



## RECRUITMENT OF OFFICERS ON CONTRACT BASIS (OC)

ADVERTISEMENT NO: HRM/OC/2022-23/03

Online Registration of Application : From 13.01.2023 to 27.01.2023

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 (Citizen of India only) may apply online through this link.

<https://applyonlineeximb.com>

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:

Application opens	13.01.2023
Last day for application	27.01.2023
Tentative month of interview*	February 2023

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

### o Please note that:

- 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.
- Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
- 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/careers](http://www.eximbankindia.in/careers) for details and updates.
- 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.

### o 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. The Bank reserves the right to modify the manpower requirement at its own discretion. Bank's decision in this respect shall be final.

### o ELIGIBILITY:

All eligibility [age, educational qualification, post qualification work experience etc.] shall be computed as on 31.12.2022.

### o 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.

### o Vacancy Details - RECRUITMENT OF OFFICERS ON CONTRACT (OC)

Kindly Note:- All posting will be in Mumbai except OC-Information Technology (1 Post) will be in New Delhi

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

Sl. No.	Position	Age as on 31-12-2022	Essential Academic Qualifications	Job Requirements
1.	<b>OC – Compliance (02 Posts)</b>	Max: 60 years	<p>MBA, with specialisation in Finance and / or Chartered Accountant (CA) / Degree in Engineering.</p> <p>OR</p> <p>MBA/PGDBA course should be of a minimum 2-year full time duration, with a specialisation in Finance. 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 Corporate Banking function with at least 5 years of post-qualification experience (OR)</p> <p>Experience in Treasury operations and / or Risk Management function and/or Compliance</p> <p><u>Key Role and Responsibilities:</u></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> </ul>
2.	<b>OC - Environmental Social &amp; Governance (ESG): Compliance (01 Post)</b>	Max: 60 years	<p>Degree in Engineering, Environmental Management, Environmental Sciences or relevant field.</p> <p>Minimum 60% aggregate marks / equivalent Cumulative Grade Points Average (CGPA), in both Graduation and Post-Graduation.</p>	<p>At least 8 years of experience of which atleast 2 years of relevant experience of identification of environmental/social risks and issues and develop mitigation measures to ensure compliance with good international industry practice. Experience in Finance will be given preference.</p> <p><u>Key Role and Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Developing and overseeing environmental, social and corporate governance policies and procedures, as well as reviewing and appraising proposed financing transactions to be socially and environmentally sustainable and comply with Exim Bank's ESG Policy and internationally recognized best practices.</li> <li>• Identify all key potential social and environmental impacts and risks of transactions</li> <li>• Formulating recommendations and requirements for client action and incorporate these into applicable internal and client-</li> </ul>

				<p>related documentation to facilitate financing.</p> <ul style="list-style-type: none"> <li>• Identification of financing opportunities which contribute to long-term developmental impact and sustainability.</li> <li>• ESG Reporting</li> </ul>
3.	<b>OC – Information Technology (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 MCA/ MTech. In CS/ IT from recognized university/ institute.</p> <p>And</p> <p>Candidates having any of CCNP/MCSE/VCP-DVC/Red Hat Certified System Administrator/ Oracle Certified Professional, Database Administrator /Microsoft SQL Server database/ IBM WebSphere MQ/ Python/JAVA/Cloud based technologies / mobile application 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. Out of total 5 years' experience, minimum 3 years' experience should be in:</p> <ul style="list-style-type: none"> <li>• Finacle scripting, Frontend development (Custom menus, Multirecs - MRM/MRH, Custom tabs)</li> <li>• Relational Databases, Oracle SQL, PL/SQL (i.e., Function/Procedure/Triggers) and ORM Technologies (Hibernate).</li> <li>• JSON, SOAP, REST, XML, Finacle Integrator.</li> <li>• HTML, JavaScript, CSS, AJAX, Bootstrap or any other responsive UI framework.</li> <li>• Java Application Servers experience (WebSphere, WebLogic, JBoss, Tomcat, etc.)</li> <li>• RBI/CCIL/Payment system/ IBM WebSphere MQ management</li> <li>• Cloud based technologies</li> <li>• Mobile app/chat bots development</li> <li>• API development</li> <li>• Data Center Management</li> <li>• SharePoint Technologies</li> </ul> <p>Key Skills Required</p> <ul style="list-style-type: none"> <li>• First-hand knowledge in development/ supervision of software solutions.</li> <li>• Abreast with latest and emerging technology trends.</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>
4.	<p><b>OC – Information Technology (01 posts)</b> (Place of posting will be New Delhi.)</p>	Max: 28 Years	Graduation Degree with minimum 60% marks or equivalent grade in BCA / B.E./ B. Tech in Computer Science/ Information Technology/ Electronics & Communication or Post-Graduation with minimum 60% marks in MCA/MTech in CS/IT from recognized university/ institute.	<p>Candidates having at least 01 year of post-qualification experience in areas of Information Technology or Fintech.</p> <p><u>Key Skills Required</u></p> <ul style="list-style-type: none"> <li>• First-hand knowledge in development / supervision / testing of software solutions.</li> <li>• Familiarity of database like MS-SQL / Oracle</li> <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.	<p><b>OC – Corporate Communications (01 post)</b></p>	Max: 35 Years	Master's degree or PGDM in Corporate Communication / Mass Communication / Advertising / Journalism or related fields, with minimum 55% marks or equivalent CGPA.	<p>Candidates having minimum 5 years of post-qualification experience in a corporate house / media organisation / advertising or public relations agency.</p> <p><u>Key skills required</u></p> <ul style="list-style-type: none"> <li>• Responsible for effectively contributing towards establishing, maintaining, upgrading institutional relationship through a supply of structured information on the Bank to external agencies who interpret the Bank's activities to the Bank's stakeholders.</li> <li>• Support in managing media relations to enhance the Bank's visibility.</li> <li>• Promoting company's branding and services by developing and editing communication materials like annual reports, brochures, press releases and similar marketing materials.</li> <li>• Assessing and screening advertisement and sponsorship proposals</li> <li>• Cater to the communication needs of the internal constituents of the Bank.</li> </ul>

				<ul style="list-style-type: none"> <li>• Building relations with Bank's empanelled service providers and vendors and coordinating for desired output.</li> <li>• Working in close collaboration with the senior management towards planning of corporate events, delegation visits, etc.</li> <li>• Enhance the Bank's visibility in digital and social media.</li> <li>• Provide support in allied activities of the Corporate Communications Group.</li> </ul>
6.	<b>OC – GRID/MAS (01 post)</b>	Max: 35 Years	<p>MBA/ PGDBA with specialization in Finance or Chartered Accountants (CA) from The Institute of Chartered Accountants of India (ICAI). 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>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> <p>Preparing sanction note (detailed appraisal with due diligence) Issuance of sanction letter post sanction of the proposal. Pre-sanction visit, disbursement of limits post documentation, account opening in Finacle system and making entries. Monitoring and follow-up for documentation, renewal, review, NOCs, inspection, recovery of principal and interest, etc., Marketing of Bank's products, attending consortium meetings, dealing with Auditors / Credit Audit Compliance, Monitoring of Asset quality of accounts.</p>
7.	<b>OC – Administration (01 post)</b>	Max: 35 Years	<p>Bachelor's degree in business management, engineering (need not be specified), or equivalent professional level experience (not very clear). 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 army background will be preferred.</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. (for army experience we can mention any government institution)</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> </ul>

				<ul style="list-style-type: none"> <li>• Knowledge about Tendering / Procurement process.</li> </ul>
8.	<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><u>Key Skills Required</u></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>
9.	<b>OC - Research &amp; Analysis Officer: (02 Posts)</b>	Max: 35 Years	<p>Post-Graduation Degree in Economics (M.A. / MSc. / Ph.D.) with specialisation in International Trade/Development Economics / Financial Economics.</p> <p>Minimum 60% aggregate marks separately in both graduation and post-graduation.</p>	<p>Freshers are encouraged to apply, and candidates having 1-2 years of post-qualification experience as Economist with research institutions/ rating agencies, Public Sector Banks, All India Financial Institutions, private sector banks, research departments of industry Associations / chambers, think tanks, or a combination of these, having the skill sets, and matching with job profile defined below would be given preference.</p> <ul style="list-style-type: none"> <li>• Candidates must have good understanding of macroeconomics, international trade, industry, and country risk analysis.</li> <li>• Experience/ knowledge of data analytics, economic modelling, interests in international relations, public policy, and appreciation of financial parameters would be an added advantage.</li> <li>• Candidates should possess excellent writing and presentational skills and be proficient in the use of MS Office/Excel/PowerPoint.</li> <li>• Besides other areas of work, regular scanning of macro-</li> </ul>

				economic environment, both domestic and international and providing relevant timely inputs relating to economic environment, sectoral updates, and on banking, to the Bank's top management will also be the responsibility of the selected candidate.
10.	<b>OC – Loan Operations &amp; Loan Monitoring (04 posts)</b>	Max: 35 Years	MBA/ PGDBA with specialization in Finance or Chartered Accountants (CA) from The Institute of Chartered Accountants of India (ICAI). 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.  Minimum 60% aggregate marks / equivalent Cumulative Grade Points Average (CGPA), in both Graduation and Post-Graduation.	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: <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 confirmation, Security creation status, valuation of collateral, rating migration etc.</li> <li>• Relevant RBI guidelines for Credit Monitoring and Compliance including KYC for corporate Borrowers.</li> <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>• Working knowledge of: (i) Core Banking Solution-Finacle system</li> </ul>

				<p>(ii) Loan accounting</p> <p>(iii) Trade Finance operations (Issuance of Letter of Credit [Import / export]; Bank Guarantees; SWIFT; establishment RMA)</p> <p>(iv) Taxation (direct / indirect)</p> <p>(v) Advanced Microsoft Excel</p>
11.	<b>OC – Legal (03 posts)</b>	Max: 30 Years	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>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 1 to 3 years of post-qualification experience.</p> <p><u>Key Skills Required</u></p> <ul style="list-style-type: none"> <li>• To draft, vet, review, negotiate and advice on the agreements, contracts and other legal related documents of the Bank.</li> <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> </ul>



				<ul style="list-style-type: none"> <li>• Maintaining documents in safe custody/DMS.</li> <li>• Any other work assigned by the Group</li> </ul>
12.	<b>OC – Special Situations Group (06 posts)</b>	Max: 27 years	Post-Graduation with minimum 50% aggregate marks/ equivalent Cumulative Grade Points Average (CGPA).	<p>Officers having experience with Public Sector Banks; OR Experience of working in reputed Private Sector Banks, All India Financial Institutions, reputed and large Non-Banking Financial Company (NBFC), Asset Reconstruction Company or a combined experience in any of these. Minimum 2 years of post-qualification experience of which at least 1 years should be in corporate recovery related activities; viz. IBC 2016, SARFAESI, DRT, OTS, Assignments, Litigation funding, Action under NI Act 138.</p> <p><b>Key Skills Required:</b> Good knowledge of Credit Inspection and Audit; Recovery process and methods; Legal Provisions, Resolution Techniques etc. Candidate should possess excellent communication and interpersonal skills; very good negotiation skills in general and particularly for loan repayment and restructuring negotiations.</p>
13.	<b>OC – Risk Management Group (01 post)</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. 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>

o **Notes :**

1. Candidates should possess excellent communication skills and should be proficient in the use of computers and information technology.
2. 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.
3. 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.
4. The contract of engagement would initially be for a period of 3 years and will be extendable by 2 years based on satisfactory performance and the Bank's requirement.
5. 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.
6. 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.

o **Payment of Fees:**

1. 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.
2. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets & UPI.

o **HOW TO APPLY:**

1. Click on the "Proceed to online application" button
2. Do the Registration, by adding your mobile number and mail id.
3. Fill the online form and upload the required documents.

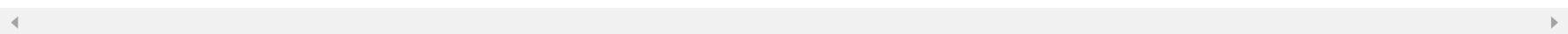
o **TERMS & CONDITIONS**

- i. If at any stage of the recruitment & selection process it is found that the candidate does not fulfill the eligibility criteria or has provided false/incorrect information/documents/certificates or has not provided any relevant crucial information, his/her candidature will stand canceled. The applicant may submit their online application as per their interest in the vacancy. After submission of the online application, the candidate cannot claim any employment.
- ii. Online Applications received ONLY on this website will be considered. We reserves final rights of selection and rejection of any received applications.
- iii. You are advised to fill the online application properly. Applying for a job is not a surety of the job.
- iv. The qualification prescribed is the minimum requirement and possession of the same does not automatically make the candidates eligible to be called for the Selection Process/ Interview. Before submitting the application, the Candidate must ensure that he/she fulfills the eligibility conditions Qualification Criteria & Experience Criteria as mentioned on the website. We can change the above-mentioned qualification criteria as per requirement. The qualification prescribed is the eligibility criteria only. The submission of online application is not to be taken as guarantee for selection.
- v. Data will be captured in the digital form through the online application , if any loss in capturing details or documents due to technical issues, then the agency will not responsible for that. After submission of the online application, the candidate is solely responsible for updating, checking, editing the submitted forms using their registered log-in details. The "Edit option" will be available for the submitted online applications & It will close with the last date of the online application.

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

I Agree to all the terms & conditions mentioned above, on the website as well as on the Advertisement.



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