

National Institute of Securities Markets

Senior Vice-President (IT)

1. Job title: Senior Vice-President (IT)
2. Number of posts: 1
3. Job description: It is a senior management position that is charged with preparation and implementation of strategy for IT function in NISM. It involves the overall administration and management of the IT functions; managing a team of System Administrators, Programmers, DBAs, and Helpdesk personnel; working with Heads of various schools of NISM to provide suitable IT solutions and to improve existing processes; systems and solutions analysis, vendor evaluation, software/hardware project management; vendor identification process and procedure (project specification, inviting expression of interest, negotiation, awarding contract, documentation); estimating costs, timeframes, and resource allocation for new and upcoming IT projects; annual budgeting, cost control, MIS; responsibility for seamless change management when new vendor is engaged for a project; evaluating and recommending new technologies and processes for consideration by the management for future deployments; monitoring and supervising in-house team & vendors for IT & IS security policy adherence; ensuring business continuity and proper Disaster Recovery (DR) procedures and review; monitoring and reviewing IT support for NISM's offices and campuses across India; implementation of technology solutions for a NISM's academic community (distance learning; campus networking solutions; test administration for nationwide examinations; learning solutions; computer support; streaming video applications; videoconferencing; production and duplication of CD-ROMs, DVDs and other interactive learning resources; course and resource development using WebCT and other internet based services); investor education website/portal management; data centre for financial markets data; copyright, information security; IPR matters; system security; management of a software development team; website/portal management; ISO audit of technology solutions; information security.
4. Attributes required: Ability to work as a member of senior management; leadership qualities; ability to guide a team of IT professionals; ability to negotiate with web-hosting company; familiarity with financial market databases; familiarity with IT aspects of large data centers; ability to guide preparation of expressions of interest documents, RFPs and tender documents to enlist web-hosting companies for NISM's data centre and other units; ability to prepare a complete project report for IT activities; ability to implement the project report prepared; ability to liaison with external agencies to successfully implement the various IT projects of NISM; good team skills; ability to work in a non-hierarchical atmosphere; ability to independently prepare the documentation for the IT processes. Good verbal and written communication skills; ability to coordinate with project teams comprising faculty members and managers; ability to coordinate with data companies.
5. Education: Degree or post-graduate qualification in computer engineering / IT from a reputed institution.
6. Experience: Should have IT experience of about 18 years, preferably in a large educational institution or IT company or data management companies. Of this about 6 years should be in the level of VP.
7. Age: Not more than 50 years
8. Tenure: This position is contractual. The contract period would be up to 5 years.

9. Location: Navi Mumbai. However, depending upon the needs of the organization, the officer should be prepared to serve anywhere in India, if required.

10. Mode of selection: Mode of selection will be interview.

11. Compensation would be in the range of 16-19 lakhs p.a. CTC for the right candidate. CTC includes a fixed component and a maximum possible performance-related variable component.

12. NISM reserves the right to relax any of the above requirements and terms in respect of otherwise outstanding candidates.

Vice-President (HR)

1. Job title: Vice-President (HR)

2. No of posts: 1

3. Job description: The incumbent would have the main responsibility for the HRD function of NISM (manpower planning; staffing policy; recruitment; coordination work relating to recruitment of staff including coordination with advertisement agencies, outsourcing agencies, etc.; turnover management; transfer policy management; compensation management; motivation management; engagement of staff, consultants, visiting faculty members; performance management of staff, consultants, visiting faculty members, resource persons; salary benchmarking; preparation of contracts of engagement for staff, consultants, visiting faculty members, resource persons; ensuring that these legal agreements are complied with in timely manner; accounting for and management of compensation administration; attendance management; leave management; implementing the staff rules for NISM; staff benefit management; familiarity with labour laws; training needs assessment; training for staff; disciplinary proceedings; statutory aspects relating to HR); identification of an external service provider for the HRD function of NISM, if required; coordinating with the external service provider; SLA with external service provider; coordinating with other units of NISM for smooth implementation of the HRD function; preparation of the HRD budget and responsibility for implementation of the same.

4. Broad attributes required: Good verbal and written communication skills; ability to coordinate a project team of persons comprising faculty members and managers; familiarity with HRD and IR matters; ability to liaison with external agencies; good team skills; ability to plan and implement activities; ability to work in a non-hierarchical atmosphere; capacity to work in a professional manner in a matrix structure under project mode; adequate knowledge of computers; awareness of HR and IR matters in educational institutes; experience in office procedure; strong computer skills.

5. Education: Candidates should be MBA in Human Resources & Industrial Relations from a reputed institution.

6. Experience: Relevant experience of about 12 years in a large organization in HR function. Of this about 5 years should be in the level of AVP.

7. Age: Not above 45 years

8. Tenure: The position is contractual. The period of contract will be up to 5 years.

9. Location: Navi Mumbai. However, depending upon the needs of the organization, the officer should be prepared to serve anywhere in India, if required.

10. Mode of selection: Mode of selection will be interview.

11. Compensation would be in the range of 12-15 lakhs p.a. CTC for the right candidate. CTC includes a fixed component and a maximum possible performance-related variable component.

12. NISM reserves the right to relax any of the above requirements and terms in respect of otherwise outstanding candidates.

Vice-President (F&A)

1. Job title: Vice-President (F&A)

2. No of posts: 1

3. Job description: The incumbent would be the principal officer of finance, accounts and audit in NISM. His management and oversight would relate to: maintenance of receipts & payments; preparation and maintenance of accounts; supervision of finance & accounts department; checking supply of orders and approvals; ensuring that the financial delegation is followed strictly; preparation and maintenance of records for statutory audit and internal audit; checking annual accounts; physical stock verification; passing bills; preparation of annual budget; claims to and from all counterparties; investment of the corpus of NISM; bank relationships; bank reconciliation; preparation of cash flow statements; safe custody of all investment papers and certificates; TDS matters; issue of TDS certificates; liaison with the Income tax department in all tax matters including obtaining exemptions, etc.; correspondence with all donors; service tax matters; payment of salary; PF and gratuity matters; all statutory matters dealing with Commissioner of Charity, provident fund commissioner, Income-Tax Department, Service Tax Department; utilization certificates for grants; maintenance of receipt book; rate contracts; MIS relating to F&A; RTI matters; petty cash; filing returns to IT Dept; filing accounts and budgets with Charity Commissioner; all compliance matters; liaison with internal auditors, statutory auditors, and CAG auditors; computerization of accounts and finance. The incumbent would lead a team of managers in the F&A department.

4. Attributes required: Ability to work as a member of the senior management; leadership qualities; good team skills; ability to work in a non-hierarchical atmosphere; good verbal and written communication skills; ability to coordinate with project teams comprising faculty members and managers; ability to guide a team of finance and accounts professionals; ability to negotiate with service providers; familiarity with all matters relating to finance, accounts and compliance; ability to guide preparation of budgets, financial accounts, IT returns, reports to Charity Commissioner; ability to use technology in F&A to create a paperless office; ability to liaison with external agencies to successfully complete the various activities of F&A department; ability to independently prepare the documentation for the F&A processes and procedures; ability to prepare manuals for accounts and audit procedure; ability to provide support to the Registrar of NISM in all matters relating to NISM Board; strong computer skills.

5. Education: Candidate should be CA. Additional qualification as Company Secretary is preferred.

6. Experience: Relevant experience of about 12 years in a large organization in finance and accounts function. Of this, about 5 years should be in the level of AVP.

7. Age: Not above 45 years

8. Tenure: This position is contractual. The contract period would be up to 5 years.

9. Location: Navi Mumbai. However, depending upon the needs of the organization, the officer should be prepared to serve anywhere in India, if required.

10. Mode of selection: Mode of selection will be interview. NISM reserves the right to raise the minimum experience in order to limit the candidates called for interview

11. Compensation would be in the range of 12-15 lakhs p.a. CTC for the right candidate. CTC includes a fixed component and a maximum possible performance-related variable component.

12. NISM reserves the right to relax any of the above requirements and terms in respect of otherwise outstanding candidates.

Assistant Vice-President (HR)

1. Job title: Assistant Vice-President (HR)
2. No of posts: 1
3. Job description: The incumbent would assist and support the VP (HR) in the HRD function of NISM (manpower planning; staffing policy; recruitment; coordination work relating to recruitment of staff including coordination with advertisement agencies, outsourcing agencies, etc.; turnover management; transfer policy management; compensation management; motivation management; engagement of staff, consultants, visiting faculty members, performance management of staff, consultants, visiting faculty members, resource persons; salary benchmarking; preparation of legal agreements with staff, consultants, visiting faculty members, resource persons; ensuring that these legal agreements are complied with in timely manner; accounting for and management of compensation administration; attendance management; leave management; implementing the staff rules for NISM; staff benefit management; familiarity with labour laws; training needs assessment; training for staff; disciplinary proceedings; statutory aspects relating to HR; identification of an external service provider for the HRD function of NISM, if required; coordinating with the external service provider; SLA with external service provider; coordinating with other units of NISM for smooth implementation of the HRD function; preparation of the HRD budget and responsibility for the same).
4. Broad attributes required: Good verbal and written communication skills; ability to coordinate a project team of persons comprising faculty members and managers; familiarity with HRD and IR matters; ability to liaison with external agencies; good team skills; ability to plan and implement activities; ability to work in a non-hierarchical atmosphere; capacity to work in a professional manner in a matrix structure under project mode; adequate knowledge of computers; awareness of HR and IR matters in educational institutes; experience in office procedure; strong computer skills.
5. Education: Candidates should be MBA in Human Resources & Industrial Relations from a reputed institution.
6. Experience: Relevant experience of about 3-5 years in a large organization in HR function.
7. Age: Not above 35 years
8. Tenure: This position is contractual. The period of contract will be up to 5 years.
9. Location: Navi Mumbai. However, depending upon the needs of the organization, the officer should be prepared to serve anywhere in India, if required.
10. Mode of selection: Mode of selection will be interview. NISM reserves the right to raise the minimum experience in order to limit the candidates called for interview
11. Compensation would be in the range of 9-12 lakhs p.a. CTC for the right candidate. CTC includes a fixed component and a maximum possible performance-related variable component.
12. NISM reserves the right to relax any of the above requirements and terms in respect of otherwise outstanding candidates.

Assistant Vice-President (F&A)

1. Job title: Assistant Vice-President (F&A)

2. No of posts: 2

3. Job description: The incumbent would assist VP (F&A) His support would relate to: maintenance of receipts & payments; preparation and maintenance of accounts; supervision of finance & accounts department; checking supply of orders and approvals; ensuring that the financial delegation is followed strictly; preparation and maintenance of records for statutory audit and internal audit; checking annual accounts; physical stock verification; passing bills; preparation of annual budget; claims to and from all counterparties; investment of the corpus of NISM; bank relationships; bank reconciliation; preparation of cash flow statements; safe custody of all investment papers and certificates; TDS matters; issue of TDS certificates; liaison with the Income tax department in all tax matters including obtaining exemptions, etc.; correspondence with all donors; service tax matters; payment of salary; PF and gratuity matters; all statutory matters dealing with Commissioner of Charity, provident fund commissioner, Income-Tax Department, Service Tax Department; utilization certificates for grants; maintenance of receipt book; rate contracts; MIS relating to F&A; RTI matters; petty cash; filing returns to IT Dept; filing accounts and budgets with Charity Commissioner; all compliance matters; liaison with internal auditors, statutory auditors, and CAG auditors; computerization of accounts and finance.

In particular, he would be required to: (1) manage the day-to-day transactions for preparation & maintenance of statutory books of accounts & financial statements, especially ensuring conformance to time and accuracy norms; (2) analyze statutory books of accounts and subsidiaries in compliance with accounting principles and policies with a focus of presenting true and fair view of the financial position of the concern; (3) focus on quality and accuracy of accounts along with compliance of basic principles of accounting, accounting standards and other laws; (4) prepare monthly MIS and budgetary control; (5) prepare and maintenance of tax planning for individual staff members; (6) look into legal compliance of income-tax (TDS), service tax and other such matters; (7) facilitate elimination of non-compliance through appropriate corrective and preventive action based on reports of the internal and statutory auditors; (8) support the management to ensure that the operations are performed in conformity with specific rules, regulations, guidelines and other requirements.

4. Attributes required: Ability to work as a member of the team with good team skills; ability to work in a non-hierarchical atmosphere; good verbal and written communication skills; ability to coordinate with project teams comprising faculty members and managers; ability to guide a team of finance and accounts professionals; ability to negotiate with service providers; familiarity with all matters relating to finance, accounts and compliance; ability to execute preparation of budgets, financial accounts, IT returns, reports to Charity Commissioner; ability to use technology in F&A to create a paperless office; ability to liaison with external agencies to successfully complete the various activities of F&A department; ability to independently prepare the documentation for the F&A processes and procedures; ability to prepare manuals for accounts and audit procedure; ability to provide support to the Registrar of NISM in all matters relating to NISM Board; strong computer skills.

5. Education: B.Com with CA (inter) or equivalent qualification.

6. Experience: Relevant experience in finance, accounts and compliance function of about 3-5 years in a large organization at managerial level.

7. Age: Not above 35 years

8. Tenure: The position is contractual. The period of contract will be up to 5 years.
9. Location: Navi Mumbai. However, depending upon the needs of the organization, the officer should be prepared to serve anywhere in India, if required.
10. Mode of selection: Mode of selection will be interview. NISM reserves the right to raise the minimum experience in order to limit the candidates called for interview
11. Compensation would be in the range of 9-12 lakhs p.a. CTC for the right candidate. CTC includes a fixed component and a maximum possible performance-related variable component.
12. NISM reserves the right to relax any of the above requirements and terms in respect of otherwise outstanding candidates.

Assistant Vice-President

1. Job title: Assistant Vice-President
2. No of posts: 1
3. Job description: The incumbent would be responsible for office administration: stationery; office equipments; annual maintenance contracts; premises maintenance; repairs; upkeep; stores; security; canteen; guest house; hostel; rate contracts; vehicles; event management; class-rooms; managing a team of junior staff; MIS relating to administration; advertisement; marketing; courier; office superintendence and other related activities.
4. Attributes required: Ability to work as a member of the management; good team skills; ability to work in a non-hierarchical atmosphere; good verbal and written communication skills; ability to coordinate with project teams comprising faculty members and managers; ability to guide a team of junior staff; ability to negotiate with service providers; familiarity with office procedures, rules and regulations; familiarity with various regulations that govern contract staff and junior staff; knowledge of all administrative matters pertaining to an educational institution established as a trust; strong computer skills.
5. Education: Graduate with MBA
6. Experience: Relevant experience of about 3-5 years in administration in the education sector in managerial position
7. Age: Not above 35 years
8. Tenure: The position is contractual. The period of contract will be up to 5 years.
9. Location: Navi Mumbai. However, depending upon the needs of the organization, the officer should be prepared to serve anywhere in India, if required.
10. Mode of selection: Mode of selection will be interview. NISM reserves the right to raise the minimum experience in order to limit the candidates called for interview
11. Compensation would be in the range of 9-12 lakhs p.a. CTC for the right candidate. CTC includes a fixed component and a maximum possible performance-related variable component.
12. NISM reserves the right to relax any of the above requirements and terms in respect of otherwise outstanding candidates.

Vice-President (Estates & Administration)

1. Job title: Vice-President (Estates & Administration)
2. No of posts: 1
3. Job description: The incumbent would be responsible for all construction activities such as: Conceptualization; Liaisoning with various government agencies to secure approvals; Design validation; Engaging architects to prepare BOQ & drawings; Short-listing the contractors; Appointment of project management consultants; Preparation of time , cost and material schedules; Registering vendors and issuing work orders for contractors and suppliers; Project management in execution of civil, interior, HVAC, electrical services works; QC of works; Executing the work as per the standard drawings and specifications; Contractor's bills; Coordinating with various other agencies, suppliers, vendors and completing the job with in the stipulated time; premises management; Undertaking repairs & maintenance of premises. In addition, the incumbent would be responsible for overseeing administrative matters such as: stationery; office equipments; annual maintenance contracts; premises maintenance; repairs; upkeep; stores; security; canteen; guest house; hostel; rate contracts; vehicles; event management; class-rooms; MIS relating to administration; advertisement; marketing; courier; office superintendence and other related activities.
4. Attributes required: Ability to work as a member of the management; project management skills in construction; good team skills; ability to work in a non-hierarchical atmosphere; good verbal and written communication skills; ability to coordinate with project teams comprising faculty members and managers; ability to guide a team of junior staff; ability to negotiate with service providers; familiarity with office procedures, rules and regulations; familiarity with various regulations that govern contract staff and junior staff; knowledge of all administrative matters pertaining to an educational institution established as a trust; strong computer skills.
5. Education: Candidate must be an engineering graduate or equivalent in Civil Engineering with good academic record. Additional qualification in management/finance preferred.
6. Experience: Relevant experience of about 12 years in a large organization. Of this, about 5 years should be in the level of AVP.
7. Age: Not above 45 years
8. Tenure: The position is contractual. The period of contract will be up to 5 years.
9. Location: Navi Mumbai. However, depending upon the needs of the organization, the officer should be prepared to serve anywhere in India, if required.
10. Mode of selection: Mode of selection will be interview. NISM reserves the right to raise the minimum experience in order to limit the candidates called for interview
11. Compensation would be in the range of 12-15 lakhs p.a. CTC for the right candidate. CTC includes a fixed component and a maximum possible performance-related variable component.
12. NISM reserves the right to relax any of the above requirements and terms in respect of otherwise outstanding candidates.