

**NOTICE FOR INVITING APPLICATIONS FOR RECRUITMENT OF
OFFICER ON CONTRACT BASIS – EXIM MITRA**

India Exim Bank had launched its Trade Facilitation Portal, 'Exim Mitra', in January 2017. The portal has been offering a diverse range of information, advisory and support services, to exporters. It also offers market intelligence, business tools, available financing avenues, and advisory services to help exporters understand how to export, avail trade financing options, evaluate international risks, explore export opportunities, prepare market entry strategies, and expand operations in new markets.

1.	Requirement	India Exim Bank seeks to recruit officer(s) on contractual basis, to handle the functions of the Bank's Trade Facilitation Portal (EXIM MITRA: www.eximmitra.in).
2.	No. of posts	Minimum One (1) and Maximum Two (2)
3.	Tenure	The Contract shall be initially for a period of one year but can be renewed further based on review of performance thereafter.
4.	Scope of Work	<ul style="list-style-type: none"> ➤ Updating existing industry / economy sectors on the portal. ➤ Adding new sectors of importance and update the same on regular basis. ➤ Daily alerts on Sanitary and Phytosanitary (SPS) and Technical Barriers to Trade (TBT). ➤ Preparation of Monthly E-Newsletter. ➤ Assist clients with queries related to foreign trade, logistics, custom duties from India to all over the globe. ➤ Follow up with Banks / FIs / Export Promotion councils etc. for inputs to be uploaded in Exim Mitra. ➤ Preparation of presentation of Exim Mitra for events/ occasions, spreading awareness and promotion of Exim Mitra portal and updation of FAQs on regular basis
5.	Age limit	Should not be over 35 years of age as on 01.12.2021
6.	Qualification & Experience	The ideal candidate should have, <ul style="list-style-type: none"> a. Master's Degree in Economics / any related field. Certification in Trade Finance is desirable. b. Minimum 1 year of experience working in similar job profile will be preferred.
7.	Remuneration	₹ 40,000/- (all inclusive)
8.	Job Location	Mumbai
9.	Working hours	09:45 am to 06:00 pm
10.	Last date of application	Eligible candidates may submit their applications in the prescribed format at hbm@eximbankindia.co.in by 17.12.2021. 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.
11	Mode of Selection	Personal Interview. (Only shortlisted candidates shall be informed.)

FORMAT FOR APPLICATION

Name:	Mr. / Ms.
Present / Correspondence Address:	
Contact No.:	Mobile:
	Landline:
E mail id:	
Alternate E mail id, if any:	

Date of Birth:	
PAN No.:	
Aadhar No.:	
Voter ID no.:	
Permanent Address:	

Work experience details (Starting from the latest)					
Period from	Period To	Organisation	Designation	Role	Place of posting

Areas of expertise:	
----------------------------	--

Professional / Educational qualifications				
Name of the degree	Year of passing	Institution	Specialisation	Marks obtained*

* In case of CGPA, the matrix for conversion to percentage applicable in the University / Institution should be provided.

Medical Condition (i.e., Hypertension, Diabetes, Chronic disease, restriction in physical movement, etc), if any, which the Bank should know.	
Details of any court case / litigation pending in any court of India	

References:	Name: Address: E Mail id: Mobile / Phone:
	Name: Address: E Mail id: Mobile / Phone: