



Export Inspection Council of India
(Ministry of Commerce & Industry, Government of India)
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Advertisement Number 17

The Export Inspection Council of India (EIC), the official export inspection and certification body established under Export (Quality Control & Inspection) Act 1963 by the Government of India, require **Research Assistant** for its headquarter at New Delhi and Export Inspection Agencies (EIAs) at Delhi, Mumbai, Kolkata, Kochi and Chennai and **Executive /PS to Director (I&Q/C), EIC** at New Delhi. The appointment will be purely on contractual basis, initially for a period of up to Six months, which can be extended at the same terms and conditions or curtailed as per the performance and requirement of the work. **The appointee would be hired on fixed consolidated monthly remuneration basis and will not confer any right or privileges on the appointee for regular appointment in EIC/EIAs.**

Research Assistants

No. of Vacancies- May increase or decrease depending on the requirement.

Location - EIC, New Delhi and EIAs at Delhi, Mumbai, Kolkata, Kochi, Chennai & their sub-offices

Eligibility Criteria:

- Young, dynamic, energetic and eager to learn Graduates or Post-graduates in Food Technology/Food & Nutrition/Food Science/Agriculture
- Proficient in computer usage especially MS Office and Internet
- Age should not be more than 30 years on the last date of application.
- Candidates having knowledge/prior exposure to Regulatory work, Codex, WTO, SPS/TBT Agreement, Importing Countries Regulations especially EU will be given preference.
- Local candidates will be given preference.

Remuneration:

- Rs. 18000/- (Rupees Eighteen Thousand Only) per month consolidated.

Executive/PS to Director

No. of vacancies- 01

Location- EIC, New Delhi

Eligibility Criteria:

- Young, dynamic and energetic Graduates or equivalent
- Proficient in computer usage especially MS Office and Internet
- Shorthand speed 120 w.p.m and typing 40 w.p.m
- Age should not be more than 35 years on the last date of application.

- Candidates having prior experience in Government/Semi-Government/Autonomous Body/Private Organization of repute, as PA/PS to senior officers and conversant with telephone operations will be given preference.
- Candidates from Delhi/NCR will be given preference.

Remuneration:

- Rs. 20000/- (Rupees Twenty Thousand Only) per month consolidated.

Selection Procedure:

- The eligible candidates will be called for personal interview and on the basis of their performance in the interview, the selection would be made.
- No TA/DA would be provided to the candidates for attending the interview.
- Interested candidates may submit their applications (strictly as per the format Annexed) in confidence to the Director, Export Inspection Council of India, on or before **10th June, 2013 (5.00PM)**, at the address mentioned above or e-mail at **elc@elcindia.gov.in**.
- The EIC reserves the right to accept or reject any application or to annul the selection process or reject all applications, at any time, without any liability or any obligation for such rejection or annulment, without assigning any reasons.
- This circular is available on EIC's website at **www.elcindia.gov.in**

FORMAT FOR APPLICATION

Position for which applied for.....

1. Advertisement No.
2. Name of the applicant:
(IN BLOCK LETTERS)
3. Sex (Male/Female):
4. Dated of Birth (DD/MM/YYYY):
5. Age as on last date of application (Years/Month/Days):
6. Marital Status (Married/Unmarried):
7. Present Residential Address :
[IN BLOCK LETTERS]

Paste latest
passport size
colored
photograph

8. Permanent Address:

9. Contact Details:

- a. Mobile No.
- b. E-mail:

10. Educational Qualification:

| Exam | Board/ Institution/ College/ University | Year of Passing | Percentage of Marks | Subjects |
|-----------------|---|-----------------|---------------------|----------|
| Matriculation | | | | |
| 10+2 | | | | |
| Graduation | | | | |
| Post-Graduation | | | | |
| Any Other | | | | |

11. Computer Proficiency : MS Office (Yes/No)

Internet (Yes/No)

(Please specify if any course related to computer has been done)

12. Do you possess any prior knowledge/experience as mentioned for the position under eligibility criteria? Please indicate Yes/No
If yes, please give the details of same. (Attach extra sheet if required)

13. Work Experience details, if any

14. Any other information relevant to the requirement.

I hereby undertake that the information given above is true to the best of my knowledge & belief. Any information found wrong or factually incorrect at any stage, the EIC may take action accordingly.

(Signature)

(Name of Candidate in Block letters)

Place & Date:

Note: Please do not enclose any document with the application. However, it may please be noted that in case considered eligible for interview, documents in original to support the details given under points 10-14 of application need to be shown at the time of interview.