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**Fixed Income Money Markets & Derivatives Association of India**

**United India Building 2nd floor, Sir P.M. Road, Fort, Mumbai – 400001**

**Recruitment of Assistant Manager**

FIMMDA wishes to recruit an officer in the rank of Assistant Manager as per following:

1. No. of Posts: 1 (One) only
2. Educational Qualification: B.E./B. Tech/ Post Graduates/Graduates in Economics, Statistics, Mathematics, Finance, Computer Science /MBA (Finance)/ from a reputed university/institution.
3. Experience: Minimum 1 year, preferably in the financial markets. Candidates must possess working skills in Microsoft Word, Excel and Power Point applications.
4. Freshers having consistently good academic records and possessing Post Graduates qualifications in MBA (Finance), Economics / Statistics / Mathematics, Finance, Computer Science may also apply. Those who are expecting their final results by July 2024 may also apply.
5. Knowledge of Macros, Programming viz. in “R”, “Python” or similar languages will be an added advantage.
6. Candidates with experience in Treasury operations & IT may be given preference.
7. Place of Posting: The position is available at Mumbai only.
8. Compensation: Commensurate with qualification and experience.
9. Last Date of Receipt of Application: 7th February 2024
10. Method of Selection: Written Test followed by a personal interview

Interested candidates may send their resumes to jobs@fimmda.org and mark a copy to vp@fimmda.org. Hard copies of the applications should be sent to the above address, immediately thereafter.

**Note:**

1. Please submit your resume **strictly** in the format given in the next page, duly signed, dated and scanned
2. No certificate/document need be sent at this juncture
3. Applications received after 7th Feb 2024 will not be considered
4. Candidates who qualify in the written test only will be called for personal interview
5. FIMMDA reserves the right to reduce or extend the last date of receipt of application



**Application for the Post of Assistant Manager, FIMMDA**

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| --- | --- | --- | --- |
| **Information** | **Particulars** |  | Space for affixing passport size photograph |
| Basic  | 1. Name of candidate |  |
| 2. Date of Birth |  |
| 3. Present Address |  |
| 4. Permanent Address |  |
| Academic  | 5. Highest Academic Qualification |  |
| 5a) Name of University / Institution |  |
| 5b) Percentage of marks awarded |  |
| 5c) Year of Passing |  |
| 6. Graduation (BA, B.com, B.Sc. etc) |  |
| 6a) Name of University / Institution |  |
| 6b) Percentage of marks awarded |  |
| 6c) Year of Passing |  |
| 7.School Leaving Certificate (12th) Std  |  |
| 7a) Name of University / Institution |  |
| 7b) Percentage of marks awarded |  |
| 7c) Year of Passing |  |
| Skills | 8. English language(Read, and write independently) |  |
| 9. Computera. Any Certification in MS Word, Excel, Power Point etc.?b. Knowledge of Macros /Certification of programming languages such as “R”, “Python” etc., |  |
| Work Profile | 10. Current Occupation |  |
| 10a) Name of Institution & Place |  |
| 10b) Designation |  |
| 10c) Nature of Work |  |
| 10d) Year of Joining |  |
| 10e) Current CTC |  |
| 11. Previous Employer, if any |  |
| 11a) Name of Institution & Place |  |
| 11b) Designation |  |
| 11c) Nature of Work |  |
| 11d) Year of Joining |  |
| 11e) Last CTC drawn in this job |  |
| Others | 12. Salary Expectation |  |
| 12a) E-mail id |  |
| 12b) Mobile Number |  |
| 12c) Notice period in current job |  |

Please annexe a brief write up (10 sentences) why you consider yourself suitable for the post.

Signature:

Name:

Date: