



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

**ADVERTISEMENT NO: HRM/OC/2024-25/01**

**ONLINE REGISTRATION OF APPLICATION: FROM 24.09.2024 TO 14.10.2024**

Export-Import Bank of India is an all-India premier financial institution with the vision of globalisation of Indian businesses and empowering growth of partner countries. Applications are invited for recruitment of Officers on Contract (OC) for different positions as mentioned in this advertisement. Eligible candidates (only Indian citizens) may apply online through the link provided under Careers section in the Bank's Website.

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 on	24.09.2024
Last day for application	14.10.2024
Tentative month of interview*	October 2024

\* 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/careers](http://www.eximbankindia.in/careers) for details and updates.

**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.

Candidates will be shortlisted for interviews, in the ratio of 1:10 (for example, if there are 2 posts, then maximum of 20 candidates will be shortlisted for interviews). The Bank's Selection Panel will draw a list, among the candidates meeting all the prescribed eligibility criteria. This list of shortlisted candidates for interviews will be based on the total marks secured in the degree examinations. The shortlist for interviews, will be based on the total percentage score of Graduation and Post Graduation, as applicable, for respective posts.

The shortlisted candidates shall be called for interview to be conducted in the Bank's Head Office at Mumbai or in New Delhi office. No TA-DA will be paid by the Bank for attending the interviews. Shortlisted candidates will be reimbursed maximum second-class AC fare for travel from their place of stay to the city of interview through the shortest route or its equivalent irrespective of the mode of travel on production of original receipts.

**ELIGIBILITY**

All eligibility [age, educational qualification, post qualification work experience etc.] shall be computed as on 31.08.2024.

Reservation as per Government of India (GoI) guidelines will be applicable. Relaxation in age as per GoI guidelines will be provided to Persons with Benchmark Disabilities (PwBD) under Section 34 of "The Rights of Persons with Benchmark Disabilities Act, 2016". As the reservation for PwBD candidates are on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.

**RECRUITMENT OF OFFICERS ON CONTRACT**

Sl. No.	Position and Place of posting	Age as on 31.08.2024	Essential Academic Qualifications	Minimum Work Experience / Key skills required / Responsibilities
1.	<b>Officer - Administration (01 post - UR)</b>  <b>Posting: Mumbai</b>	Max: 45 Years	Bachelor's degree in civil / mechanical / electrical engineering OR Post-Graduate qualification (viz. degree / diploma) in hotel and hospitality management, facilities management.  Minimum 50% aggregate marks / equivalent Cumulative Grade Points Average in Graduation.  Candidates with army background will be preferred.	Minimum 15 years of work experience in Administration or Establishment department of a PSB / FI / PSU or a private company of repute.  <u>Key Skills Required:</u> <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>
2.	<b>Business Development Officer (11 posts)</b>  <b>UR - 7</b> <b>OBC (NCL) - 2</b> <b>SC - 1</b> <b>EWS - 1</b>	Max: 35 Years	MBA / Postgraduate with specialization in Finance or Marketing  MBA/PGDBA course should be of a minimum 2-year full time duration from a recognised University / Institution.  Minimum 50% 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:  <u>Key Responsibilities:</u> <ul style="list-style-type: none"> <li>• Acquiring new clients for the Bank through marketing of Bank's various products.</li> <li>• Conduct risk assessment of clients and generate proposals that can be financed.</li> <li>• Following relevant RBI guidelines and Compliance including KYC for corporate Borrowers.</li> <li>• Conducting 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 of the clients</li> </ul>

				<ul style="list-style-type: none"> <li>Preparing notes / providing updates after preliminary evaluation clients for presentation to various internal committees at desired frequency.</li> </ul> <p><u>Key skills required:</u></p> <ul style="list-style-type: none"> <li>(i) Excellent flair for marketing and relationship management.</li> <li>(ii) Good understanding of international trade and related financial products</li> <li>(iii) Advanced Microsoft Office tools (Word, Excel and PPT).</li> </ul>
3.	<p><b>Officer - Compliance (01 Posts) UR- 01</b></p> <p><b>Posting: Mumbai</b></p>	Max: 40 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) 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>
4.	<p><b>Officer - Corporate Communications (02 posts - UR)</b></p> <p><b>Posting: Mumbai</b></p>	Max: 35 Years	<p>Master's degree or PGDM in Corporate Communication / Mass Communication / Advertising / Journalism or related fields, with minimum 50% marks or equivalent CGPA.</p>	<p>Minimum 5 years of post-qualification experience in a corporate house / media organisation / advertising or public relations agency.</p> <p><u>Key responsibilities:</u></p> <ul style="list-style-type: none"> <li>Responsible for effectively contributing towards establishing, maintaining,</li> </ul>

				<p>upgrading institutional relationship by providing structured information on the Bank to external agencies who interpret the Bank's activities to the Bank's stakeholders.</p> <ul style="list-style-type: none"> <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> <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>
5.	<p><b>Officer - Corporate Social Responsibility (01 posts - UR)</b></p> <p><b>Posting: Mumbai</b></p>	Max: 35 Years	<p>Master's degree or equivalent in Corporate Social Responsibility (CSR)/ Social Sciences, with minimum 60% marks or equivalent CGPA; research work and publications in developmental sector will be an added advantage</p>	<p>Minimum 5 years of post-qualification experience in a public sector undertaking/corporate/voluntary organisations, including credible field experience in CSR</p> <p><u>Key responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Develop strategy and proposals, in line with guidance of the Bank's Board approved CSR policy.</li> <li>• Support social causes across different states &amp; sectors, as per target set for the Bank.</li> <li>• Conduct micro and macro level need assessment, monitoring and evaluation, stakeholder</li> </ul>

				<p>mapping, and impact assessment of the CSR projects, and prepare related reports.</p> <ul style="list-style-type: none"> <li>• Prepare proposals for due diligence as per approved Policy and present it to the competent authorities of the Bank, as per the format set out by the Bank.</li> <li>• Prepare and execute necessary CSR documentation, recording project progress, institutional reporting, and respond to audit queries, to the satisfaction of the Bank's committees.</li> <li>• Coordinate for periodic meetings of the appropriate CSR committee of the Bank for getting proposal considered for approval.</li> <li>• Conduct periodic visits for inspection of the projects, both at the time of due diligence and for project monitoring and impact analyses.</li> <li>• Keep track of budgets under CSR, expenses, completion of activities, and ensure full adherence to the Bank's CSR policy.</li> <li>• Coordinate with CSR partners and various voluntary organisations for identifying new CSR projects, where the Bank can consider supporting.</li> </ul>
6.	<p><b>Officer - Digital Technology-Finacle Core</b></p> <p><b>(06 posts</b></p> <p><b>UR - 5</b></p> <p><b>OBC(NCL) - 1</b></p> <p><b>Posting: Mumbai</b></p>	<p>Max: 35 Years</p>	<p>Graduation Degree in B.Sc. / B.E. / B. Tech in Computer Science / Information Technology/ Electronics &amp; Communication OR Post-Graduation in MCA / MTech. In CS / IT from recognized university/ institute.</p>	<p>Minimum 05 years of post-qualification experience with Scheduled Commercial Banks, All India Financial Institutions, System Integrator / 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> <p><u>Key Skills Required:</u></p> <ul style="list-style-type: none"> <li>• Hands-on experience in Finacle Core v10 or v11 is mandatory.</li> <li>• Experience in writing Finacle scripts.</li> <li>• Experience in developing custom menus either manually</li> </ul>

				<p>or through Finacle Work Bench/FSDP.</p> <ul style="list-style-type: none"> <li>• Experience in Product menu customization such field addition, validation addition, tab addition.</li> <li>• Experience in Finacle Integrator (FI) inbound and outbound calls.</li> <li>• In-depth knowledge of Finacle Core product tables.</li> <li>• Experience in creating reports - Jasper/SSRS.</li> <li>• Well versed with Oracle DBMS - DML/DDL Statements, Packages, Procedures, Cursors, Triggers, Views, Scheduler Jobs, Job Parallelization.</li> <li>• Knowledge of EOD-BOD process in Finacle.</li> <li>• Knowledge of Finacle application infrastructure - Architecture, Services, J2EE Server - WebSphere/Weblogic, Application directory structure.</li> <li>• Ability to debug Finacle issues using debugging tools such as DBLayer/SRV Logs, Script Trace, Browser F12.</li> <li>• Functional knowledge of Loans, Bank Guarantees, Letter of Credits, Term Deposits, Interest Calculations and Fees.</li> <li>• Understanding of Payment Systems - Swift messages (MT103, MT202, MT760, MT700) / RTGS / NEFT.</li> <li>• Knowledge of APIs and integration of applications using APIs.</li> </ul> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Manage Finacle Core Banking related projects.</li> <li>• Troubleshoot and resolve issues related to Finacle.</li> <li>• Independently develop, implement, and maintain custom solutions.</li> <li>• Collaborate with business users to ensure smooth and efficient operations.</li> </ul>
--	--	--	--	--

				<ul style="list-style-type: none"> <li>• Understand business requirements and translate them into technical specifications.</li> <li>• Liaise with application provider for deployment of patches, service packs and upgrades.</li> </ul>
7.	<b>Officer - Digital Technology- Finacle Treasury</b>  <b>(01 post - UR)</b>  <b>Posting: Mumbai</b>	Max: 35 Years	Graduation Degree in B.Sc./ B.E. / B. Tech in Computer Science / Information Technology/ Electronics & Communication  OR Post-Graduation in MCA / MTech. In CS / IT from recognized university/ institute.	Minimum 05 years of post-qualification experience with Scheduled Commercial Banks, All India Financial Institutions, System Integrator / 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:  <u>Key Skills Required:</u> <ul style="list-style-type: none"> <li>• Hands-on experience in Finacle Treasury is mandatory.</li> <li>• Experience in Product menu customization such field addition, validation addition, tab addition.</li> <li>• Experience in Scripting in Finacle Treasury</li> <li>• In-depth knowledge of Finacle Treasury product tables.</li> <li>• Experience in creating Finacle Treasury reports</li> <li>• Well versed with Oracle DBMS - DML/DDL Statements, Packages, Procedures, Cursors, Triggers, Views, Scheduler Jobs, Job Parallelization.</li> <li>• Knowledge of EOD-BOD process in Finacle Treasury.</li> <li>• Knowledge of Finacle Treasury application infrastructure.</li> <li>• Ability to debug Finacle Treasury issues using debugging tools.</li> <li>• Functional knowledge of Treasury products.</li> <li>• Understanding of Payment Systems - Swift messages (MT103, MT202, MT760, MT700) / RTGS / NEFT.</li> </ul>



				<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Manage Finacle Treasury related projects.</li> <li>• Manage SFMS/ SWIFT/ IBM-MQ</li> <li>• Troubleshoot and resolve issues related to Finacle.</li> <li>• Independently develop, implement, and maintain custom solutions.</li> <li>• Collaborate with business users to ensure smooth and efficient operations.</li> <li>• Understand business requirements and translate them into technical specifications.</li> <li>• Liaise with application provider for deployment of patches, service packs and upgrades.</li> </ul>
8.	<p><b>Officer - Digital Technology-Infrastructure</b></p> <p><b>(01 post - UR)</b></p> <p><b>Posting: Mumbai</b></p>	<p>Max: 35 Years</p>	<p>Graduation Degree in B.Sc. / B.E. / B. Tech in Computer Science / Information Technology/ Electronics &amp; Communication</p> <p>OR Post-Graduation in MCA / MTech. In CS / IT from recognized university/ institute.</p>	<p>Minimum 02 years of post-qualification experience with Scheduled Commercial Banks, All India Financial Institutions, System Integrator / Service providers for BFSI sector in areas of Information Technology or Fintech. Experience should be in:</p> <p><b>Key Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Hands-on experience in handling ISO certified data center is mandatory.</li> <li>• Knowledge of procurement guidelines for PSUs.</li> <li>• Experience in procurement through GeM and Non-Gem mode</li> <li>• Experience in Invoice handling, payment and Inventory Management</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Manage IT Infrastructure and related projects.</li> <li>• Troubleshoot and resolve issues related to IT infrastructure.</li> <li>• Management of Data Center</li> </ul>

				<ul style="list-style-type: none"> <li>• Liaise with application provider for deployment of patches, service packs and upgrades.</li> <li>• Procurement through GeM and non-GeM mode.</li> <li>• Invoice handling, payment and Inventory Management</li> </ul>
9.	<b>Officer - Digital Technology-Application Manager</b>  <b>(02 post - UR)</b>  <b>Posting: Mumbai</b>	Max: 35 Years	Graduation Degree with minimum 45% marks or equivalent grade in B.Sc./ B.E./ B. Tech in Computer Science/ Information Technology/ Electronics & Communication  OR Post-Graduation with minimum 55% marks in MCA/ MTech. In CS/ IT from recognized university/ institute.	Minimum 05 years of post-qualification experience with Scheduled Commercial Banks, All India Financial Institutions, System Integrator / 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:  <u>Key Skills Required:</u> <ul style="list-style-type: none"> <li>• Hands-on experience in implementation/ handling of at least one banking application, is mandatory.</li> <li>• Knowledge of APIs and integration of applications using APIs.</li> <li>• Experience in Product menu customization such field addition, validation addition, tab addition.</li> <li>• Experience in report writing and Ad-hoc data generation</li> <li>• Well versed with Oracle DBMS - DML/DDL Statements, Packages, Procedures, Cursors, Triggers, Views, Scheduler Jobs, Job Parallelization.</li> <li>• Knowledge of system maintenance/ patch management / versionupgrade.</li> <li>• Ability to debug application issues using debugging tools.</li> <li>• Functional knowledge of banking operations such as Loans, Bank Guarantees, Letter of Credits, Term</li> </ul>

				<p>Deposits, Interest Calculations and Fees.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Manage banking operation related projects.</li> <li>• Troubleshoot and resolve issues related to supported applicaiton.</li> <li>• Independently develop, implement, and maintain custom solutions.</li> <li>• Collaborate with business users to ensure smooth and efficient operations.</li> <li>• Understand business requirements and translate them into technical specifications.</li> <li>• Liaise with application provider for deployment of patches, service packs and upgrades.</li> </ul>
10.	<p><b>OC - Environmental Social &amp; Governance (ESG): Compliance (02 posts - UR)</b></p> <p><b>Posting: Mumbai</b></p>	<p>Max: 40 years</p>	<p>Degree in Engineering, Environmental Management, Environmental Sciences AND Certificate in ESG or Climate risk from CFA or GARP/ Certificate Course in GHG Accounting</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-related documentation to facilitate financing.</li> </ul>

				<ul style="list-style-type: none"> <li>• Identification of financing opportunities which contribute to long-term developmental impact and sustainability.</li> <li>• GHG accounting and ESG Reporting <ul style="list-style-type: none"> <li>• Assessment of Climate Risks.</li> </ul> </li> </ul>
11.	<p><b>Officer - EXIM MITRA (Bank's Trade Facilitation Portal) (05 posts)</b></p> <p><b>UR - 04 OBC - 01</b></p> <p><b>Posting: Mumbai</b></p>	<p>Max: 35 Years</p>	<p>Post - Graduation Degree in Economics (M.A. / MSc. / Ph.D.) with specialization in International Trade / Development Economics / Financial Economics.</p> <p>Minimum 60% aggregate marks / equivalent Cumulative Grade Points Average (CGPA) in both Graduation and Post-Graduation.</p>	<p>One to two years of professional experience in trade finance, export credit, insurance, or a related area. Experience in handling trade finance transactions and insurance products is desirable.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Respond promptly and accurately to trade finance and insurance-related queries on the Government of India's trade facilitation portal.</li> <li>• Provide guidance to users on trade finance, export credit insurance, and other related matters.</li> <li>• Identify common issues raised by users and provide feedback to stakeholders.</li> <li>• Advice on improvements and updates on the Trade Finance section of the portal.</li> <li>• Contribute to the development of FAQs, knowledge bases, and other support resources for the Trade Finance section of the portal.</li> <li>• Share insights and relevant information with internal stakeholders.</li> <li>• Stay updated on the latest developments in trade finance, export credit, and insurance.</li> </ul> <p><u>Key Skills:</u></p> <ul style="list-style-type: none"> <li>• Strong understanding of trade finance instruments, export credit and export credit insurance.</li> </ul>

				<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal, to handle customer queries and engage with diverse stakeholders.</li> </ul>
12.	<b>Officer - Human Resource Management</b>  <b>(02 posts - UR)</b>  <b>Posting: Mumbai</b>	Max: 35 Years	MBA / PGDBA with specialization in Human Resource Management. MBA / PGDBA course should be of a minimum 2-year full time duration, from a recognised University / Institution.  Minimum 50% aggregate marks / equivalent Cumulative Grade Points Average (CGPA) in both Graduation and Post-Graduation.	Minimum 05 years of post-qualification experience of handling Core HR activities with Public Sector Banks (PSBs) / All India Financial Institutions(AIFIs) / reputed NBFCs / private sector banks / reputed corporate or a combination of these.  <u>Key Responsibilities:</u> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Training and Development</li> <li>• Performance Management</li> <li>• Career Progression</li> </ul> Supporting various events and activities of the HRM Group.
13.	<b>Officer - Legal (08 posts)</b>  <b>UR - 05</b> <b>OBC (NCL) - 02</b> <b>SC - 1</b>  <b>Posting: Mumbai</b>	Max: 30 Years	Bachelor's degree in law recognised by the Bar Council of India for the purpose of enrolment as an Advocate with a minimum of 50% marks. Post-Graduation qualifications will be an added advantage.	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 2 years of post-qualification experience.  <u>Key Responsibilities:</u> <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 coordinating with counsels for reports and clarification and</li> </ul>

				<p>compliances with observations if any.</p> <ul style="list-style-type: none"> <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>
14.	<p><b>Officer - Loan Operations &amp; Loan Monitoring (15 posts)</b></p> <p><b>UR - 08</b> <b>OBC (NCL) - 03</b> <b>SC - 02</b> <b>ST - 01</b> <b>EWS - 01</b></p> <p><b>Posting: Mumbai</b></p>	Max: 35 Years	<p>MBA / PGDBA with specialization in Finance or Chartered Accountants 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 50% 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:</p> <p><u>Key Responsibilities:</u></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 confirmation, Security creation status, valuation of collateral, rating migration etc.</li> <li>• Implementing relevant RBI guidelines for Credit Monitoring and Compliance including KYC for corporate Borrowers.</li> <li>• Conducting periodic review of unaudited quarterly/ half-yearly/ audited annual financial performance of the borrower.</li> </ul>

				<ul style="list-style-type: none"> <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> </ul> <p><u>Key skills required:</u></p> <ul style="list-style-type: none"> <li>(i) Core Banking Solution-Finacle system</li> <li>(ii) Loan accounting</li> <li>(iii) Trade Finance operations (Issuance of Letter of Credit [Import / export]; Bank Guarantees; SWIFT; establishment RMA)</li> <li>(iv) Taxation (direct / indirect)</li> <li>(v) Advanced Microsoft Excel</li> </ul>
15.	<p><b>Officer - Marketing Advisory Services</b> (01 post - UR)</p> <p><b>Posting: Mumbai</b></p>	Max: 35 Years	<p>MBA / MSW / PGDBA with specialization in Marketing / Social Work. MBA/ MSW/ PGDBA course should be of a minimum 2-year full time duration, from a recognised University / Institution.</p> <p>Minimum 50% aggregate marks / equivalent Cumulative Grade Points Average (CGPA) in both Graduation and Post-Graduation.</p>	<p>Candidates with minimum 2 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><u>Key Responsibilities:</u> Detailed due diligence for companies availing Marketing Advisory Services; Conducting Buyer - Seller Meetings; Finding prospective buyers for the companies under MAS; Organising Exhibitions for artisans supported by the Bank; Maintaining MIS; Organising meetings with Overseas Offices; Monitoring and follow-up for documentation, KYC etc.</p>

				Candidates should possess excellent writing and presentation skills and be proficient in the use of MS Office / Excel / Power Point / Canva software.
16.	<p><b>Officer - Project Management for Infrastructure Group (04 posts)</b></p> <p><b>UR - 03</b> <b>OBC (NCL) - 01</b></p> <p><b>Posting: New Delhi</b></p>	Max: 32 Years	<p>B.E. / B.Tech or equivalent from a recognized university with minimum 50% marks in relevant stream from recognized university/ institute.</p> <p>Desirable: Post-Graduation in relevant discipline</p>	<p><b>Sectors:</b> Civil Construction, Water, Power, Road, Railways or Port.</p> <p><u>Experience / Expertise Required:</u></p> <ul style="list-style-type: none"> <li>• Minimum 05 years of post-qualification experience in areas of procurement, project formulation / management / monitoring, etc. in any of the sectors mentioned above;</li> <li>• Project management experience including formulation / monitoring / implementation of the projects in the sectors mentioned above;</li> <li>• Tracking, managing, and monitoring the project execution;</li> <li>• Understanding of Project Design and Drawings</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Proficiency in project management software</li> <li>• Understanding / evaluating Project Design and Drawings</li> </ul> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Project Formulation including review and vetting of the DPRs</li> <li>• Conducting tendering including finalisation of scope and specifications for selection of contractors</li> <li>• Project Monitoring and assessment of project progress</li> </ul>



17.	<p><b>Officer - Procurement Expert for Infrastructure Group</b></p> <p>(01 post - UR)</p> <p>Posting: New Delhi</p>	Max: 65 Years	<p>Diploma / Degree from a recognized university with minimum 50% marks from recognized university / institute.</p> <p>Desirable: Masters in any stream from a recognized university / institute</p>	<ul style="list-style-type: none"> <li>• A minimum of 20 years work experience as a Procurement Specialist.</li> <li>• Good Working Knowledge of MS-Office</li> <li>• Knowledge of General Financial Rules of GOI and procurement best practices of Ministries of GOI</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Knowledge of FIDIC guidelines, procurement methods followed by other Multi-lateral Agencies such as World Bank, ADB etc.</li> <li>• Retired Senior Executives from PSUs / Equivalent / Reputed Private Organizations / Semi-Government bodies having handled procurement in respective organisation.</li> </ul> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Provide end to end support during procurement across multiple sectors and geographies for the project financed by Exim Bank.</li> <li>• Preparation / Review / Vetting of the tender documents based on the procurement policy / international best practices.</li> <li>• Provide support in floating the RFQ / RFP.</li> <li>• Providing support in finalisation of Bid Evaluation / Contract Award</li> </ul>
18.	<p><b>Officer - Rajbhasha</b></p> <p>(02 post - UR)</p>	Max: 35 Years	<p>Minimum 60% aggregate marks / equivalent CGPA in Graduation. AND</p>	<p><u>Key Skills Required:</u></p> <ul style="list-style-type: none"> <li>• Knowledge of any Indian language other than Hindi mentioned in the Eighth</li> </ul>

	<p><b>Posting: Mumbai</b></p>	<p>Master's Degree of a recognised university in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;  OR  Master's degree of a recognised university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.  OR  Master's degree of a recognised university in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level.  OR  Master's degree of a recognised university in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level.  OR  Master's degree of a recognised university in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of this as a medium of examination and the other as a compulsory or</p>	<p>Schedule of the Constitution of India.</p> <ul style="list-style-type: none"> <li>• Diploma or certificate course in translation from Hindi to English and vice-versa from a recognised institute or university.</li> <li>• In lieu of diploma or certificate course candidates having at least one year of post-qualification experience in implementing the Official Language Policy of the Government of India or candidates having relevant experience of translation in any organization of repute may also apply.</li> </ul>
--	-------------------------------	---	---

			elective subject at the degree level.	
19.	<b>Officer - Research and Analysis (05 post)</b>  <b>UR - 04</b> <b>OBC -01</b>	Max: 35 Years	Post-Graduation Degree in Economics (M.A. / MSc. / Ph.D.) with specialisation in International Trade/Development Economics / Financial Economics. Minimum 60% aggregate marks separately in both graduation and post-graduation.	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. <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-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 candidates.</li> </ul>
20.	<b>Officer - Risk Management Group Information Security (02 posts -UR)</b>	Max: 35 Years	Engineering Graduate/ Post-Graduate in related field such as Computer Science, IT, Electronics and Communications or a	Minimum 05 years of experience in Information and Cyber Security more particularly in all aspects of Security Engineering and Implementation & Management of Security Technologies / Cyber Security

	Posting: Mumbai		<p>Cyber Security related field</p> <p><b>OR</b></p> <p>MCA or equivalent qualification from AICTE/ UGC recognized University.</p> <p><b>AND</b></p> <p>IT Security certification(s) like (CISA/ CISM/ CEH/ CISSP/ CCIE(Security))</p> <p><b>Note:</b> Preference will be given to candidates with experience in Security Engineering and Implementation &amp; Management of Security Technologies</p> <p>Minimum 50% aggregate marks / equivalent Cumulative Grade Points Average (CGPA), in Graduation / Post-Graduation.</p>	<p>Governance, Risk and Compliance</p> <p><u>Key Skills Required:</u></p> <ul style="list-style-type: none"> <li>• Manage all governance related aspects of information and Cyber security program of the Bank.</li> <li>• Identify Key Risk indicators and enhance security posture of the Bank.</li> <li>• Develop security testing plan across all areas of information and Cyber security including Red /Blue team exercises</li> <li>• Knowledge and familiarity with security tools/systems including but not limited to <ul style="list-style-type: none"> <li>a. Security Incident Event Management (SIEM)</li> <li>b. PIM/PAM</li> <li>c. NAC</li> <li>d. Anti APT solution</li> <li>e. Firewall analyser</li> <li>f. Email Security</li> <li>g. Nessus</li> <li>h. Burp suite</li> </ul> </li> </ul>
21.	<p><b>Officer - Risk Management Group (1 post -UR)</b></p> <p>Posting: Mumbai</p>	Max: 35 Years	<p>MBA/ PGDBA with specialization in Finance / Chartered Accountants 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</p>	<p>Minimum 05 years' experience in risk management/ Treasury in Commercial Banks/ Fls/ large NBFCs.</p> <p><u>Key Skills Required:</u></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 market, liquidity/ALM risks under Basel III.</li> <li>• Valuation of derivatives and investments.</li> </ul> <p>Knowledge of tools used for measuring market risks such as VAR.</p> <ul style="list-style-type: none"> <li>• Modelling and stress testing</li> <li>• Well versed with MS Excel.</li> </ul>

			examination is sufficient.  Minimum 50% aggregate marks / equivalent Cumulative Grade Points Average (CGPA), in both Graduation and Post-Graduation.	
22.	<b>Officer - Special Situations Group (03 posts - UR)</b>  <b>Posting: Mumbai</b>	Max: 27 years	Post-Graduation with minimum 50% aggregate marks / equivalent Cumulative Grade Points Average (CGPA).	Officers having experience with Public Sector Banks in recovery of stressed assets. 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 year should preferably be in corporate recovery related activities; viz. IBC 2016, SARFAESI, DRT, OTS, Assignments, Action under NI Act 138.  <u>Key Skills Required:</u> Good knowledge of Credit Inspection and Audit; Recovery process and methods; Legal and Regulatory Provisions related to Fraud and Wilful Default, 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. Good knowledge of regulatory guidelines related to recovery.  <u>Key Responsibilities:</u> Taking timely corrective action with respect to loan assets under stress by initiating and implementing suitable Resolution Plan either singly or jointly with other lenders as per RBI guidelines; recovery through

				enforcement of security in terms of Securitisation Act; sale of NPAs to Asset Reconstruction Companies (ARCs) / Banks/ Financial Institutions (FI) / Non-Banking Financial Companies (NBFC); recovery through sale of assets through Debt Recovery Tribunal (DRT).
23.	<p><b>Officer - Sustainable Enterprises (03 posts - UR)</b></p> <p><b>Posting: Mumbai</b></p>	Max: 35 Years	CA/ MBA/ PGDM / CFA or other relevant post graduate qualification from a recognized University/ Institution with minimum 50% marks. In case of CA, passing the qualifying examination is sufficient.	<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:</p> <p><u>Key Responsibilities:</u></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 confirmation, Security creation status, valuation of collateral, rating migration etc.</li> <li>• Implementing relevant RBI guidelines for Credit Monitoring and Compliance including KYC for corporate Borrowers.</li> <li>• Conducting 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> </ul>

				<ul style="list-style-type: none"> <li>• Preparing notes/ providing updates on monitoring aspects to various groups/committees at desired frequency.</li> </ul> <p><b>Key skills required:</b></p> <ul style="list-style-type: none"> <li>(i) Core Banking Solution-Finacle system</li> <li>(ii) Loan accounting</li> <li>(iii) Trade Finance operations (Issuance of Letter of Credit [Import / export]; Bank Guarantees; SWIFT; establishment RMA)</li> <li>(iv) Taxation (direct / indirect)</li> <li>(v) Advanced Microsoft Excel</li> </ul>
24.	<p><b>Officer - Treasury &amp; Accounts</b> (01 post - UR)</p> <p><b>Posting: Mumbai</b></p>	Max: 28 Years	CA/ MBA/ PGDM / CFA or other relevant post graduate qualification from a recognized University/ Institution with minimum 50% marks. In case of CA, passing the qualifying examination is sufficient.	<p>Minimum 1 year of post qualification work experience in Treasury Department of any Bank / FI.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Executing merchant deals and proprietary deals in the forex market.</li> <li>• Raising short term resources from money market.</li> <li>• Liquidity management of INR/FC resources.</li> <li>• Execution of derivative deals.</li> </ul>
25.	<p><b>Officer - TAG for Loan Accounting</b> (02 posts - UR)</p> <p><b>Posting: Mumbai</b></p>	Max: 30 Years	CA/ MBA/ PGDM / CFA or other relevant post graduate qualification from a recognized University/ Institution with minimum 50% marks. In case of CA, passing the qualifying examination is sufficient.	<p>Minimum 1 year of post qualification work experience in Banking or Financial services industry.</p> <p><b>Key Responsibilities</b></p> <p>Loan accounting / Reports/Information/ MIS. Timely submission of loan account statement</p> <p><b>Desirable:</b></p> <p>Experience of Corporate finance in the areas of credit administration/operations will be preferred.</p>
26.	<p><b>Officer - TAG for Resource Raising / Accounting</b> (02 posts - UR)</p>	Max: 30 Years	CA/ MBA/ PGDM / CFA or other relevant post graduate qualification from a recognized University/ Institution with minimum 50%	<p>Minimum 1 year of post qualification work experience in Banking or Financial services industry.</p> <p><b>Key Responsibilities</b></p>

	<b>Posting: Mumbai</b>		marks. In case of CA, passing the qualifying examination is sufficient.	<p>Compliances / Reports/ Information / MIS to RBI/ Senior Management/ Auditors/ other Authorities and ensure data sanity and Timely resolution of various Operational Issues, and regulatory compliance.</p> <p><u>Desirable:</u> Experience of dealing in Financial Market instruments (Money Market instruments, Forex, Derivative) in BSFI, Corporate Sector</p>
27.	<b>Officer - Trade Facilitation Group (03 posts - UR)</b>  <b>Posting: Mumbai</b>	Max: 35 Years	<p>Post graduate / MBA in Finance / International Trade with certification in Documentary credit.</p> <p>Additionally, CAIB &amp; Certificate for Documentary Credit Specialist (CDCS), along with any certification in non-fund based credit products / Certification in Export Credit, Export Document handling, remittance management, would be an added advantage.</p>	<ul style="list-style-type: none"> <li>• 5 years in the International Trade / Foreign Exchange Department of any commercial bank.</li> <li>• Operational activities- preparation of internal notes, such as issuance of guarantees, recovering commission, handling documents under LCs, system related entries.</li> <li>• Monitoring of transactions</li> <li>• Staying updated with news related to clients and countries on which the Bank has exposure.</li> <li>• Candidates should possess excellent communication skills and should be proficient in the use of computers and information technology.</li> <li>• Should have knowledge of MS-Word, Excel.</li> <li>• Assist in Loan monitoring activities like tracking progress, end use of disbursements, balance confirmation, Security creation status, rating etc.</li> <li>• Implementing relevant RBI guidelines for Credit Monitoring and Compliance including KYC for corporate Borrowers.</li> <li>• Monitoring overdues, due dates etc</li> </ul>



				Preparing notes/ providing updates on monitoring aspects to various groups/committees at desired frequency
--	--	--	--	--

*UR = Unreserved*

*OBC (NCL) = Other Backward Castes - Non Creamy Layer*

*SC= Scheduled Caste*

*ST= Scheduled Tribe*

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. The remuneration will be as per the Bank's payment structure for contractual staff. It will have fixed and variable components. The variable component will be based on achievement of performance parameters. The matrix for variable pay will be shared with the selected candidates.
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 requirements.
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 only to the shortlisted candidates.
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.

**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 and UPI.

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