



EXPORT-IMPORT BANK OF INDIA

APPLICATIONS ARE INVITED FOR THE POSITION OF MANAGERS

Export-Import Bank of India, an all India financial institution engaged in financing, facilitating and promoting India's international trade, having a network of 18 offices in India and overseas and Learning Centres in Bangalore, Ahmedabad and Pune invites applications from qualified and experienced professionals in the following areas of expertise:

Position/ No. Of Posts	Functional Area	Essential Academic Qualification	Experience
Manager [11]	Corporate Loans & Advances, Project/Trade Finance/Lines of Credit	Post Graduate in Business Management or Chartered Accountants (CA) or Graduates in Engineering. Minimum 55% aggregate marks in Graduation. and Minimum 55% aggregate marks in Post-Graduation. The course should be of a minimum 2 years full time duration. The institute should be recognised/approved by Government/AICTE. In case of CA, passing the professional examinations is sufficient.	Minimum 3 years relevant experience as an officer in Scale-I or equivalent for the post of <u>Manager</u> in international trade finance and overseas project finance or industrial finance department handling term loans/ advances portfolio of scheduled commercial banks or all India financial institutions.
Manager [02]	Corporate Finance/Accounts & Forex	Post Graduate in Business Management or Chartered Accountants(CA). Minimum 55% Aggregate marks in Graduation. and Minimum 55% aggregate marks in Post-Graduation. The course should be of a minimum 2 years full time duration. The institute should be recognised/approved by Government/AICTE. In case of CA, passing the professional examinations is sufficient.	Minimum 3 years of post-qualification experience in Scale I or equivalent in scheduled commercial banks or all India financial institutions with relevant experience in handling Term Deposits from individuals, back office transactions related to resources raising, handling Rupee & Foreign Currency back office and mid-office operations, confirmation of transactions, dealing with CCIL, Mutual Funds etc. and processing accounts, Balance Sheet, P&L, and familiarity with RBI guidelines, BASEL norms and IFRS.

Position/ No. Of Posts	Functional Area	Essential Academic Qualification	Experience
Manager [02]	Legal	<p>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.</p> <p>The institute should be recognised / approved by Government.</p>	<p>Minimum 3 years of post-qualification legal experience in Scale I or equivalent in scheduled commercial banks or all India financial institutions and relevant experience 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.</p>
Manager [01]	Rajbhasha	<p>Second Class Master's Degree in Hindi/Hindi Translation, with English as one of the subjects at Bachelor's Degree level; OR (ii) Second Class Master's Degree in English with Hindi as one of the subjects at Bachelor's Degree level; OR (iii) Second Class Master's Degree in Sanskrit / Economics /Commerce with English and Hindi as subjects at Bachelor's Degree level (In lieu of a subject of Hindi at Bachelor's Degree level, one may have recognized Hindi qualification equivalent to a Bachelor's Degree); OR (iv) Master's Degree in both English and Hindi/Hindi Translation, of which one must be Second Class.</p> <p>Minimum of 55% marks in graduation and post-</p>	<p>Minimum 3 years experience of official language implementation including coining of Glossary, English to Hindi translation and vice-versa in scheduled commercial banks or all India financial institutions</p> <p>Desirable: (i) Study of Sanskrit/any other modern Indian language/Linguistics at Bachelor's Degree level (ii) Published literary work.</p>

		graduation. The course should be full time and institute should be recognised by government/UGC. Desirable: Knowledge of bi-lingual word processing.	
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- Experience through outsourcing vendors, service providers, KPO/BPO or IT support services providers will not be considered.

Position / Grade/Scale	No. of Positions Reserved for				Total No. of Positions
	General	SC	ST	OBC	
Manager/ MM II	09	02	01	04	16

- 01 vacancy for Persons with Disabilities (PWDs) (HH) category candidates. Reservation for HH is horizontal and within the overall vacancies of 16.

Position / Grade/Scale	Maximum Age as on December 01, 2013			Scale of Pay (`)
	General	SC/ST	OBC	
Manager/ MM II	30	35	33	19400-700-20100-800-28100

- Age relaxation for candidates belonging to Persons with Disabilities (PWDs) is 10 years for General category candidates, 15 years for PWDs (SC) candidates and 13 years for PWDs (OBC) candidates.
- 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.
- 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.
- Reservations/Relaxations for SC/ST/OBC/PWDs will be in accordance with the prevailing Govt. of India guidelines. Candidates must state their reservation status clearly in application.
- Only those who satisfy the required age, qualification and experience need apply. Applications that do not meet with the requirements will be rejected and no correspondence in this regard will be entertained. The candidate must be a citizen of India.
- The **Application Form** is available on the Bank's website under 'career' section. Interested candidates must fill in the Application Form. Applicants are requested to attach attested copies of degree, caste and experience certificates to the application form. Application in any other format will not be

considered by the Bank and will be rejected by the Bank irrespective of the fulfilling eligibility criteria. Candidates must send the hard copy of the Application Form. Candidates must mention the position on the envelope. 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. List of the candidates shortlisted for Written Test and subsequently for interview will be published on the Bank's website.
- 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 three years, from the date of joining the Bank.

Please send your application along with Application Form & colour photograph containing the above-mentioned particulars **on or before January 31, 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 – 400005
E-mail: recmgr2013@eximbankindia.in
Website: www.eximbankindia.in**
