



**Export Inspection Council of India**  
(Ministry of Commerce & Industry, Government of India)

**Advertisement No. 16**

Export Inspection Council of India, the official export inspection and certification body of India established under Export (Quality Control & Inspection) Act, 1963 under Ministry of Commerce & Industry, invites applications for the following posts, latest by 15<sup>th</sup> May 2013, for appointment in the Export Inspection Council, New Delhi and the Export Inspection Agencies having Head Offices at Delhi, Mumbai, Kochi, Chennai and Kolkata with a network of 29 Sub-Offices including laboratories.

Sl.	Vacancy No.	Post Category	No. of vacancies	Scale of Pay / Pay Band	Age (*)	Educational Qualifications and Experience
1	1112/02	Assistant Director (Tech.)	06 [UR: 3 including 1 PWD (OH with one leg or one hand affected), OBC: 1 and ST: 1, SC-1]	PB-3; Rs.15600-39100 + GP 5400/-	25 to 35 years	Degree in Engineering / Technology or Post Graduate in Science or its equivalent and 05 years' experience in inspection and / or testing in the fields of Chemistry, Food Science & Technology, Fisheries, Veterinary Science and Computers / IT.
2	1112/03	Technical Officer	06 (UR-3, OBC-1, ST-1, SC-1)	PB-2; Rs.9300-34800 + GP Rs.4200/-	25 to 35 years	Degree in Engineering / Technology / Degree in Science (preferably Honours / Post Graduate) or equivalent with 03 years' experience in inspection and / or testing in the fields of Chemistry, Food Science & Technology, Fisheries, Veterinary Science and Computers / IT.
3	1112/04	Jr. Scientific Assistant	03 (UR-2, OBC-1)	PB-2; Rs.9300-34800 + GP Rs.4200/-	20 to 30 years	Degree in Engineering / Technology; Degree in Science (preferably Honours / Post Graduate) or Diploma in Engineering / Technology or equivalent with experience in testing / inspection in the field of Chemistry or Microbiology.
4	1112/05	Laboratory Assistant Grade-II.	07 (UR: 03, SC: 1, OBC: 2, ST: 1)	PB-1; Rs.5200-20200 + GP Rs.1900/-	18 to 25 years	High School or equivalent with Science subjects and 01 year experience in food testing.
5	1112/06	Assistant Director (NT)	01 UR	PB-3 Rs.15600-39100 + GP Rs.5400/-	25 to 35 years	Degree or equivalent with 05 years' experience in administration.
6	1112/07	Section Officer	01 UR	PB-2; Rs.9300-34800 + GP Rs.4600/-	25 to 35 years	Degree or equivalent with 05 years experience in a Government / Semi-Government / Autonomous Body / Private organization of repute of which 2 years must be in supervisory capacity with knowledge of Government rules and procedures.
7	1112/08	Office Assistant	02 UR-1 OBC-1	PB-2 Rs.9300-34800 + GP Rs.4200/-	20 to 30 years	Degree or equivalent with 02 years experience in administration / accounts work of a Govt. Department or a commercial organization of repute or technical establishment.
8	1112/09	Accountant	02 UR-1 OBC-1	PB-2; Rs.9300-34800 + GP Rs.4200/-	20 to 30 years	Degree preferably in Commerce or equivalent with 2 years experience in Accounts of a Government Department/commercial organization of repute / a technical establishment.
9	1112/10	Clerk Grade II/LDC	12 (UR-06, SC-2, OBC-3, ST-1)	PB-1; Rs.5200-20200 + GP Rs.1900/-	18 to 25 years	High School or equivalent with Typing speed 30 w.p.m. in Hindi or English. Preference will be given to the candidates having proficiency in both.
10	1112/11	Staff Car Driver	02 UR-1 OBC-1	PB-1; Rs.5200-20200 + GP Rs.1900/-	18 to 25 years	Motor Car Driving Licence. Experience in driving Heavy/Light Vehicle.

**1. How to Apply:**

- a. Candidates fulfilling the above requirements may send their applications in the prescribed format along with application fee of Rs.500/- (where applicable) so as to reach the Additional Director, Export Inspection Council of India, 3<sup>rd</sup> Floor, NDYMCA Cultural Centre Building, 1 Jai Singh Road, New Delhi-110 001 on or before 15<sup>th</sup> May 2013.
- b. The application fee of Rs.500/- shall be paid through a Demand Draft / Pay Order drawn in favour of 'Export Inspection Council of India' payable at New Delhi.
- c. Candidates belonging to SC, ST, PH, Women and EIC/EIA employees are exempted from payment of application fee.
- d. Candidates applying for more than one post should apply separately for each post quoting the vacancy number. Application fee of Rs.500/-, wherever applicable, is payable for each application.
- e. Candidates who are in service in Government/Public Sector Undertaking/Autonomous Bodies should send their applications THROUGH PROPER CHANNEL or should enclose with the application a 'No Objection Certificate' from their employer. Vigilance clearance in respect of the employee should also be recorded in the no objection certificate / forwarding letter. However, in case where delay is anticipated, applications may also be sent directly and in such case, the candidate will have to produce a 'No Objection Certificate' from his / her employer if called for the test / interview.

**2. Age Relaxation (\*):**

- a. Relaxation in upper age limit up to 5 years is available for SC/ST and up to 03 years for OBC.
- b. SC/ST/OBC candidates are required to produce attested copy of community certificate issued by the competent authorities in the prescribed format along with the Application Form to claim age relaxation.
- c. Age relaxation is also available for EIC / EIA employees as per the relevant rules & instructions.
- d. Relaxation in the upper age limit for Physically Handicapped applicants will be as under:
  - a. Five (05) years (10 years for SCs / STs and 08 years for OBC) for posts listed at serial number 1 & 2.
  - b. Ten (10) years (15 years for SCs / STs and 13 years for OBC) for posts listed at serial number 3 to 10.Disability Certificate (suffering from not less than 40 percent of relevant disability) issued by the competent authority will have to be furnished for availing this relaxation.
- e. Candidates belonging to Other Backward Classes (OBC) must submit a photocopy of the certificate in the prescribed form issued by the specified competent authority (SDO/District Magistrate/Dy. Commissioner). The certificate issued by Gazetted Officer should be countersigned by the District Magistrate or Dy. Commissioner.
- f. Relaxation in upper age limit for Ex-Servicemen will be as per Government of India Rules.

**3. General Conditions:**

- a. All posts are suitable for PWD – OH (one leg or one hand affected) and HI (partially deaf).
- b. Candidates should ensure that they possess educational qualification / experience in the relevant area as required for the post, for which he / she is applying. Applications from candidates who do not fulfill the prescribed qualification and experience will be summarily rejected.
- c. *The date for determining the age limit & experience shall be the closing date prescribed for receipt of applications i.e. 15.5.2013.*
- d. The educational qualification prescribed should have been obtained from recognized Universities / Institutions. Candidates possessing recognized equivalent qualification as mentioned against each post above are also eligible to apply.
- e. The period of experience in the specified discipline / area of work, wherever prescribed, shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications prescribed for that post.

- f. The posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance, as admissible to Central Government employees.
- g. The posts are pensionable based on defined contribution under the New Pension Scheme which has been in vogue with effect from 01.01.2004.
- h. The number of vacancies indicated against each category is provisional and may vary at the time of selection.
- i. All posts advertised are under ALL INDIA SERVICE TRANSFER LIABILITY.
- j. The selected candidates will be on probation for a period of two years, which may be extended at the discretion of the appointing authority.
- k. Outstation SC/ST candidates called for interview will be paid to and fro fare restricted to single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to the place of interview on production of Rail / Bus Tickets.
- l. Mere fulfilling of eligibility will not entitle a candidate to be called for test / interview. In case the number of valid applications received in response to the advertisement is large, the Competent Authority reserves the right to restrict the number of candidates to be called for test / interview to a reasonable limit by following a reasonable criterion.
- m. The decision of the Competent Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of test / interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.
- n. **Applications received after the closing date, for any reason whatsoever, will not be entertained. Similarly, any information / enclosure received separately subsequent to the receipt of the application will also not be entertained.**
- o. Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification.

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## APPLICATION FORMAT

Application for the post of .....

Space for  
passport size  
photograph duly  
self attested

1. Advertisement No.
2. Vacancy No.
3. Name of applicant  
(IN BLOCK LETTERS)
4. Date of Birth
5. Father's name
6. Nationality
7. Marital Status
8. Address for communication
9. Contact details :
  - a. Telephone number with STD code
  - b. Mobile Number
  - c. E-mail address
10. Permanent address
11. Whether belongs to SC/ST/ OBC (non –creamy layer) / PH (specify category) / Ex – servicemen
12. Educational qualifications from 10<sup>th</sup> onwards

Examination Passed	Board / University	Month / Year entering	Month / Year leaving	Subject(s)	Marks (%) obtained

13. Experience in detail

Period		Post held	Employer	Nature of work	Gross Emoluments
From	To				

14. Whether under any contractual obligation to serve the Central / State Government / Public undertaking / Autonomous Body. If so, full details to be furnished.
15. Any other relevant information (Publications, Research Papers, Trainings undergone.)
16. DD / Pay Order No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_  
(in favour of 'Export Inspection Council of India', payable at New Delhi)

**Declaration:**

I declare that the above information is correct and complete to the best of my knowledge and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable for termination without notice or compensation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**IMPORTANT**

- i) Candidates must carefully go through the guidelines advertised before filling up the application.
- ii) Candidates must write his/her name as it appears in the SSC/Matriculate Certificate. For change of name after SSC/ Matriculation, if any, documentary evidence should be attached.
- iii) Photocopies of relevant documents in support of age, qualifications, experience and caste certificate issued by the Competent Authority must be enclosed with the application.
- iv) Candidates who fail to mention the community / category (SC/ST/OBC/PH/Ex-servicemen) at serial number 11 above will be treated as general candidates without the related age / fee relaxation.
- v) Incomplete applications and applications received after the due date ie. 15.05.2013 shall stand rejected.