

RECRUITMENT OF OFFICERS IN JUNIOR/MIDDLE MANAGEMENT LEVELS

Export-Import Bank of India, an all India financial institution engaged in financing, facilitating and promoting India's international trade, having a network of 19 offices in India and overseas and Learning Centres in Bangalore and Ahmedabad, invites applications from qualified and experienced professionals in the following area of expertise:

Position (Grade/Scale)	No. of Positions Reserved for					Total
	UR	SC	ST	OBC (non-creamy layer)	Economically Weaker Section (EWS)	
Chief Manager (MM III)	2	0	0	0	0	2
Manager (MM II)	3	1	1	2	1	8
Deputy Manager (JM I)	2	0	0	2	1	5
Administrative Officer	2	1	0	1	0	4
Officers on Contract - IT	1	1	1	0	0	3
Total	10	3	2	5	2	22

02 vacancies are reserved for Persons with Disabilities (PWDs) in HH category. Reservation for PWDs is horizontal and within the overall vacancies of 22.

Tentative schedule of events

Website link opens	07.02.2020
Last day for payment of Examination fee	22.02.2020
Tentative date of Written Examination	15.03.2020
Tentative date of interview	April 2020

Academic Qualification & Experience

Position/No. of Posts	Essential Academic Qualification	Experience
Chief Manager Legal (02)	Bachelor's Degree in Law recognised by the Bar Council of India for the purpose of enrolment as an Advocate with a minimum of 60% marks.	<p>Candidates presently working with Public Sector Banks/All India Financial Institutions/ Central Government/ State Government/ PSU/ Law firm(s)/ Practicing at Bar/ Judicial Services, or any other organisation of repute, with at least:</p> <ul style="list-style-type: none"> • 10 years of post-qualification legal experience (of which minimum 5 years in Scale II or equivalent) for the post of Chief Manager. • Candidate should possess excellent oral and written communication skills in English and must be able to present and defend complex legal arguments and issues with a high degree of competence. • Candidate should be willing to work as a team member with tight deadlines consistently delivering quality output and exhibit confidence and maturity in dealings with both colleagues and clients. • Candidates must have knowledge of banking law & practice regulations and procedures and recovery proceedings under SARFAESI Act, DRT, IBC and recovery actions.

Position/No. of Posts	Essential Academic Qualification	Experience
Manager Legal (06)	Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrolment as an Advocate with a minimum of 60% marks.	<p>Candidates presently working with Public Sector Banks/All India Financial Institutions/ Central Government/ State Government/ PSU/ Law firm(s)/ Practicing at Bar/ Judicial Services, or any other organisation of repute, with at least:</p> <ul style="list-style-type: none"> • 5 years of post-qualification legal experience (in Scale I or equivalent) for the post of Managers; and • Candidate should possess excellent oral and written communication skills in English and must be able to present and defend complex legal arguments and issues with a high degree of competence. • Candidate should be willing to work as a team member with tight deadlines consistently delivering quality output and exhibit confidence and maturity in dealings with both colleagues and clients. • Candidates must have knowledge of banking law & practice regulations and procedures and recovery proceedings under SARFAESI Act, DRT, IBC and recovery actions.
Manager Risk Management - IS Security (01)	<p>Minimum 60% or equivalent grade in B.E/ B. Tech/M. Tech in Computer Science / Information Technology / Electronics & Communications/ Information Security. or</p> <p>Minimum 60% in any Graduation Course and MCA. Passing of CISA is mandatory.</p>	<p>Minimum 5 years of Post Qualification experience with Public Sector Banks/All India Financial Institutions/ Central Government/ State Government/ PSU or any other organisation of repute, in at least 3 of the following areas:</p> <ul style="list-style-type: none"> • Experience in SOC monitoring/ Firewall monitoring & management/ Advanced Real-time Threat Defence and Management/Network design/Patch Management/ Secure Code Practice / Digital & Cyber Forensics / NOC Monitoring / Incident Management/ DLP / MDM. <p>Experience in IS Audit/ Teaching/ Training shall not be considered.</p>
Manager Rajbhasha (01)	<p>(i) Master's degree of a recognized University in Hindi /English with English/Hindi as a compulsory/elective subject or as medium of examination at Degree level. OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi/English, with Hindi and English as compulsory/elective subject or either of the two as medium of examination and the other as a compulsory/elective Subject at Degree level. OR</p> <p>Master's Degree of a recognized University in any subject (other than Hindi/English) with Hindi/ English as medium and English/Hindi as compulsory/elective subject or as medium of examination at Degree level.</p> <p>Knowledge of computer (Word, Excel, PowerPoint) and bilingual word processing.</p> <p>(ii) Desirable: Degree or Diploma in translation from a recognised University.</p> <p>Minimum 50% in Graduation and Post-Graduation.</p>	<p>Candidates with minimum 5 years post qualification experience of implementation of Official language Policy of the Union of India, in a Bank/FI / Undertaking or in a Government set up, terminological work in Hindi and/ or translation work from English to Hindi or vice- versa, preferably of technical or financial literature; or teaching, research, writing or journalism in Hindi.</p> <p>Candidates must be capable of translating various reference literature, official documents, manuals and other publications of the Bank from English into Hindi and vice-versa; Implementing Official Language Policy of GOI and ensuring compliance of various directives/ instructions issued by GOI regarding use of Hindi and; publication related work like editing, proof reading; conducting Hindi workshops and administration of Hindi Teaching Scheme for the Bank's staff.</p> <p>Desirable: Knowledge of Sanskrit and/ or other languages specified in the Eight schedule of the Constitution.</p>

Position/No. of Posts	Essential Academic Qualification	Experience
Deputy Manager - IT (Developer) (01)	Minimum 60% or equivalent grade in B.E/ B. Tech Degree in Computer Science / Information Technology / Electronics & Communications. or Minimum 60% in any Graduation Course and MCA.	Minimum 1 year of Post Qualification experience with Public Sector Banks/All India Financial Institutions/ Central Government/ State Government/ PSU or any other organisation of repute in any of the following technology. a) Oracle Database Administrator b) AIX/Unix administrator c) Microsoft .NET/Sharepoint/ asp.net / SSRS/SSIS developer d) Finacle Developer – Minimum one year experience in Finacle CBS environment-Purely in coding/development environment) e) Middleware/IBM MQ/ Websphere administration f) Java/Jscript development g) ETL Developer.
Deputy Manager Legal (02)	Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrolment as an Advocate with a minimum of 60% marks.	Candidates presently working with Public Sector Banks/All India Financial Institutions/ Central Government/ State Government/ PSU/ Law firm(s)/ Practicing at Bar/ Judicial Services, or any other organisation of repute, with at least: <ul style="list-style-type: none"> • 1 year of post - qualification legal experience. • Candidates should possess excellent oral and written communication skills and must be able to present and defend complex legal arguments. • Candidates must have knowledge of banking law & practice regulations and procedures and recovery proceedings under SARFAESI Act, DRT, IBC and recovery actions. • Candidates practicing as an advocate with 1-year experience would be preferred.
Deputy Manager Rajbhasha (02)	(i) Master's degree of a recognized University in Hindi /English with English/Hindi as a compulsory/elective subject or as medium of examination at Degree level. OR Master's Degree of a recognized University in any subject other than Hindi/English, with Hindi and English as compulsory/elective subject or either of the two as medium of examination and the other as a compulsory/elective Subject at Degree level. OR Master's Degree of a recognized University in any subject (other than Hindi/English) with Hindi/ English as medium and English/Hindi as compulsory/elective subject or as medium of examination at Degree level. Knowledge of computer (Word, Excel, PowerPoint) and bilingual word processing. (ii) Desirable: Degree or Diploma in translation from a recognised University Minimum 50% in Graduation and Post-Graduation.	Candidates with minimum 1 year post qualification experience of implementation of Official language Policy of the Union of India, in a Bank/FI / Undertaking or in a Government set up, terminological work in Hindi and/ or translation work from English to Hindi or vice- versa, preferably of technical or financial literature; or teaching, research, writing or journalism in Hindi. Candidates must be capable of translating various reference literature, official documents, manuals and other publications of the Bank from English into Hindi and vice-versa; implementing Official Language Policy of GOI and ensuring compliance of various directives/ instructions issued by GOI regarding use of Hindi and; publication related work like editing, proof reading; conducting Hindi workshops and administration of Hindi Teaching Scheme for the Bank's staff. Desirable: Knowledge of Sanskrit and/ or other languages specified in the Eight schedule of the Constitution.

Position/No. of Posts	Essential Academic Qualification	Experience
Administrative Officer (Secretarial Function) (04)	<p>Graduates in any discipline from a recognised university.</p> <p>Minimum 50% marks in Graduation.</p> <p>Should also be conversant in computer with an ability to adapt to changing technology. Course completed through correspondence/part-time are not eligible.</p>	<p>At least 1 year of experience in secretarial functions. The job profile would include, inter alia, handling verbal and written communication, maintaining up to date filing, mailing list, handling mail, maintaining record of inward/outward mail, office reception duties, managing and channeling information, organising, prioritising executive time, travel arrangements, preparation of letters, e-mail, notes etc. The candidate should be fluent in spoken English and should possess excellent communication skills. Knowledge of foreign languages will be an added advantage. Candidates with skills in shorthand and typing will be preferred.</p>
Information Technology (IT) Officer on Contract (03)	<p>Minimum 50% marks in B.E. / B. Tech / M. Tech in Computer Science / Master of Computer Applications (MCA).</p> <p>Course completed through correspondence / part-time are not eligible.</p>	<p>Candidates with at least 5 years of post-qualification IT experience with Public Sector Banks/All India Financial Institutions/ Central Government/ State Government/ PSU or any other organisation of repute in:</p> <p>Development using any of the programming language (C, C++, Java, Angular, Asp .net etc.)</p> <p>OR</p> <p>Database knowledge and work experience in SQL Server, Oracle etc</p> <p>OR</p> <p>Working knowledge in Finacle Core Banking Software in Customization, Report Development and user support.</p>

- Candidates from Universities/Institutes awarding degrees based on ratings/grades other than numerical marks (i.e. CGPA/GPA/any other form), please note that if the equivalent aggregate percentage of marks is not mentioned in the mark sheet/ certificate, candidates are required to get a letter from the head of the Institute/Controller of Examination of the University, stating clearly, the methodology of conversion of the grades into percentage (conversion formula) and the numerical marks equivalent to their rating/grades.
- The University/Institute should be recognised / approved by the Government / AICTE. Course completed through correspondence/part-time are not eligible.
- The candidates should possess excellent communication skills and should be proficient in use of computers and information technology.

Age Profile

Position	Maximum Age as on February 01, 2020 including age relaxation (years)			Minimum years of relevant experience required as on February 01, 2020	Scale of Pay (₹)
	UR/EWS	OBC (non-creamy layer)	SC/ST		
Chief Manager	40	-	-	10 years	42020-1310-48570-1460-51490
Manager	35	38	40	5 years	31705-1145-32850-1310-45950

Position	Maximum Age as on February 01, 2020 including age relaxation (years)			Minimum years of relevant experience required as on February 01, 2020	Scale of Pay (₹)
	UR/EWS	OBC (non-creamy layer)	SC/ST		
Deputy Manager	27	30	-	1 year	23700-980-30560-1145-32850-1310-42020
Administrative Officer	27	30	32	1 year	23700-980-30560-1145-32850-1310-42020
IT Officer on contract	35	-	40	5 years	₹14,00,000/- per annum (70% fixed Component and 30% variable Component) with annual increase based on satisfactory performance.

- Only such persons, who have relevant disability not less than 40%, are eligible to be considered as per the Persons with Disabilities (Equal opportunities, Protection of Right & Full Participation) Act, 1995. Persons with Disabilities are required to furnish the Medical Certificate issued by the Competent Authority in proof of their disability.
 - In terms of the guidelines prescribed by Government of India (GOI);
- (a) 10% reservation in direct recruitment in civil posts and services in GOI has to be provided to the persons belonging to EWS, who are not covered under the scheme of reservation for SCs, STs and OBCs. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.
- (b) Relaxations are provided to the candidates belonging to SC, ST, OBC and for Persons with Disabilities (PWDs) category. As per DOPT circular no. 36034/2/2013 dated April 08, 2013, in direct recruitment by way of All India Competitive Examination, the maximum relaxation of 5 years in upper age limit is allowed to Ex-servicemen for appointment in Group A (i.e. Officers cadre).
- (c) For candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section and is excluded from the benefits of the reservation for other backward classes in civil posts and services under Government of India. OBC caste certificate containing the Non-Creamy layer clause should be valid as on the last date of applying i.e. February 22, 2020, (issued within one year prior to the last date for applying). Caste name mentioned in certificate should tally letter by letter with Central Government list/notification.
- (d) Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the application form.
- In addition to the pay, the selected candidates will be eligible for allowances, perquisites and benefits, as applicable to the Grade as per Bank's rules, prevalent at the time of joining. Residential accommodation may be provided subject to availability or alternatively leased accommodation scheme is in place. Schemes for granting loans for housing, vehicle, personal computer and children education are also available.
 - Candidates must state their reservation status clearly in the application. Applicants should produce in original their degree certificates, caste and experience certificates at the time of interview/ at any stage of the subsequent process. Candidate must be a citizen of India.
 - Only those who satisfy the required age, qualification and experience need apply. Candidates may apply for one post only. Candidature of the applicants is liable to be cancelled if it is found that they have applied for multiple posts. Applications that do not meet with the requirements will be rejected and no correspondence in this regard will be entertained.
 - Application fees and intimation charges (Non-refundable) of ₹600/- for General, EWS and OBC candidates, ₹100/- (Intimation charges) for SC/ST/PWD candidates.

- Interested candidates must fill in the **Online Application Form. The Application Form is available on the Bank's website under 'Career' section from February 06, 2020 onwards. Application in any other format will not be considered** and will be rejected by the Bank, irrespective of fulfilling the eligibility criteria. **Only Online Applications will be considered by the Bank.** If the Application Form does not indicate the position applied for, the application will be rejected irrespective of fulfilling the eligibility criteria. Canvassing in any form will be a disqualification.
- The Selection Process will comprise of Written Test and Personal Interview. Candidates who are shortlisted based on the performance in the Written Test will be called for Personal Interview.
- The Bank reserves the right to modify/amend/reverse/cancel any or all the provisions of the recruitment process, without assigning any reason thereof. Depending upon the requirement, the Bank reserves the right to cancel/restrict/curtail/enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason therefor.
- No correspondence will be entertained from any ineligible and non-selected candidate. The Bank shall not furnish the mark-sheet of selection process to candidates. In all matters regarding eligibility, the selection process, the stages at which the scrutiny of eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies, communication of results, etc., the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- Selected candidates, at the time of joining the Bank, will have to execute a personal bond for ₹3 lakhs to serve the Bank for a minimum period of 3 years in case of Chief Manager & Manager and 5 years in case of Deputy Manager, & Administrative Officers from the date of joining the Bank.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of;

- (i) Using unfair means
- (ii) Impersonating or procuring impersonation by any person or
- (iii) Misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) Resorting to any irregular or improper means in connection with his/ her candidature or
- (v) Obtaining support for his/ her candidature by unfair means, or
- (vi) Carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable to be disqualified from the examination for which he/ she is a candidate;
 - a) to be debarred either permanently or for a specified period from any examination conducted by bank
 - b) for termination of service, if he/ she has already joined the Bank.