



बैंकिंग प्रौद्योगिकी विकास और अनुसंधान संस्थान

(भारतीय रिजर्व बैंक द्वारा स्थापित)

Institute for Development & Research in Banking Technology
(Estd. By Reserve Bank of India)

Advertisement No: 04/2025 – 26

Date: July 08, 2025

Recruitment for the Post of Head of Staff (HoS)

IDRBT - The Institute (<https://www.idrbt.ac.in/about-idrbt/>):

IDRBT, the Institute, was established by Reserve Bank of India in March 1996 as a Society (under Society Registration Act) as an apex-level Institute. The futuristic vision of RBI was to develop an Institute to function as the brain trust for adoption and absorption of technology in BFSI sector. The institute is governed by its Governing Council (GC). Shri N. S. Vishwanathan, Ex. Deputy Governor, Reserve Bank of India is the Non-Executive Chairman of GC. The Institute became financially independent since 2004.

Besides the research in emerging technologies and its integration for better adoption, during its journey the Institute has developed, ground-up, the Indian Financial Network (INFINET), Structured Financial Messaging System (SFMS), National Electronic Funds Transfer (NEFT), Real Time Gross Settlement Systems (RTGS); National Financial Switch (NFS) – for linking of ATMs, etc. The institute is also functioning as the Certifying Authority (CA) Section 3 of Information Technology Act 2000, which provides the required legal sanctity to the digital signatures based on asymmetric cryptosystems. The Controller of Certifying Authorities (CCA), MeitY, Government of India as the apex regulatory authority oversees the operation of the public key infrastructure (PKI) ecosystem, particularly concerning digital signatures and digital certificates.

Over the period, the Institute has evolved as a prime center for Research, Academics, Executive education, Consultancy, Development of standards, frameworks, IT Infrastructure, technology management and related areas for the Banking and Financial Sector. The Institute has also formed Forum for Chief Information Security Officers (CISO) as early as 2010 and thereafter Chief Information Officers (CIO) Forum (2015), Chief Analytics Officers (CAO) Forum (CAO) (2016) and recently the Fin-Tech Forum. Executive Development and Certification Programmes form an integral part of the Institute's initiatives in aiding technology absorption in the Banking and Financial Sector and keeping the sector abreast with latest technology. In addition to meet the ICT industry and banking

sector demand, the Institute launched the Post Graduate Diploma in Banking Technology (PGDBT), a full-time regular one-year programme in July 2016 to meet the emerging requirements.

Number of Vacancies : 1

i. Job Location : Hyderabad

ii. Job brief: We are looking for a Head of Staff (HoS) to oversee Procurement – IT and Estate, HR – Recruitment and Development, Accounts, Budgeting & Finance, Coordination with stakeholders and operations of the Institute. HoS responsibilities include formulating overall strategy, managing people and establishing policies. To be successful in this role, one should be a thoughtful leader and a confident decision-maker, helping people to develop and be productive, while ensuring research, academic and IT enabled product/ platform development activities. The HoS a strategic thinker with a keen eye for detail shall report to the Top Management of the Institute

iii. Primary Responsibilities

- a. Leading and mentoring Cross-Functional Teams
- b. Supervision, Review, Monitoring and MIS Reporting to Top management.
- c. Set policies and processes, design strategy, set goals and objectives, making operational decisions and supervising staff.
- d. Evaluate the budgets to optimize expenses, manage procurement processes to ensure efficiency of business procedures.
- e. Formulate strategy to ensure effective internal controls, improve operations, financial performance, provide solutions to immerging challenges, etc.
- f. Oversee day-to-day operations, recruitment and training of new employees.
- g. Collaborate with internal and external stakeholders to achieve the Institute's goals.

iv. Eligibility and skills

- a. Proven relevant experience of 10-12 years as Head of Planning, Implementation and Operations - overseeing the 360 degrees activities of the entities like educational institutes, banks, financial entities, Tech-Startups, etc.
- b. Experience in planning, budgeting and investment, business processes, procurement functions, Recruitment, etc.
- c. Strong analytical ability to implement innovative changes
- d. Excellent communication skills
- e. Outstanding organizational and leadership skills
- f. Problem-solving aptitude

- v. **Age:** Not more than 55 years as on July 1, 2025.
- vi. **Term:** Contract appointment for three years, extendable subject to effective performance based on Annual performance review by the designated competent authority of the Institute.
- vii. **Compensation:** Market aligned appropriate compensation structure. Quarter facility is also available.

Rules and Regulations

1. The completion of the period of contract will not confer any right whatsoever for further continuation, extension of term in the Institute.
2. Only shortlisted applicants will be contacted.
3. Selected candidates will enter into an Employment Agreement containing *inter alia* Code of Conduct and Non-disclosure agreement.

Interested candidates may forward their application form ([Apply here](#)) as attached along with CV, photograph, identification document (like Aadhaar Card, passport, etc.) and a Covering Letter highlighting how he/she will fit for the position to “The Director, IDRBT, Castle Hills, Road No.1, Masab Tank, Hyderabad – 57” by e-mail to careers@idrbt.ac.in. The preliminary scrutiny of the candidature and suitability will be considered on the strength of the information submitted in the Application.

