



**EXPORT-IMPORT BANK OF INDIA**  
Centre One Building, Floor 21, World Trade Centre  
Complex, Cuffe Parade, Mumbai - 400 005

**Special Recruitment Drive for Scheduled Castes /  
Scheduled Tribes / Other Backward Classes (Non-creamy layer)  
& Persons with Disabilities**

Export-Import Bank of India, an all India financial institution engaged in financing, facilitating and promoting India's international trade, having a network of 17 offices in India and overseas and Learning Centres in Bangalore, Ahmedabad and Pune, invites applications from Scheduled Castes (SC)/Scheduled Tribes (ST) / Other Backward Classes (OBC) candidates meeting the following eligibility criteria:

**NUMBER OF POSITIONS**

Position	No. of Positions Reserved for			Total
	SC	ST	OBC	
Deputy Manager	--	03	05	08
Manager	02	01	--	03
Assistant General Manager	--	--	01	01
Deputy General Manager	01	--	02	03
Administrative Officer	01	--	02	03

- 05 vacancies are reserved for Persons with Disabilities (PWDs) (2 for VH) and (3 for HH) category candidates. Reservation for PWDs is horizontal and within the overall vacancies of 18.

**ACADEMIC QUALIFICATION & EXPERIENCE**

Position / No. of Posts	Essential Academic Qualification	Experience
<b>Manager (01) / Assistant General Manager (01) / Deputy General Manager (03) / (Corporate Loans &amp; Advances, Project / Trade Finance / Lines of Credit)</b>	Post Graduates in Business Management or Chartered Accountants (CA). Minimum 50% aggregate marks in Graduation and Post-Graduation. The course should be of a minimum 2 years full time duration. In case of CA, passing the professional examination is sufficient.	For position of Manager minimum 3 years of experience in Scale I or equivalent and for position of Assistant General Manager minimum 10 years of experience out of which minimum 3 years in Scale III or equivalent and for Deputy General Manager position minimum 15 years of experience out of which minimum 3 years in Scale IV or equivalent, in the areas of international trade finance or overseas project finance or industrial finance department handling terms loans / advances portfolio of scheduled commercial banks or all India financial institutions.
<b>Manager (02) (Legal)</b>	Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrolment as an Advocate with a minimum of 50% marks or equivalent. The institute should be recognised / approved by Government.	Minimum 3 years of post-qualification legal experience in Scale I or equivalent in scheduled commercial banks or all India financial institutions in drafting and vetting of agreements relating to structured finance, SWAPS and loans, advising on issues under foreign exchange, cross border, banking, securities and property laws, rendering opinions on the various aspects of documentation both for banks lending and resource raising transactions including due diligence of borrowers and lenders.
<b>Deputy Manager (01) (Rajbhasha)</b>	(a) Bachelor's Degree with English as one of the subjects and Master's Degree in Hindi/Hindi Translation OR (b) Bachelor's Degree with Hindi as one of the subjects and Master's Degree in English OR (c) Bachelor's Degree with English and Hindi* as subjects and Master's Degree in any subject preferably in Sanskrit/ Economics/Commerce OR (d) Bachelor's Degree and Master's Degree in both English and Hindi/Hindi Translation Minimum 50% aggregate marks in Graduation and Post-Graduation. *In lieu of a subject of Hindi at Bachelor's degree level, one may have recognised Hindi qualification equivalent to a Bachelor's Degree.	<b>Essential:</b> At least experience of one year of OL implementation including coining of Glossary, English to Hindi translation and vice-versa in scheduled commercial banks or all India financial institutions or any other organizations of repute. <b>Desirable:</b> (i) Study of Sanskrit/any other modern Indian Language/Linguistics at Bachelor's Degree level (ii) Published literary work. (iii) Knowledge of bi-lingual word processing.
<b>Deputy Manager (02) (Human Resource Management)</b>	Graduates / Post Graduates in any discipline with diploma / degree in HR / Personnel Management. Minimum 50% aggregate marks in Post Graduation/diploma/degree.	Minimum one year of experience in a scheduled commercial banks or all India financial institutions or any other organizations of repute, in the areas of recruitment & selection, performance management, training and development, manpower planning, HR generalist etc.
<b>Deputy Manager (02) (Administration)</b>	Graduates / Post Graduates in any discipline with diploma/ degree in HR / Personnel Management & Administration. Minimum 50% aggregate marks in Post Graduation/diploma/degree.	Minimum one year of experience in a scheduled commercial banks or all India financial institutions or any other organizations of repute, in the areas of housekeeping, property maintenance & insurance, security, facility management, protocol and general administration functions etc.
<b>Deputy Manager (01) Internal Audit</b>	Post Graduates in Commerce. Minimum 50% aggregate marks in Graduation and Post-Graduation.	Minimum of one year of experience in a scheduled commercial banks or all India financial institutions or any other organizations of repute in the areas of internal audit/credit audit with experience in handling preparation and submission of reports by internal/concurrent auditors, audit compliance, analysis and timely submission of audit observations to audit committee, review of scope of internal/concurrent audit and systems/procedures/controls operating within the organization and experience in dealing with RBI on the matters of audit/inspection team.

Position / No. of Posts	Essential Academic Qualification	Experience
<b>Deputy Manager (02) (Management Information Systems) (MIS)</b>	Post Graduates in Commerce. Minimum 50% aggregate marks in Graduation and Post-Graduation.	Minimum one year of experience in a scheduled commercial banks or all India financial institutions or any other organizations of repute with experience in preparation of MIS reports on sanctions and disbursement for Management/ RBI/GOI, providing information to other departments, coordination & interaction with rating agencies for obtaining/reaffirmation of credit rating, providing information for annual report & analysis of organisation's performance vis-à-vis other organizations, preparation of appropriate, accurate and timely response to information requests received from Govt. Depts, CIBIL and other such entities.
<b>Administrative Officer (03)</b>	The candidate should be a Graduate with 50% marks in any discipline from a recognized university and should also be conversant in computer with an ability to adapt to changing technology.	The candidate should have experience of minimum 3 years, in secretarial functions, with skills in shorthand and typing in any organization of repute. The job profile would include, inter alia, handling verbal and written communication, maintaining up to date filing, mailing list, handling mail, maintaining record of inward/outward mail, reception duties, managing and channeling information, organising, prioritising executive time, travel arrangements, preparation of letters, e-mail, notes etc. The candidate should be fluent in spoken English and should possess excellent communication skills. Knowledge of foreign languages will be an added advantage.

- 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 get 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.
- Experience through outsourcing vendors, service providers, KPO/BPO or IT support services providers will not be considered.
- The university/institute should be recognised/approved by Government/AICTE. Course completed through correspondence/part-time are not eligible.

**AGE PROFILE**

Position	Maximum Age as on August 1, 2014 including age relaxation (years)		Minimum years of relevant experience required as on August 1, 2014	Scale of Pay (₹)
	SC/ST	OBC		
Deputy Manager	32	30	01 year	14500-600-18700-700-20100-800-25700
Manager	35	33	03 years	19400-700-20100-800-28100
Assistant General Manager	40	38	10 years (out of which minimum 3 years in Scale III or equivalent)	30600-900-34200-1000-36200
Deputy General Manager	45	43	15 years (out of which minimum 3 years in Scale IV or equivalent)	36200-1000-38200-1100-40400
Administrative Officer	35	33	03 years	14500-600-18700-700-20100-800-25700

- Age relaxation for candidates belonging to Persons with Disabilities(PWDs) is 10 years.
- In addition to the pay, the selected candidates will be eligible for allowances, perquisites and benefits, as applicable to the Grade as per Bank's rules, prevalent at the time of joining. Residential accommodation can be provided subject to availability. Schemes for granting loans for housing, vehicle and personal computer are also available.
- Candidates must state their reservation status clearly in application. Applicants are requested to attach attested copies of degree, caste and experience certificates to the Application Form. Candidate must be a citizen of India.
- Only those who satisfy the required age, qualification and experience need apply. Candidates may apply for one post only. Candidature of the applicant is liable to be cancelled if it is found that they have applied for multiple posts. Applications that do not meet with the requirements will be rejected and no correspondence in this regard will be entertained.
- Interested candidates must fill in the **On-line Application Form**. The Application Form is available on the Bank's website under 'Career' section. **Application in any other format will not be considered** and will be rejected by the Bank irrespective of the fulfilling eligibility criteria. After filling up the on-line Application Form, Candidates must take the printout and forward the hard copy of the Application Form, duly signed alongwith photograph, to the address mentioned below. Only on-line Applications will be considered by the Bank. Application for multiple positions will be rejected. If the Application Form does not indicate the position applied for, the application will be rejected irrespective of fulfilling the eligibility criteria. Canvassing in any form will be a disqualification.
- The Selection Process will comprise of Written Test and Personal Interview. The date and timing of the Written Test will be advised to the shortlisted candidates at a later date. Candidates who are shortlisted based on the performance in the Written Test will be called for Personal Interview.
- 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 mark-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.
- Selected candidates, at the time of joining the Bank, will have to execute a personal bond for ₹ 3 lakhs to serve the Bank for a minimum period of 3 years in case of Manager/Assistant General Manager/Deputy General Manager and 5 years in case of Deputy Manager/Administrative Officer, from the date of joining the Bank, for all the positions advertised.

Please send the printout out of the Application Form, duly signed, alongwith photograph, **on or before September 19, 2014** to the following address.

**THE GENERAL MANAGER-HRM  
EXPORT-IMPORT BANK OF INDIA**

Centre One Building, Floor 21, World Trade Centre Complex, Cuffe Parade, Mumbai - 400 005.  
www.eximbankindia.in