



RECRUITMENT OF OFFICERS ON CONTRACT BASIS (OC)

ADVERTISEMENT NO: HRM/OC/2022-23/01

ONLINE REGISTRATION OF APPLICATION:

FROM 08.04.2022 TO 28.04.2022

Export-Import Bank of India is an all-India premier financial institution engaged in financing, facilitating and promoting India's international trade. Applications are invited for recruitment of Officers on Contract (OC) for various departments as mentioned in this advertisement.

Eligible candidates may apply online through the link below:

[CLICK HERE FOR APPLICATION FORM](#)

No other means / mode of application will be accepted. Please read this advertisement carefully and ensure your eligibility before submitting the application.

**Schedule of events:**

<b>Application opens</b>	08.04.2022
<b>Last day for application</b>	28.04.2022
<b>Tentative month of interview*</b>	May 2022

*\* Exact date will be advised through email to the shortlisted candidates and will also be updated on the Bank's website.*

**Please note that:**

- a) The process of registration will complete only when all mandatory information fields have been filled and a Unique Registration Number is generated. Fees should be deposited at the time of application without which the application will not be considered.
- b) Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
- c) The Bank's screening committee will evaluate the applications received and only shortlisted candidates will be called for interview. Candidates are advised to check the Bank's website [www.eximbankindia.in](http://www.eximbankindia.in) for details and updates.
- d) The Bank reserves the right to reject any/all the applications/offers at any stage without assigning any reason whatsoever in the interest of the Bank.

**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.

**ELIGIBILITY**

All eligibility [age, educational qualification, post qualification work experience etc.] shall be computed as on 31.03.2022.

**Note:**

- Candidates who have defaulted in repayment under any lending arrangement with Banks or NBFCs including credit card dues and have not regularised/ repaid their outstanding thereunder till the date of issuance of letter of offer of appointment by the Bank, shall not be eligible for appointment to the post.
- Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market conditions. Salary shall not be a limiting factor for suitable candidates.

**RECRUITMENT OF OFFICERS ON CONTRACT (OC)**

Sr. No.	Positions	Age (as on 31.03.2022)	Essential Academic Qualifications	Experience and Job Responsibilities [Min years of relevant experience required as on March 31, 2022]
1.	<b>OC - Compliance</b> (01 post)	Max: 35 Years	<p>MBA/PGDBA, with specialisation in Finance from a recognised University / Institution or Chartered Accountants (CA) from The Institute of Chartered Accountants of India (ICAI).</p> <p>MBA/PGDBA course should be of a minimum 2-year full time duration, with a specialisation in Finance from a recognised University / Institution. In case of CA, passing the professional examination is sufficient.</p> <p>Minimum 60% aggregate marks / equivalent Cumulative Grade Points Average (CGPA), in both Graduation and Post-Graduation.</p>	<p>Candidates having experience in the BFSI sector with at least 05 years of post-qualification experience:</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• Liaison with RBI/other statutory/regulatory bodies.</li> <li>• Review of and modifications to Internal Policies / Manuals.</li> <li>• Addressing queries relating to various RBI circulars/ notifications from statutory bodies.</li> <li>• Compliance Testing</li> <li>• Preparation of reports/ reviews for submission to various entities/ Committees.</li> <li>• Experience in Treasury operations would be an added advantage.</li> </ul> <p>Candidate should have minimum 03 years of relevant experience in Compliance function.</p>
2.	<b>OC – Legal</b> (04 posts)	Max: 40 Years	<p>Bachelor’s Degree in Law recognised by the Bar Council of India for the purpose enrolment as an Advocate with a minimum of 60% marks. Post- Graduation qualifications will be an added advantage.</p>	<p>Candidates working with Public Sector Banks, All India Financial Institutions, private/ foreign banks, ARCs, Central / State Government / public sector undertakings / law firms / Practicing at Bar / Judicial Services or a combination of these with at least 07 years of post-qualification experience.</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• To draft, vet, review, negotiate and advice on the agreements, contracts and</li> </ul>

				<p>other legal related documents of the Bank.</p> <ul style="list-style-type: none"> <li>• Assist in preparing Memorandum of orders, Power of Attorney, Memorandum of Understanding, lease agreements, sale deeds and other administrative matters.</li> <li>• Facilitate the Legal Audit of loan documents process undertaken quarterly.</li> <li>• Reverification of mortgages co-ordinating with counsels for reports and clarification and compliances with observations if any.</li> <li>• CERSAI – Perfection of entries, collating data for audit and other related compliances.</li> <li>• Providing inputs to the management on various changes in law, regulation or policy.</li> <li>• Providing updates to the Board/ Audit Committee/ Management and respective Groups on the litigation matters.</li> <li>• Case law research.</li> <li>• Follow up with counsel on hearing of matters.</li> <li>• Assist operating Groups in recovery matters.</li> <li>• Maintaining documents in safe custody/DMS.</li> <li>• Any other work assigned by the Group.</li> </ul>
--	--	--	--	---

3.	<b>OC – Rajbhasha</b> <b>(02 posts)</b>	Max: 35 Years	Master’s degree from a recognised University in Hindi with English as a compulsory/ elective subject or as medium of examination at degree level. Knowledge of Sanskrit and/or other languages specified in the Eight schedule of the constitution will be an added advantage. Minimum 60% marks or equivalent in the qualifying examination.	<p>Candidates having experience with Public Sector Banks, All India Financial Institutions or any organisation of repute or a combined experience in any of these, with a at least 05 years of post-qualification experience of implementation of Official Language Policy will be preferred. Candidates from Translation agencies / publications / media are also eligible.</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• Implementing Official Language Policy of GOI and ensuring compliance of various directives/ instructions issued by GOI.</li> <li>• Conducting Hindi workshops and administration of Hindi Teaching Scheme for the Bank’ staff.</li> <li>• Terminological work in Hindi.</li> <li>• Translation from English to Hindi or vice-versa.</li> <li>• Technical or financial glossary.</li> <li>• Research work in financial/ commercial area.</li> <li>• Published articles in Hindi.</li> </ul>
----	--	---------------	---	--

4.	<b>OC – Information Technology</b> <b>(05 posts)</b>	Max: 35 Years	<p>Graduation Degree with minimum 60% marks or equivalent grade in B.E./ B. Tech in Computer Science/ Information Technology/ Electronics &amp; Communication or Post-Graduation with minimum 60% marks in M.Sc./ MTech. In CS/ IT from recognized university/ institute.</p> <p>And Candidates having any of CCNP/MCSE/VCP-DVC/Red Hat Certified System Administrator/ Oracle Certified Professional, Database Administrator/Microsoft SQL Server database certificates shall be given preferences.</p>	<p>Candidates having at least 05 years of post-qualification experience with Public Sector Banks, All India Financial Institutions, Large private Banks, System Integration service providers for BFSI sector in areas of Information Technology or Fintech.</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• First-hand knowledge in development/ supervision of software solutions.</li> <li>• Up to date with the current and future IT requirements that could impact the Bank’s digital and financial assets.</li> <li>• Technical architecture skills, technology process skills, Capacity and human capability building skills in IT.</li> </ul>
----	---	---------------	--	---

				<ul style="list-style-type: none"> <li>• Adaptability to different roles: Ability to work within both the executive and technical teams.</li> <li>• Manage and supervise various applications catering to IT operations and business requirements.</li> </ul>
--	--	--	--	---

5.	<b>OC – Human Resource (02 posts)</b>	Max: 50 Years	MBA/ Post-Graduation Degree with specialisation in Human Resource as full-time course from recognized Institute/ University with minimum 60% marks (or its equivalent).	<p>Candidates having experience with Public Sector Banks (PSBs), All India Financial Institutions (AIFIs), reputed NBFCs, private sector banks or a combination of these with at least 5 years of post-qualification experience of handling Core HR activities.</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• Recruitment and Selection</li> <li>• Training and Development</li> <li>• Performance Management</li> <li>• Career Progression</li> <li>• Manpower planning</li> <li>• Compensation Strategies</li> <li>• Familiarity of PSBs/ IBA wage scales.</li> <li>• Familiarity with disciplinary action procedure.</li> <li>• Familiarity with the HRMS solution of PSBs/ AIFIs.</li> </ul>
----	---	---------------	---	---

6.	<b>OC – Research &amp; Analysis</b>  <b>(02 posts)</b>	Max: 35 Years	<p>Post-Graduation Degree in Economics with specialisation in International Trade/ Development Economics / Financial Economics. /</p> <p>Minimum 60% aggregate marks separately in both graduation and post-graduation.</p>	<p>Candidates having at least 05 years of post-qualification experience with research publications / rating agencies, Public Sector Banks, All India Financial Institutions, private sector banks, research outfits of industry associations, think tanks, or a combination of these. Candidates should possess excellent writing and presentational skills and be proficient in the use of MS Office/Excel/PowerPoint.</p> <p>Candidates must have good understanding of macroeconomics, international trade, industry, and country risk analysis.</p> <p>Interests in international relations, public policy, and appreciation of financial parameters would be an added advantage.</p> <p>Besides other areas of work, regular scanning of economic environment, both domestic and international and providing relevant inputs relating to economic environment/ banking to the Top Management will also be the responsibility of the selected candidate.</p>
7.	<b>OC – Loan Monitoring</b>  <b>(02 posts)</b>	Max: 35 Years	<p>MBA/ PGDBA with specialization in Finance or Chartered Accountants (CA) from The Institute of Chartered Accountants of India (ICAI).</p> <p>MBA/PGDBA course should be of a minimum 2-year full time duration, with a specialisation in Finance from a recognised University / Institution. In case of CA, passing the professional examination is sufficient.</p> <p>Minimum 60% aggregate marks / equivalent Cumulative Grade</p>	<p>Minimum 05 years of Post Qualification experience with Public Sector Banks/All India Financial Institutions/ Central Government/ State Government/ PSU or any other organisation of repute, in the following areas:</p> <ul style="list-style-type: none"> <li>• Assisting in processing customer requests like NOCs for ceding charge, modification in sanction terms, business restructuring, change in project scope/cost, extension in project completion timeline etc.</li> <li>• Assist in Loan monitoring activities like tracking project progress, end use of disbursements, adequate insurance cover, balance</li> </ul>

			Points Average (CGPA), in both Graduation and Post-Graduation.	<p>confirmation, Security creation status, valuation of collateral, rating migration etc.</p> <ul style="list-style-type: none"> <li>•Periodic review of unaudited quarterly/ half-yearly/ audited annual financial performance of the borrower.</li> <li>• Annual review of accounts including financial analysis, internal rating etc.</li> <li>•Monitoring overdues, BG expiry etc.</li> <li>• Conducting inspection visits and submitting reports on the same.</li> <li>•Exchange of information with lenders.</li> <li>•Review of stock statements and stock audit report.</li> <li>•Preparing notes/ providing updates on monitoring aspects to various groups/committees at desired frequency.</li> <li>•Assisting the group on other monitoring aspects/activities.</li> </ul>
--	--	--	--	--

8.	<b>OC - Information System Audit</b>  (01 post)	Max: 40 Years	Qualifications such as CISA (offered by ISACA), DISA (offered by ICAI), or CISSP (offered by ISC2), along with two or more years of IT / IS Audit experience.	<p>Experience of minimum 07 years in Bank's IT Group. The candidate should be familiar with the systems to be audited.</p> <p><b>Key Skills Required</b> The candidate should have skills, knowledge, training and relevant experience in Finacle and other IT systems in the banking sector. He / she should be appropriately qualified and possess professional certifications to perform IS Audit functions. As IT encompasses a wide range of technologies, the candidate should possess skills that are commensurate with the technologies which are prevalently used in banks. Candidate will be expected to assume overall responsibility and accountability of IS Audit functions.</p>
----	---	---------------	---	--

9.	<b>OC – Internal Audit</b>  (02 posts)	Max: 35 Years	Chartered Accountants (CA) from The Institute of Chartered Accountants of India (ICAI) or;	Preferably, but not necessarily, Chartered Accountant (CA), with work experience of 05
----	--	---------------	--	--



			<p>MBA/ PGDBA with specialization in Finance.</p> <p>MBA/PGDBA course should be of a minimum 2-year full time duration, with a specialisation in Finance from a recognised University / Institution. In case of CA, passing the professional examination is sufficient.</p> <p>Minimum 60% aggregate marks / equivalent Cumulative Grade Points Average (CGPA), in both Graduation and Post-Graduation.</p>	<p>years in Banking and /or Bank audits.</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>•Candidate should possess skills to undertake Risk based internal audit of the Bank.</li> <li>•Review of systems and controls, Bank's loan portfolio.</li> <li>•Coordination and preparation of audit committee notes in compliance with RBI, concurrent and internal audit.</li> </ul>
--	--	--	---	---

10.	<b>OC – Administration</b> <b>(01 post)</b>	Max: 35 Years	<p>Bachelor's degree in business management, engineering or equivalent professional level experience. Additional qualification, viz. degree / diploma in hotel and hospitality management; facilities management will be preferred.</p> <p>Minimum 60% aggregate marks / equivalent Cumulative Grade Points Average in Graduation.</p>	<p>Candidates with minimum 05 years of work experience. Should have worked in Administration or Establishment department of a PSB / FI / PSU or a private company of repute.</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• Should have knowledge of MS-Word, Excel.</li> <li>• Ability to deal with vendors.</li> <li>• Knowledge of Goods &amp; Services Tax (GST), Tax Deducted at Source (TDS), and Basic accounting.</li> <li>• Knowledge about Tendering / Procurement process.</li> </ul>
11.	<b>OC – Risk Management</b> <b>(02 posts)</b>	Max: 35 Years	<p>MBA/ PGDBA with specialization in Finance / Chartered Accountants (CA) from The Institute of Chartered Accountants of India (ICAI)/ FRM. Certificate from NIBM/ IIBF in risk management will be an added advantage.</p> <p>MBA/PGDBA course should be of a minimum 2 year full time duration, with a specialisation in Finance from a recognised University / Institution. In case of CA, passing the professional examination is sufficient.</p> <p>Minimum 60% aggregate marks / equivalent Cumulative Grade Points Average (CGPA), in both Graduation and Post-Graduation.</p>	<p>Candidate with Minimum 05 years' experience in risk management/ Treasury in Commercial Banks/ FIs/large NBFCs.</p> <p><b>Key Skills Required:</b></p> <ul style="list-style-type: none"> <li>• In- depth knowledge of concepts in finance and risk management.</li> <li>• Analytical skills and problem solving capabilities.</li> <li>• Managing credit, market, liquidity/ALM risks under Basel III</li> <li>• Valuation of derivatives</li> <li>• Modelling and stress testing</li> <li>• Well versed with MS Excel.</li> </ul>
12.	<b>OC – Special Situation Group</b> <b>(06 posts)</b>	Max: 62 years	Graduation with minimum 50% aggregate marks/ equivalent Cumulative Grade Points Average (CGPA).	Officers having experience with Public Sector Banks (including officers who have superannuated or have opted for voluntary retirement); OR experience of working in reputed Private Sector Banks, All India Financial Institutions, reputed and large Non-Banking Financial Company (NBFC), Asset Reconstruction Company

				<p>or a combined experience in any of these. Minimum 15 years of post-qualification experience of which at least 5 years should be in corporate recovery related activities; viz. IBC 2016, SARFAESI, DRT, OTS, Assignments, Litigation funding, Action under NI Act 138.</p> <p>Key Skills Required: Good knowledge of Credit Inspection and Audit; Recovery process and methods; Legal Provisions; Resolution Techniques etc.</p> <p>Candidate should possess excellent communication and interpersonal skills; very good negotiation skills in general and particularly for loan repayment and restructuring negotiations.</p>
--	--	--	--	---

- Candidates should possess excellent communication skills and should be proficient in the use of computers and information technology.
- 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 who have qualified through correspondence courses / Part-Time Courses are not eligible.
- Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market benchmark. Salary shall not be a limiting factor for suitable candidates. The remuneration will have 70% fixed and 30% variable components. The variable component will be based on performance of the candidate. Salary will not be a constraint for suitable candidates.
- The contract of engagement would initially be for a period of 3 years and will be extendable by 2 years based on satisfactory performance.

- The Selection Process will comprise of screening of applications by the Bank's internal committee followed by personal interview of shortlisted candidates. The date and time of the interview will be advised to the shortlisted candidates at a later date.
- 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.

**Payment of Fees:**

Application fees and intimation charges (Non-refundable) of ₹ 600/- for General and OBC candidates, ₹ 100/- (Intimation charges) for SC/ST/PWD/EWS and Female candidates. Applicants are requested to ensure their eligibility before applying for any post. Fees once paid will not be refunded in case the application is found to be not eligible for the said post.

Candidates are requested to pay the application fees in favour of Export-Import Bank of India. The payment may be made online as per the following bank details towards application fee:

Account Name / Beneficiary Name	EXPORT-IMPORT BANK OF INDIA
Bank Name (Bank where A/C is held)	IDBI Bank
Branch Details	IDBI Bank, Mittal Court, A Wing, 2nd Floor, Nariman Point, Mumbai
Bank Account No.	0004103000045784
IFSC Code	IBKL0000004

Candidates are requested to upload the proof of payment of application fees. The link to upload the same is available in the application form.

In case of any queries please connect with us at [hrm@eximbankindia.in](mailto:hrm@eximbankindia.in).

