

## RECRUITMENT OF ADMINISTRATIVE OFFICERS

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, Ahmedabad and Pune, invites applications from candidates meeting the following eligibility criteria:

### NUMBER OF POSITIONS

Position (Grade/Scale)	No. of Positions Reserved for		TOTAL
	OBC (Non-Creamy Layer)	General	
<b>Administrative Officer (JM I)</b>	1	4	5

Reservation for Persons with Disabilities is horizontal and within the overall vacancies of 5, as mentioned above.

### ACADEMIC QUALIFICATION & EXPERIENCE

Position	Essential Academic Qualification	Experience
<b>Administrative Officer (Secretarial Function)</b>	Graduates in any discipline from a recognised university. Minimum 50% marks in Graduation. Should also be conversant in computer with an ability to adapt to changing technology.	At least 3 years 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.

- 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 save otherwise provided in the advertisement.
- The candidates should possess excellent communication skills and should be proficient in the use of computers and information technology.

## AGE PROFILE

Position	Maximum Age as on April 01, 2018 including age relaxation (years)		Minimum years of relevant experience required as on April 01, 2018	Scale of Pay (₹)
	OBC	GEN.		
<b>Administrative Officer (JM I)</b>	43	40	3 years	23700-980-30560-1145-32850-1310-42020

- 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 guidelines prescribed by the Government of India (GOI), upper age limit for candidates belonging to Persons with Disabilities (PWDs) shall be relaxed by 10 years and 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 was ordinarily domiciled in the Kashmir Division of the State of J&K during the period from 01.01.80 to 31.12.89.
- In terms of guidelines prescribed by the GOI, relaxations are provided to the candidates belonging to SC, ST, OBC, Persons domiciled in the State of Jammu & Kashmir during the period from 01.01.80 to 31.12.89 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).
- For 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 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. **April 28, 2018**, (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.
- 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 and personal computer 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. Applications that do not meet with the requirements will be rejected and no correspondence in this regard will be entertained.
- Interested candidates must fill in the **Online Application Form**. The Application Form will be available on the Bank's website under 'Career' section. **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**. Canvassing in any form will be a disqualification.
- Application fees and intimation charges (Non-refundable) of ₹ 600/- for General and OBC candidates, ₹ 100/- (Intimation charges) for PWD candidates.
- The Selection Process will comprise of Written Test and Personal Interview. The date and timing of the Written Test will be advised to the shortlisted candidates at a later date. 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 5 years, from the date of joining the Bank.
- The selected candidates will be posted at Bank's office in Mumbai or any place based on the Bank's requirements.

#### **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.

Last date for online application is **5:00 PM on April 28, 2018.**

