

**NOTICE FOR INVITING APPLICATIONS FOR RECRUITMENT OF
OFFICER ON CONTRACT – CORPORATE COMMUNICATIONS GROUP**

Export-Import Bank of India (India Exim Bank / Bank) is a 100% Government of India (GOI) owned Financial Institution which was formed in terms of The Export-Import Bank of India Act, passed in September 1981. The Bank commenced its operations in March 1982 and serves to finance, facilitate and promote exports as India's Export Credit Agency. India Exim Bank serves as a growth engine for Indian businesses engaged in International Trade through a range of products and services. In a rapidly shifting financial landscape, the Bank acts as a catalyst and key player in the promotion of cross border trade and investment.

1.	Requirement	India Exim Bank seeks to recruit one (01) officer on contractual basis, to handle social media campaigns, advertisements, events etc. and related functions in Corporate Communications Group of the Bank.
2.	No. of posts	One (01)
3.	Tenure	The Contract shall be initially for a period of two years but can be renewed further for a period of one year based on review of performance.
4.	Scope of Work	<ul style="list-style-type: none"> ➤ Responsible for effectively contributing towards establishing, maintaining, upgrading institutional relationship through a supply of structured information on the Bank to external agencies who interpret the Bank's activities leading to the Bank's public image ➤ Managing media relations, press activities and Bank's corporate presentation ➤ Promoting company's branding and services by developing and editing communication materials like newsletters, blogs, press releases and similar marketing materials ➤ Assessing and screening advertisement and sponsorship proposals ➤ Building relations with Bank's empaneled service providers and vendors and coordinating for desired services ➤ Working in close collaboration with the senior management towards planning of corporate events, delegation visits and annual report publications
5.	Age limit	Should not be over 40 years of age as on 01.01.2022
6.	Qualification & Experience	<p>a. Master's Degree or Post Graduate Diploma in Corporate Communication/ Mass Communication/ Advertising/ Journalism or related field with minimum 55% marks or equivalent CGPA.</p> <p>b. Minimum 5 years of post-qualification experience in a corporate house/ agency/ media organisation</p>
7.	Remuneration	Between ₹8-10 lakh per annum, all inclusive, depending upon qualification and experience
8.	Job Location	Mumbai
9.	Last date of application	Eligible candidates must submit their applications on the link below by 20.01.2022

		<div style="border: 2px solid black; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> Click here for the application form </div> <p>Note:</p> <ul style="list-style-type: none"> • Proof of eligibility shall be required to be submitted at the time of interview. • No application fee is to be paid. • Applications must be submitted in the prescribed format through the link above. No other mode of application shall be considered.
10.	Mode of Selection	Personal Interview. <i>(Only shortlisted candidates shall be informed.)</i>