



Recruitment of Officers in Junior/ Middle Management levels

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 & overseas and Learning Centres in Bangalore, Ahmedabad and Pune, invites applications from qualified and experienced professionals in the following areas of expertise:

NUMBER OF POSITIONS

Position/Grade/Scale	No. of Positions Reserved for				Total
	UR	SC	ST	OBC	
Manager/MM II	36	10	4	18	68
Administrative Officer/JMI	7	1	0	2	10

06 vacancies are reserved for Persons with Disabilities (PWDs) (3 for VH) and (3 for HH) category candidates. Reservation for PWDs is horizontal and within the overall vacancies of 78.

Tentative Schedule of events

Online link for applications opens on 1.7.2015, closes on 22.7.2015

Online Examination will be tentatively conducted during August 2015.

ACADEMIC QUALIFICATION & EXPERIENCE (As on 1.7.2015)

Position	Essential Academic Qualification	Experience
Manager (Corporate Loans & Advances, Project/Trade Finance/Lines of Credit)	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 in the areas of international trade finance or overseas project finance or industrial finance department handling terms loans/ advances portfolio or infrastructure finance of scheduled commercial banks or all India financial institutions.

Position	Essential Academic Qualification	Experience
Manager (Legal)	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 or in a reputed law firm having dealt with 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.
Manager (Rajbhasha)	(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.	Essential: Minimum experience of 3 years 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. Desirable: (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.

Position	Essential Academic Qualification	Experience
Manager (Internal Credit Audit)	Post Graduate in Commerce or Post Graduate in Business Management or Chartered Accountants (CA) or Cost Accountants (ICWA). Minimum 50% aggregate marks in Graduation and Post-Graduation.	Minimum of 3 years 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.
Manager (Resource Raising)	Post Graduate 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.	Minimum of 3 years of experience in a scheduled commercial bank or all India financial institutions or organisation of repute, - conversant with various instruments through which funds are raised in Domestic/International Debt capital markets, regulatory/taxation and accounting aspects. Practical knowledge of procedural aspects relating to fund raising and servicing. Good communication, networking and negotiation skills. Working Knowledge of Finance Treasury and Core System and MS Office applications.

Position	Essential Academic Qualification	Experience
Manager (International Trade & Finance/Industry/ Country Risk Analysis & Economic Research)	Post Graduate in Economics or Foreign Trade Minimum 60% aggregate marks in Graduation and Post-Graduation.	Minimum of 3 years of experience in a scheduled commercial bank or all India financial institution or any other organisation of repute having relevant research experience in country risk analysis, international trade and finance, sectoral and industry analysis.
Manager (Corporate Communication)	Post-Graduate in Advertising / Mass Communication/ Public Relations. Minimum 50% aggregate marks in Graduation and Post-Graduation.	Minimum of 3 years of experience in a scheduled commercial bank or all India financial institution or PR Firm or organisation of repute, with skills in networking with other international/national institutions, public relations, media management, publications, event management, corporate communication etc.
Manager (Information Technology)	Qualified and Minimum 50% aggregate marks in B. E./B. Tech (in Information Technology/Computer Science)/ MCA from reputed institutes or a PGDST. Preference for CISA, CISM, CISSP certification.	Minimum of 3 years of experience in a scheduled commercial bank or all India financial institution or organisation of repute, in the areas of software development and maintenance / implementation, Information Systems Security, Websites, Data Centre Management. Core Banking System, SharePoint, LAN, WAN, Windows Server, Linux, Anti-Virus, Patch Management, Firewalls, Web Security gateways, IDS/IPS, ISO 27005/CoBIT, Websites- ASP/HTML/DHTML/ VBScript/ JavaScript, Oracle & SQL Server and experience in structured software engineering and testing.

Position	Essential Academic Qualification	Experience
Manager (Marketing Advisory Services)	Post Graduate in Foreign Trade / International Trade Minimum 50% aggregate marks in Graduation and Post-Graduation.	The candidate should have experience of minimum 3 years in the areas of logistics, documentation and export marketing. Experience of working with custom house agents, importers, freight forwarders and surveyors will be an added advantage.
Administrative Officer	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, handling mail and mailing list, maintaining record of inward/outward mail, reception duties, managing and channelling information, organising, prioritising executive time, travel arrangements, preparation of letters, e-mail, notes etc.

- **The candidates 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 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 July 1, 2015 including age relaxation (years)			Minimum years of relevant experience required as on July 01, 2015	Scale of Pay (₹) (Due for Revision)
	UR	SC/ST	OBC (Non-Creamy Layer)		
Manager	30	35	33	3 years	19400-700-20100-800-28100
Administrative Officer	30	35	33	3 years	14500-600-18700-700-20100-800-25700

- Age relaxation for candidates belonging to Persons with Disabilities (PWDs) is 10 years and for Person domiciled in the State of Jammu & Kashmir during the period from 01.01.80 to 31.12.89 is 5 years and such candidates must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the Kashmir Division of the State of J&K during the period from 01.01.80 to 31.12.89.
- In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the last date of online registration i.e. 22.07.2015 (issued within one year prior to the last date for online registration). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
- Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- 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 should produce in original their degree certificates, caste and experience certificates at the time of interview/ at any stage of the subsequent process. 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. Latest application will be treated as an valid application. Applications that do not meet with the requirements will be rejected at any stage and no correspondence in this regard will be entertained.

- Interested candidates must fill in the **On-line Application Form available on Exim Bank's website** (www.eximbankindia.in). Application in any other format will not be considered and will be rejected by the Bank irrespective of the fulfilling eligibility criteria. 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 Online Test and Personal Interview. The date and time of the Online Test will be advised to the shortlisted candidates at a later date. Candidates who are shortlisted based on the performance in the Online 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 and 5 years in case of Administrative Officer, from the date of joining the Bank, for all the positions advertised.

DOWNLOAD OF CALL LETTER

Candidates will have to visit the **Exim Bank's** website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

E-Aadhar Card and Ration Card are **not** valid id proofs for this project.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should **exactly** match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

EXAMINATION CENTRES (Tentative List)

The examination may be held at New Delhi-NCR, Mumbai/Thane/Navi Mumbai, Kolkata/Greater Kolkata, Chennai, Ahmedabad, Pune, Bengaluru and Guwahati. The address of the venue will be advised in the call letters.

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. **Exim Bank**, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. **Exim Bank** also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and **Exim Bank** will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, **Exim Bank** reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, **Exim Bank** reserves the right to allot any other centre to the candidate.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

Guidelines for candidates

(i) with locomotor disability and cerebral palsy

An extra time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(ii) Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

- **These scribe should be from an academic stream different from that stipulated for that particular post for specialist posts and for Generalist (Administrative Officer) may be from any academic stream.**

GENERAL INSTRUCTIONS

1. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of **Exim Bank** in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

2. Decision of **Exim Bank** in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the **Exim Bank** in this behalf.
3. If the examination is held in more than one session for the same post, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. **Exim Bank** would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by **Exim Bank** in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, **Exim Bank** reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any **Exim Bank** recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION

B. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Candidates can apply online only from July 01, 2015 to July 22, 2015 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

(A) Application Procedure

1. Candidates to go to the **Exim Bank** website click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the

Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "B".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Submit' button.

(B) GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.

- The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed. While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

(a) to be disqualified from the examination for which he/ she is a candidate

(b) to be debarred either permanently or for a specified period from any examination conducted by bank

(c) for termination of service, if he/ she has already joined the Bank.
