i. Monthly remuneration fixed at Rs 1.50 lakhs.
- ii. An annual increment of up to 5% on the fixed remuneration may be granted for each completed year of service, subject to satisfactory performance.

Proposed terms of contractual appointment of Chief Administrator Officer (CAO)

- i. The term of contract will be for one year effective from the date of joining of the appointee and will be renewed based upon his/her satisfactory performance till he/she attains the age of 68 years.
- ii. The appointee will be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
- iii. Paid leave of absence may be allowed at the rate of one day for each completed month of service.
- iv. The admissible facilities for CAO in contract are; a) Subsidized lunch b) Free consultation with the Institute's Medical Officer
- v. During the period of his/her employment with the Institute he/she shall devote full time to the work of the Institute. Further he/she will not be able to take up any other employment/assignment or any honorary in the form of cash or in kind or in otherwise, without the prior written permission of the Institute.

- vi. The engagement of CAO will be purely on contract basis and will not confer any right for regular appointment.
- vii. If the appointee decides to leave the service, he/she shall be required to give one month's written notice to the Institution, failing which he/she will be liable to refund one month's pay.

Application in the prescribed format with copy of all necessary documents may be submitted to **Chief Administrative Officer, Indian Institute of Bank Management, Khanapara, Guwahati-781022 on or before June 15th 2026**. List of documents duly attested by gazetted officer to be submitted along with the application:

- i. Birth Certificate/ Proof of Age
- ii. Proof of Identity
- iii. Certificates of Educational Qualifications
- iv. SC/ST Certificate, if seeking age relaxation

Applicants who are in services may submit No Objection Certificate from the employer along with the application.

Applications which are incomplete in any respect will be rejected.