



Export Inspection Council of India
(Ministry of Commerce & Industry, Government of India)
3rd Floor, NDYMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi

Advertisement No.2015/02

The official export inspection and certification body of India established under Export (Quality Control & Inspection) Act, 1963 under Ministry of Commerce & Industry, needs professionals for appointment in Export Inspection Agencies having Head Offices at **Delhi, Mumbai, Kochi, Chennai and Kolkata** with a network of 30 Sub-Offices including laboratories, invites **ONLINE** applications for the posts as mentioned below in the prescribed format by 18/05/2015 and for sending print out of the Application along with all the requisite documents to the above address shall be 25/05/2015.

Sl. No.	Vacancy No.	Post Category	No. of vacancies	Pay Band & Grade Pay	Age (*)	Educational Qualifications
1	1314/01 1415/03	Assistant Director (Tech.)	10 [UR: 4 including 1 PWD (OH with one leg or one hand affected) OBC-1, ST-1, SC-4]	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. Preference will be given to First Class Post Graduates.
2	1314/02 1415/04	Technical Officer	02 (UR-2)	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. Preference will be given to First Class Post Graduate.
3	1314/03	Junior Scientific Assistant	01 (UR-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. Preference will be given to First Class Post graduate degree.
4	1314/04 1415/05	Laboratory Assistant Grade-I	02 (UR-2)	PB-1; Rs.5200 - 20200 + GP Rs.2400/-	20 to 30 years	High school or its equivalent with science subjects. Should have 3 years' experience in a Laboratory of repute. Preference will be given to Science Graduates.
5	1415/06 (B/L)	Laboratory Assistant Grade-II	02 (SC-1,ST- 1)	PB-1; Rs.5200 - 20200 + GP Rs.1900/-	18 to 25 years	High School or equivalent with Science subjects and must have 01year experience in food testing. Preference will be given to Science Graduates.
6	1314/05	Assistant Director (NT)	01 (UR-1)	PB-3; Rs.15600 - 39100 + GP Rs.5400/-	25 to 35 years	Degree or equivalent with 05 years' experience in Administration/ Finance/ Publicity/ Public Relations etc. Preference will be given to Post Graduates and having supervisory experience of 5 years at the level of Section Officer in Govt. Sector and conversant with Government rules and procedures.
7	1415/07 (B/L)	Section Officer	02 (UR-1, SC- 1)	PB-2; Rs.9300 - 34800 + GP Rs.4600/-	25 to 35 years	Degree or equivalent with 5 years' experience in a Government/Semi-Government/ Autonomous Body /Private Organization of repute of which 2 years must be in supervisory capacity. Knowledge of Government rules and procedures. Preference will be given to candidates having five years of supervisory experience.

8	1415/08	Accounts Officer	01 (UR-1)	PB-2; Rs.9300 - 34800 + GP Rs.4600/-	25 to 35 years	Degree or equivalent with 5 years' experience in Accounts Section of a Government/ Semi-Government/Autonomous Body/Private organization of repute of which two years must be in a supervisory capacity and having knowledge of Government rules and procedures. Preference will be given to candidates five years of supervisory experience in Accounts.
9	1314/06 1415/09	Office Assistant	03 (UR-1, OBC-1, ST-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. Preference will be given to Post Graduates with 5 years' experience in Govt. Sector and having knowledge of Government rules and procedures.
10	1415/10	Accountant	02 (UR-1, SC-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. Preference will be given to Post Graduates with 5 years' experience in Govt. Sector and having knowledge of Government rules and procedures.
11	1314/07 1415/11	Clerk Grade-I	06 [UR-3 (including 1-PWD), OBC-1, SC-1, ST-1]	PB-1; Rs.5200 - 20200 + GP Rs.2400/-	20 to 30 years	High School or equivalent with Typing speed 30 w.p.m. in Hindi or English. About 2 years' experience in office work. Preference will be given to Graduates having 5 years' experience in Govt. sector with proficiency in both English and Hindi Typing at a senior level.
12	1314/08	Jr. Hindi Translator	02 (OBC-1, SC-1)	PB-1; Rs.5200- 20200 + GP Rs.2400/-	20 to 30 years	Degree with Hindi or equivalent and having experience in translation from Hindi to English and vice-versa. Preference will be given to Master Degree in Hindi with 2 years' experience in translation from Hindi to English and vice-versa.
13	1415/12	Stenographer Grade-I	01 (UR-1)	PB-2; Rs.9300- 34800 + GP Rs.4200/-	20 to 30 years	Degree or equivalent with shorthand speed 120 w.p.m. and typing 40 w.p.m. in Hindi or English. Should have 3 years' experience as a Stenographer in Government/ Semi-Government/ Autonomous Body/ Commercial organization of repute. Preference will be given to the candidates having 5 years' experience and having proficiency in both English and Hindi Typing and Stenography.
14	1415/13	Stenographer Grade-II	03 (UR-1, OBC-1, SC-1)	PB-1; Rs.5200- 20200 + GP Rs.2400/-	18 to 25 years	High School or equivalent with Shorthand speed 100 w.p.m. and typing 40 w.p.m. in Hindi or English. Should have 02 years' experience as Stenographer/ Steno-typist. Preference will be given to Graduates and having proficiency in both English & Hindi Typing and Stenography.
15	1415/14	Care Taker Grade-I	02 (UR-1, OBC-1)	PB-2; Rs.9300 - 34800 + GP Rs.4200/-	20 to 30 years	High School or its equivalent with 05 years' experience in general office procedure/ office security/ maintenance of building including office furniture and fittings, equipment's in a Government Department or a Commercial organization of repute. Preference will be given to Graduate candidates and having 5 years' experience in Govt. sector with knowledge of Government rules and procedures.
16	1314/09 1415/15	Store Keeper Grade II	02 (UR-2)	PB-1; Rs.5200 - 20200 + GP	18 to 25 years	High school in Science or equivalent. Knowledge of maintaining stores in a technical organization. Preference will be given to Graduate candidates and having 3 years'

				Rs.2400/-		experience in Govt. sector with knowledge of Government rules and procedures.
17	1415/16 (B/L)	Clerk Grade II/LDC	02 (ST-1,UR-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 Graduates having proficiency in both English & Hindi Typing.
18	1314/10 1415/17	Senior Laboratory Attendant	02 (UR-1,SC-1)	PB-1; Rs.5200 - 20200 + GP Rs.1900/-	18 to 25 years	High school or its equivalent with science subjects. Should have 3 years' experience in the Laboratory. Preference will be given to Graduates candidates having three years' experience in the Government Organization.
19	1314/11	Laboratory Attendant	03 [UR-2 (including 1 PWD) , ST-1]	PB-1; Rs.5200 - 20200 + GP Rs.1800/-	18 to 25 years	Pass in Middle School with 03 years' experience in the Laboratory. Preference will be given to candidates who have passed 10 th standard and having 3 years' experience in the Government organization.

All posts are suitable for PWD – OH (one leg or one hand affected) and HI (partially deaf).

1. General Conditions:

- The prescribed educational qualifications & experience are minimum & mere possession of the same doesn't entitle candidates to be called for interview.
- A limited number of candidates on the basis of merit & experience will be called for interview. Preference will be given to candidates having higher qualification & experience as detailed above. Against each category of posts. It will not be obligatory on the part of EIC to call all eligible candidates for interview. Interested candidates fulfilling the eligibility criteria should apply Online.
- The posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance etc., as admissible to Central Government employees.
- The post is pensionable based on defined contribution under the New Pension Scheme which has been in vogue with effect from 01.01.2004.
- The number of vacancies indicated against each category is provisional and may vary at the time of selection.
- Services of incumbent shall be transferable anywhere in India.
- The selected candidate will be placed under probation for a period of two years which may be extended at the discretion of the appointing authority.
- Candidate should ensure that he/she possesses educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of receipt of application.
- The 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.
- The period of experience in the requisite discipline/area of work wherever prescribed shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications required for that post.

2. Age Relaxation: (*)

- The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications i.e. 18.5.2015.** The upper age limit, however, may be relaxed up to 5 years for SC/ST and 03 years for OBC as per Government orders in force and upto 05 years for eligible Government servants in the same line or allied cadres as per the relevant rules & instructions.
- SC/ST/OBC candidates are required to produce attested copy of community certificate in the prescribed format along with the Application Form.
- Relaxation in the upper age limit for Physically Handicapped will be 5 years for Group A & B and 10 years for Group C, over and above the relaxation admissible for SC/ST/OBC, as the case may be, on furnishing of the Disability certificate (suffering from not less than 40 percent of relevant disability) issued by the competent authority.
- Candidates belonging to Other Backward Classes (OBC) must submit a photocopy of the latest certificate in the Central Govt. prescribed form issued by the specified competent authority (SDO/District Magistrate/ Dy. Commissioner) along with the Application Form. The certificate issued by Gazetted Officers should be countersigned by the District Magistrate or Dy. Commissioner. OBC candidates will be considered as per Govt. of India rules.
- Relaxation in age limit for Ex-Servicemen and certain other categories will be as per Government of India Rules.

3. Only outstation SC/ST candidates called for interview will be paid to and fro 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 Tickets/Rail Ticket Numbers or any other proof of journey.
4. Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification.
5. The decision of the EIC in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.

6. HOW TO APPLY

The Candidates fulfilling the above eligibility criteria should apply **ONLINE on or before 18/05/2015** and the **printout of the system generated application form taken after applying online should be sent to this office at the address given hereunder so as to reach on or before 25th May, 2015** after affixing their signature along with a Passport size photo duly attested along with the details of remittance of Rs.500/- (Rupees five hundred only) made towards application fee (for each post applied separately) and self-attested copy of educational qualification, experience, Caste certificate, PWD certificate, etc., to the Director, Export Inspection Council of India, 3rd Floor, NDYMCA Cultural Centre Building, 1 Jai Singh Road, New Delhi-110 001 **Applications received after due date i.e. 25/05/2015 for any reason shall not be considered.**

- a) **The print out of the System generated (ONLINE) Applications only will be accepted.**
- b) **Applications which are not in the prescribed format (ONLINE) and without photo (attested), signature and proof of educational qualification, experience, ..etc., shall be rejected without any further correspondence in this regard.**
- c) **Candidates belonging to SC / ST / PH & Women are exempted from payment of application fee.**
- d) Candidates applying for more than one Post should apply separately quoting the post applied for along with details of remittances made towards **application fee of Rs.500/- (wherever applicable).**
- e) Candidates who are in service in Government / Public Sector Undertaking / Autonomous Bodies / Departmental Candidates etc., **should send their applications THROUGH PROPER CHANNEL or should enclose a 'No Objection Certificate' of their employer along with the application. Administrative & Vigilance clearance in respect of the employee should also be recorded in the forwarding letter.**
- f) Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained. List of shortlisted candidates shall be placed in the website as and when the process gets completed and accordingly **No interim correspondence shall be entertained.**

APPLICATION FORMAT

Application for the post of

1. Advertisement No.
2. Vacancy No.
3. Name of applicant
(IN BLOCK LETTERS)
4. Date of Birth
5. Age as on the due date of application (YY/MM/DD format)
6. Father's name
7. Nationality
8. Marital Status
9. Address for communication
10. Contact details :
 - a. Telephone number with STD code
 - b. Mobile Number
 - c. E-mail address
11. Permanent address
12. Whether belongs to SC/ST/ OBC (non –creamy layer) / PH (specify category & attach certificate)
13. Educational qualifications from 10th onwards (where only grade is mentioned, specify %age)

Space for
passport size
photograph duly
self attested

Examination Passed	School /College	Board / University	Month / Year entering	Month / Year leaving	Marks obtained	Class/Grade

14. Experience in detail

Period		Post held	Employer	Nature of work	Gross Emoluments	Pay-Band & Grade Pay (if from Govt. sector)
From	To					

15. Whether under any contractual obligation to serve the Central / State Government / Public undertaking / Autonomous Body. If so, full details to be furnished.
16. Any other relevant information (Publications, Research Papers, Trainings undergone etc.)
17. Online application fee payment details Reference/Transaction/UTR No. _____ Date _____ and Amount in Rs. _____
(payments made in the Account of 'Export Inspection Council of India', 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 already employed in Central / State Govt. Departments / Public Sector / Govt. Undertakings are required to apply through proper channel. In order to avoid delay, applications may also be sent directly.

However, in such a case, they have to produce a 'No Objection Certificate' from their employer at the time of their interview.

- ii) Eligible employees of EIC / EIAs can also apply through proper channel.
- iii) The 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.
- iv) Photocopies of relevant documents in support of age, qualifications, experience and caste certificate issued by the Competent Authority must be enclosed with the application.
- v) Separate applications are required for each post. The post applied for must be super scribed on the envelope. The candidates finally selected for the posts mentioned above are eligible for posting in any activity at any of the offices of EIC / EIAs at the sole discretion of the Competent Authority.
- vi) Right for calling the candidate for interview is reserved with the Competent Authority and only the short-listed eligible candidates would be called for interview. No correspondence in this regard would be entertained.
- vii) SC/ST Candidates shall be eligible for reimbursement of to & fro rail fare as per Rules, if called for interview.
- viii) Incomplete applications and applications received after the due date shall not be entertained.