



**ADVERTISEMENT NO: HRM/OC/ADMIN/2025-26/08**

Export-Import Bank of India [The Bank] is an all-India premier financial institution engaged in financing, facilitating and promoting India's international trade. Applications are invited for two positions as mentioned in this advertisement.

Eligible candidates (Indian citizens only) are requested to send their resume/CV in the prescribed format enclosed at Annexure to the following email ID:

[hrm@eximbankindia.in](mailto:hrm@eximbankindia.in)

**Schedule of recruitment:**

Commencement of Resume/CV submission	11 March 2026
Last day for applying	23 March 2026
Tentative month of Personal Interview *	April 2026

*\* Shortlisted candidates will be intimated through call letter.*

**No. of vacancies for Recruitment of Officer on Contract basis**

Sr. No.	Position	No. of positions
1	Procurement Officer	02
2	Officer Administration	02

**Please note:**

- Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on date of eligibility.
- Candidates fulfilling the eligibility criteria will be shortlisted and called for interview. Candidates are advised to check the Bank's website [www.eximbankindia.in/careers](http://www.eximbankindia.in/careers) for details and updates.

### **Selection Process:**

The vacancies are tentative according to the manpower requirements of the Bank. Selection will be through screening and shortlisting of applications, followed by personal Interview. The date and time of the interview will be advised only to the shortlisted candidates. The Bank reserves the right to modify the manpower requirement at its own discretion. The Bank's decision in this respect shall be final.

The shortlisted candidates shall be called for interview to be conducted in the Bank's Head Office at Mumbai. No TA-DA will be paid by the Bank for attending the interviews. Shortlisted candidates will be reimbursed maximum second-class AC fare for travel from their place of stay to the city of interview through the shortest route or its equivalent irrespective of the mode of travel on production of original receipts.

### **Eligibility**

All eligibility [age, educational qualification, post qualification work experience etc.] shall be computed as on 28.02.2026.

## ESSENTIAL ACADEMIC QUALIFICATION & EXPERIENCE

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

	<ul style="list-style-type: none"> <li>• Provide necessary expertise, assistance and recommendations to staff and senior management in procurement;</li> <li>• Management of outsourced service providers, contract, and renewals;</li> <li>• Resolve staff, vendor, customer, or other procurement-related inquiries, concerns, complaints, and problems, like invoice discrepancies, vendor relations, or non-compliance with purchasing policies;</li> <li>• Interpret and explain applicable laws, regulations, codes, policies, and procedures;</li> <li>• Closure of quoted bids, onboarding of the successful bidder, billing and order processing, and follow-up for payment realization;</li> <li>• Participate in research and analysis of information on market trends and price changes of goods and services.</li> </ul>
<b>Age Limit</b>	The candidate should not be more than 55 years of age as on February 28, 2026.
<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Full-time B.Com/ 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.</li> <li>• Industry certifications like PMP, PMI, Prince 2, Certified Supply Chain Professional etc. are desirable.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 10 years of post-qualification experience in areas of procurement, preferably in procurement/ operations/ marketing/ supply chain management. Experience in Banking and Financial Sector is an advantage.</li> <li>• Desirable – Procurement through GeM portal</li> </ul>
<b>Compensation</b>	Rs. 22.45 lakh per annum with annual increments. The compensation has fixed and variable components in the ratio of 80:20.
<b>Last Date to Apply</b>	March 23, 2026
<b>How to apply</b>	Eligible candidates may send their resume as per the attached format to <a href="mailto:hrm@eximbankindia.in">hrm@eximbankindia.in</a>

*Bank will shortlist eligible candidates for personal interview at its office in Mumbai. Only shortlisted candidates will be informed regarding the interview. Candidates will be shortlisted for interviews, in the ratio of 1:10 (for example, for 2 posts, maximum of 20 candidates will be shortlisted for interviews). A list will be drawn for interviews, among the candidates meeting all the prescribed eligibility criteria. The list of shortlisted candidates for interviews will be based on the total marks secured in the degree examinations. To shortlist for interviews, the total percentage score of Graduation and Post Graduation, as applicable, for respective posts, will be taken into consideration. Candidates are requested to check their eligibility before sending their resumes as no correspondence will be made with ineligible candidates and candidates who are not shortlisted for the interview process.*

<b>Position</b>	<b>Officer – Administration</b>
<b>Number of posts</b>	Two (2)
<b>Type of Post</b>	Contractual
<b>Period of Contract</b>	The term of contract of the Officer- Administration would initially be for a period of 3 (Three) years, further extendable, at the sole discretion of the Bank, by 2 (two) years as per the Bank’s discretion.
<b>Scope of Work</b>	To foster alignment of business goals with Administration and Facility Management requirements of the Bank.
<b>Key Skills Required</b>	<ul style="list-style-type: none"> <li>• Should be conversant with the administrative and facility management functions of the organization such as handling security, access, housekeeping, repair and maintenance activities of the official and residential premises;</li> <li>• Ability to work within both executive and technical teams;</li> <li>• Effective customer relationship management skills;</li> <li>• Ability to manage various facility management functions catering to the operations and business requirements;</li> <li>• Ability to manage and coordinate work with third party vendors;</li> <li>• Strong knack for preventive maintenance, crisis management, security management, material management;</li> <li>• Managing an internal and external team with full productivity and performance.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Vendor management;</li> <li>• Security and access management;</li> <li>• Ensuring security protocols;</li> <li>• Safety management;</li> <li>• Handling facility management team;</li> <li>• Property management and maintenance activities;</li> <li>• Arranging teams and coordinating for conducting various audits such as energy audit/electrical and safety audit;</li> <li>• Liaisoning and coordinating with various stakeholders/Govt agencies/Societies where Bank has item properties;</li> <li>• Management of outsourced service providers, contract, and renewals;</li> <li>• Resolve staff, vendor, customer, or other services / facility management -related inquiries, concerns, complaints, and problems, like maintenance issues, vendor relations, among others</li> <li>• Provide assistance and recommendations to staff and senior management in areas such as facility</li> </ul>

	<p>management, premises management / procurement and maintenance;</p> <ul style="list-style-type: none"> <li>• Interpret and explain applicable laws, regulations, codes, policies, and procedures related to the concerned areas and ensure compliance of the same.</li> </ul>
<b>Age Limit</b>	The candidate should not be more than 55 years of age as on February 28, 2026.
<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Full-time B. Com/ 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.</li> <li>• Experience in Administration, Procurement, Facility Management and any industry certification in material management/ facility management.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 10 years of post-qualification experience in Administration or Establishment department of a PSB / FI / PSU or a private company of repute.</li> <li>• Prior work experience in the Defence Services will be preferable.</li> </ul>
<b>Compensation</b>	Rs. 22.45 lakh per annum with annual increments. The compensation has fixed and variable components in the ratio of 80:20.
<b>Last Date to Apply</b>	March 23, 2026
<b>How to apply</b>	Eligible candidates may send their resume as per the attached format to <a href="mailto:hrm@eximbankindia.in">hrm@eximbankindia.in</a>

*Bank will shortlist eligible candidates for personal interview at its office in Mumbai. Only shortlisted candidates will be informed regarding the interview. Candidates will be shortlisted for interviews, in the ratio of 1:10 (for example, for 2 posts, maximum of 20 candidates will be shortlisted for interviews). A list will be drawn for interviews, among the candidates meeting all the prescribed eligibility criteria. The list of shortlisted candidates for interviews will be based on the total marks secured in the degree examinations. To shortlist for interviews, the total percentage score of Graduation and Post Graduation, as applicable, for respective posts, will be taken into consideration. Candidates are requested to check their eligibility before sending their resumes as no correspondence will be made with ineligible candidates and candidates who are not shortlisted for the interview process.*

1. Candidates should possess excellent communication skills and should be proficient in the use of computers and information technology.

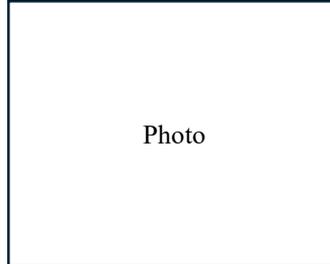
2. Candidates from Universities / Institutes awarding degrees based on ratings/grades other than numerical marks (i.e. CGPA/ GPA/ any other form), please note that if the equivalent aggregate percentage of marks is not mentioned in the mark sheet/certificate, candidates are required to furnish a letter 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 Government / AICTE / UGC. The candidates having completed their graduation and post-graduation courses through correspondence/ part-time/ open university/ open learning/ external/ distance/ learning are not eligible.

3. Depending upon the requirement and suitability of the candidates, the Bank reserves the right to cancel/restrict/curtail/enlarge the recruitment process including the number of vacancies, if need so arises, without any further notice and without assigning any reason therefor.

4. No correspondence will be entertained from any ineligible and non-selected candidate. 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.

\*\*\*\*\*

**APPLICATION FORMAT FOR PROCUREMENT OFFICERS/OFFICER ADMINISTRATION  
(ON CONTRACT BASIS)**



<b>PERSONAL DETAILS</b>		
1.	Name	
2.	Date of Birth(dd/mm/yyyy)	
3.	Nationality	
4.	Email Id	
5.	Correspondence Address	
<b>EDUCATION AND PROFESSIONAL QUALIFICATION</b>		
1.	<b>GRADUATION:</b>	
	Name of the college / University	
	Year of Passing	
	Percentage of Marks	
2.	<b>POST GRADUATION:</b>	
	Name of the college / University	
	Year of Passing	
	Percentage of Marks	
3.	<b>ANY OTHER QUALIFICATION:</b>	
	Name of the college / University	
	Year of Passing	
	Percentage of Marks	

<b>CAREER SUMMARY (Start with the latest / present)</b>		
<b>1.</b>	<b>Name of the Company</b>	
	<b>Position / Designation</b>	
	<b>Tenure (From / To)</b>	
	<b>Location</b>	
	<b>Key Responsibilities</b>	
<b>2.</b>	<b>Name of the Company</b>	
	<b>Position / Designation</b>	
	<b>Tenure (From / To)</b>	
	<b>Location</b>	
	<b>Key Responsibilities</b>	
<b>3.</b>	<b>Name of the Company</b>	
	<b>Position / Designation</b>	
	<b>Tenure (From / To)</b>	
	<b>Location</b>	
	<b>Key Responsibilities</b>	

*Please add more rows, if required.*

**ADDITIONAL INFORMATION**

1.	Current CTC (Annual)	
2.	Expected CTC (Annual)	
3.	Notice Period	
4.	Have you ever been convicted by a court of law? (Yes/No)	
5.	Any ongoing criminal/disciplinary proceedings? (Yes/No)	
7.	Are you related to any employee of the Bank? (Yes/No)	

**DECLARATION**

I hereby declare that all information provided above is true and correct to the best of my knowledge. I understand that any false information may lead to disqualification from the recruitment process.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_