एक्ज़िम बैंक
EXIM BANK
भारतीय निर्यात-आयात बैंक
EXPORT-IMPORT BANK OF INDIA

Special Recruitment Drive for Persons with Disabilities

Export-Import Bank of India, an all India financial institution engaged in financing, facilitating and promoting India's international trade, having a network of 17 offices in India & overseas and Learning Centres in Bangalore, Ahmedabad and Pune, invites applications from qualified and experienced professionals in the following areas of expertise:

NUMBER OF POSITIONS

Position/Grade/Scale	No. of Positions Reserved for		Total
	Visually Handicapped (VH)	Hearing Handicapped (HH)	
Deputy Manager/JM I	2	3	**5**

ACADEMIC QUALIFICATION & EXPERIENCE (As on January 01, 2016)

Position	Essential Academic Qualification	Experience
Deputy Manager	Post-Graduate with minimum 50% aggregate marks in Graduation and Post-Graduation in Commerce, Economics, Management, Finance from a recognized university and should also be conversant in computer with an ability to adapt to changing technology. The course should be of full time duration.	The candidate should have work experience of minimum 1 year, in Scale I or equivalent in banks, financial institutions or in any organization of repute. Experience of secretarial functions will not be considered relevant.

- **The candidates should possess excellent communication skills. Knowledge of foreign languages will be an added advantage.**

- 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.

- Experience through KPO/BPO or IT support services providers will not be considered.

- The university/institute should be recognised/approved by Government/AICTE. Course completed through correspondence/part-time are not eligible.

- The placement of candidate in the Bank will be based on his/her qualification and experience.

AGE PROFILE

Maximum Age as on January 01, 2016 including age relaxation (years)			Minimum years of relevant experience required as on January 01, 2016	Scale of Pay (₹)
UR	**SC/ST**	**OBC (Non-Creamy Layer)**		
35	40	38	1 Year	23700-980-30560-1145-32850-1310-42020

- Only such persons, who have suffered not less than 40% of relevant disability, are eligible to be considered as per the Persons with Disabilities (Equal opportunities, Protection of rights & Full participation) Act, 1995;

- Persons with Disabilities are required to furnish Medical Certificate issued by the Competent Authority in proof of their disability.

- Eligible candidates will be permitted to engage Scribe in accordance with the norms prescribed in this regard and they have to make their own arrangements for the same;

- Candidates opt for engaging their own Scribe should indicate the same while submitting their application.

- Age relaxation for Person domiciled in the State of Jammu & Kashmir during the period from 01.01.80 to 31.12.89 is 5 years and such candidates must produce the domicile certificate at the time of interview/at any stage of the subsequent process from the District Jurisdiction where he/ she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the Kashmir Division of the State of J&K during the period from 01.01.80 to 31.12.89.

- In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & 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. 27.01.2016 (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.

- 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.

- Relaxation in age limit for Ex-Servicemen will be as per extant Government Rules.

- 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 can be provided subject to availability. Schemes for granting loans for housing, vehicle and personal computer are also available.

- Candidates must state their reservation status clearly in 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. Applications that do not meet with the requirements will be rejected at any stage and no correspondence in this regard will be entertained.

- The **Application Form** is available on the Bank's website under 'career' section. Interested candidates must fill in the Application Form. Applicants are requested to attach self-attested copies of degree, caste and experience certificates to the application form. **Application in any other format will not be considered by the Bank and will be rejected by the Bank irrespective of the fulfilling eligibility criteria**. Candidates must send the hard copy of the Application Form. Application in the prescribed format may also be sent to **srdpwd2016@eximbankindia.in** . Application sent to any other email id will not be considered by the Bank. Canvassing in any form will be a disqualification.

- The Selection Process will comprise of Written Examination and Personal Interview. The date and time of the Written Examination will be advised to the shortlisted candidates at a later date.

- 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 5 years from the date of joining the Bank.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the application form. Any subsequent request may not be favourably entertained.
- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.
- These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.
- These scribes may be from an academic stream different from that stipulated for the position of Deputy Manager.

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 or
(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.

Please send your application along with Application Form & colour photograph containing the above-mentioned particulars **on or before January 27, 2016** to the following address.

The Deputy General Manager - HRM
Export-Import Bank of India
Centre One Building, Floor 21,
World Trade Centre Complex,
Cuffe Parade, Mumbai – 400005
e-mail: srdpwd2016@eximbankindia.in
Website: www.eximbankindia.in

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