

**NOTICE FOR INVITING APPLICATIONS FOR RECRUITMENT OF
PROCUREMENT OFFICER ON CONTRACT BASIS**

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.

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| 1. | Position | Procurement Officer |
| 2. | Number of posts | One (1) |
| 3. | Type of Post | Contractual on Full-time basis |
| 4. | Period of Contract | The term of contract of the Procurement Officer would initially be for a period of 2 (Two) years, further extendable, at the sole discretion of the Bank, by 1 (One) year as per sole discretion of the Bank. |
| 5. | Scope of Work | To foster alignment of business goals with procurement requirements of the Bank. |
| 6. | Key Skills Required | <ul style="list-style-type: none"> • Should be conversant with Government e-procurement guidelines, procedures and policies for procurement of goods & services; • Thorough understanding of purchasing policies, procedures, customer service issues, procurement process, operations, supply chain management; • Ability to work within both executive and technical teams; • Effective customer relationship management skills; • Manage various applications catering to IT operations and business requirements; • Strong negotiation and analytical skills; |
| 7. | Responsibilities | <ul style="list-style-type: none"> • Preparation of procurement documents like Expression of Interest (EoI)/ Request for Proposals (RFP)/ Tenders including scope of work and bid process; • Coordinate functions and responsibilities of purchasing contracts with various departments to achieve optimal efficiency and effectiveness; • Review and monitor the Bank's purchases to ensure compliance with applicable laws, codes, and policies of procurement; • Review the Bank's procurement requirements and determine proper sources of supply and monitor processing of contractual agreements; • Collaborate with various groups to develop eligibility criteria, technical evaluation, commercial bid and |

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| | | <p>overall selection process for an EOI/ RFP/ Tender as per requirements of procurement;</p> <ul style="list-style-type: none"> • Formulate program management strategies, and manage purchasing activities and operations and participate in developing processes, procedures, policies, and initiatives to meet department goals and objectives; • Follow-up with IT Group for updates and query addressal for bidders at Central Public Procurement Portal (CPPP) and the Bank’s tender portal; • Provide necessary expertise, assistance and recommendations to staff and senior management in procurement; • Management of outsourced service providers, contract, and renewals; • Resolve complex staff, vendor, customer, or other procurement-related inquiries, concerns, complaints, and problems, like invoice discrepancies, vendor relations, or non-compliance with purchasing policies; • Interpret and explain applicable laws, regulations, codes, policies, and procedures; • Closure of quoted bids, onboarding of the successful bidder, billing and order processing, and follow-up for payment realization; • Participate in research and analysis of information on market trends and price changes of goods and services. |
| 8. | Age Limit | The candidate should not be more than 40 years of age as on December 31, 2021. |
| 9. | Essential Qualification | <ul style="list-style-type: none"> • Minimum qualification: Full-time B.E. /B. Tech in any discipline with minimum 60% marks from a recognized University at the time of application OR • Full-time Bcom/ BBA/ B.Sc with minimum 60% marks from a recognized University with full-time M.Com/ MBA/ M.Sc with minimum 60% marks from a recognized University • Industry certifications like PMP, PMI, Prince 2, Certified Supply Chain Professional etc. are desirable. |
| 10. | Experience | The candidate must have minimum 10 years of post-qualification experience in areas of procurement, preferably in procurement/ operations/marketing/ supply chain management. Experience in Banking & Financial sector is an advantage. |

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| | | <p>Experience in GeM portal (Government e-Marketplace) is desirable.</p> <p><i>* Bank retains its right to modify / strengthen the eligibility criteria related to educational qualification and relevant work experience to shortlist and select the most appropriate candidate for the position.</i></p> |
| 11. | Remuneration | Negotiable, depending upon qualification and experience of the selected candidate. |
| 12. | Last date of application | <p>Eligible candidates must submit their applications on the link below by January 20, 2022:</p> <div style="text-align: center; border: 2px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Click here for the application form</p> </div> <p>Note:</p> <ul style="list-style-type: none"> • Hardcopy of the application along with proof of eligibility shall be required to be submitted at the time of interview. • No application fee is to be paid. • Applications not submitted in the prescribed format and incomplete applications shall be summarily rejected. • No other mode of application shall be considered. |
| 13. | Mode of Selection | <p>Personal Interview. <i>(Only shortlisted candidates shall be informed.)</i></p> |