



एक्जिम बैंक
EXIM BANK

भारतीय निर्यात-आयात बैंक
EXPORT-IMPORT BANK OF INDIA

Floor No. 21, Centre One Building, World Trade Centre Complex, Cuffe Parade, Mumbai - 400 005.

APPLICATIONS ARE INVITED FOR THE POSITION OF ADMINISTRATIVE OFFICERS (SECRETARIAL WORK)

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 experienced secretarial and administrative professionals, for the position of **Administrative Officers in Mumbai, Pune & Hyderabad**, meeting the following eligibility criteria:

Position / Grade/Scale	No. of Positions Reserved for			Total No. of Positions
	General	SC	OBC	
Administrative Officer/ JM I	4	1	1	6

- 01 vacancy for Persons with Disabilities (PWDs) (HH) category candidates. Reservation for HH is horizontal and within the overall vacancies of 06.

JOB PROFILE

The job profile will 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 Hindi language will be desirable. Knowledge of foreign languages will be an added advantage.

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 attached to a General Manager in a bank or financial institution.

Age Profile

Position	Maximum Age as on June 1, 2013			Scale of Pay (₹)
	General	SC	OBC	
Administrative Officer	40	45	43	14500-600-18700-700-20100-800-25700

- 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.
- Selected candidate will be appointed as Administrative Officer on probation for a period of one year in Grade/Scale JM I in the Bank through a selection process, with a salary of ₹ 28,400/- p.m. (approximately). Besides salary, other perquisites include Gratuity, Pension, LTC, conveyance allowance, medical facilities and other staff welfare facilities, as may be applicable. 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.
- 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 five 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 August 14, 2013** 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.

Website : www.eximbankindia.in