



APPOINTMENT OF SPECIALIST OFFICERS ON CONTRACT BASIS - 2021

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

NUMBER OF POSITIONS

No. of Positions Reserved for			TOTAL
UR	SC	OBC (non-creamy layer)	
4	1	1	6

ACADEMIC QUALIFICATIONS

Position	Essential Academic Qualifications	Job Requirements [Minimum years of relevant experience required as on February 01, 2021]
Specialist Officer - Compliance (01)	Post-Graduation Degree with specialisation in finance as full-time course from recognized Institute/ University with minimum 50% marks (or its equivalent). In case of Chartered Accountants (CAs), passing the professional examination in maximum 2 attempts is sufficient.	<p>Candidates having experience with Public Sector Banks, All India Financial Institutions with at least 7 years of post-qualification experience:</p> <p>Key Skills Required</p> <ul style="list-style-type: none"> Liaison with RBI/ SEBI/other statutory/regulatory bodies Review of and modifications to Internal Policies / Manuals Addressing queries relating to various RBI, SEBI circulars/ notifications from statutory bodies Compliance Testing Preparation of reports / reviews for submission to various entities/Committees
Specialist Officer - Information Technology (01)	Graduation Degree with minimum 50% marks or equivalent grade in B.E/B.Tech in Computer Science/ Information Technology/ Electronics & Communication and Post-Graduation with minimum 50% marks in M.Sc./ M.Tech. in CS/ IT from recognized university/institute.	<p>Candidates having at least 15 years of post-qualification experience with Public Sector Banks, All India Financial Institutions in areas of Information Technology, of which minimum 10 years must be at senior executive level position and minimum 3 years should be in banking & financial sector.</p> <p>Key Skills Required</p> <ul style="list-style-type: none"> First-hand knowledge in supervising development of software solutions.

		<ul style="list-style-type: none"> • Exposure to Core Banking Solutions, Digital Banking, Networking, IT Infrastructure Solutions, Learning Management Solutions. • Upto date with the current and future IT requirements that could impact the Bank's digital and financial assets. • Technical architecture skills, technology process skills, Capacity and human capability building skills in IT. • Adaptability to different roles: Ability to work within both the executive and technical teams. • Manage and supervise various applications catering to IT operations and business requirements.
Specialist Officer - Human Resource (01)	Post-Graduation Degree with specialisation in Human Resource as full-time course from recognized Institute/ University with minimum 50% marks (or its equivalent).	<p>Candidates having experience with Public Sector Banks, All India Financial Institutions, or a combination of these with at least 15 years of post-qualification experience, out of which minimum 10 years of handling Core HR activities.</p> <p>Key Skills Required</p> <ul style="list-style-type: none"> • Recruitment and Selection • Training and Development • Performance Management • Career Progression • Manpower planning • Compensation strategies • Familiarity of PSBs/IBA wage scales
Specialist Officer - Law (01)	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. Post-Graduation qualifications will be an added advantage.	<p>Candidates having experience with Public Sector Banks, All India Financial Institutions, private/foreign banks, ARCs, Central/State Government/public sector undertakings/law firms /Practicing at Bar/Judicial Services or a combination of these with at least 15 years of post-qualification experience</p> <p>Key Skills Required</p> <ul style="list-style-type: none"> • Documentation • Recovery • Legal audits • Investigations • Updating manual/SOPs

Specialist Officer - Recovery (01)	Post-Graduation Degree with specialisation in finance or Cost Accountant as full-time course from recognized Institute/ University with minimum 50% marks (or its equivalent). In case of Chartered Accountants (CAs) passing the professional examination in maximum 2 attempts is sufficient. Finance and Legal background would be preferable.	Candidates having experience with Public Sector Banks, All India Financial Institutions, Asset Reconstruction Company or a combined experience in any of these, with at least 15 years of post-qualification experience of which at least 5 years should be in recovery related field. Key Skills Required <ul style="list-style-type: none"> • Credit Inspection and Audit • Recovery Tools • Legal Provisions • Resolution Techniques • Portfolio Credit Risk Assessment • Measures to control delinquencies
Specialist Officer – Accounts & Taxation (01)	Post-Graduation Degree with specialisation in finance or Cost Accountant as full-time course from recognized Institute/ University with minimum 50% marks (or its equivalent). In case of Chartered Accountants (CAs) passing the professional examination in maximum 2 attempts is sufficient.	Candidates having experience with Public Sector Banks, All India Financial Institutions, or a combined experience in any of these, with at least 5 to 7 years of post-qualification experience in the taxation related matters, filing of related returns with the relevant authorities and issuance of certificates. Key Skills Required <ul style="list-style-type: none"> • Professional tax • GST, TDS (salary & others) • FSA returns and advance tax for overseas bank branches • Income Tax (Personal & Corporate) and Deferred Tax • Withholding Tax • Stamp duty • Passing Accounting entries • EOD reconciliation

AGE PROFILE

Maximum age as on February 01, 2021 including age relaxation (years)		
UR	SC	OBC (non-creamy layer)
45	50	48

- The candidates should possess excellent communication skills and should be proficient in the use of technology. Training & Teaching experience will not be counted for eligibility.
- Reservation for candidates belonging to reserved category will be in accordance with the prevailing Govt. of India guidelines. Candidates must state their reservation status clearly in application. Candidate must be a citizen of India.
- 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. **March 05, 2021**, (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.
- The indicative remuneration for officer on contract would be in the range of ₹ 20 lakh to ₹ 50 lakh per annum (70% fixed Component and 30% variable Component) with annual increase of 10% based on satisfactory performance. The remuneration would be finalized based on the last drawn salary and experience.
- The contract of engagement would initially be for a period of 2 years and may be extendable by 1 year based on satisfactory performance and Bank's requirements.
- Interested candidates must fill in the **Application Form**. The Application Form will be available on the Bank's website under 'Career' section on **February 17, 2021**. **Application in any other format will not be considered** and will be rejected by the Bank, irrespective of fulfilling the eligibility criteria. **Only Applications in the prescribed format 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. The Application Form may be forwarded to "The Chief General Manager, HRM Group, Export-Import Bank of India, Floor 21, Centre One, World Trade Centre Complex, Cuffe Parade, Mumbai – 400 005". Canvassing in any form will be a disqualification.
- Application fees and intimation charges (Non-refundable) are ₹750/- for General and OBC candidates, ₹100/- (Intimation charges) for SC and Women candidates. A Demand Draft favouring Export-Import Bank of India may be drawn and enclosed with the completed application.
- The selection will be based on shortlisting and interview. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The Shortlisting Committee constituted by the Bank will evaluate the applications based on approved shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for interview. The decision of the Bank to call the candidates for the interview shall be final.
- 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 evaluation-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.
- Please apply on or before **March 05, 2021**. For any queries regarding the advertisement, kindly contact hrm@eximbankindia.in
