



Export Inspection Council of India
(Ministry of Commerce & Industry, Government of India)
3rd Floor, New Delhi YMCA Cultural Centre Building, 1, Jai Singh Road,
New Delhi – 110 001
Tel: 011 – 23365540 / 23748188 / 23748189; Fax: 011 – 23748024
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website: www.eicindia.org
Advertisement Number: 06

Export Inspection Council of India, the official export inspection and certification body established under Export (Quality Control & Inspection) Act, 1963 by the Government of India, invites applications from Indian citizens for appointment to the following posts in its field organisations, the Export Inspection Agencies having Head Offices at Chennai, Delhi, Kochi, Kolkata and Mumbai and net work of sub-offices / laboratories all over India, as detailed below.

VACANCY & POSTS:

Vacancy Number: BL/04 & 1011/01 – Deputy Director (Non Tech) - 02 post - General
Pay Band: Rs. 15600 – 39100, Grade Pay: Rs. 6600/-

ELIGIBILITY CRITERIA

- Age Limit** : 35 to 45 years as on the last date of receipt of the application. Age relaxation for eligible departmental candidates may also be available as per the relevant rules & instructions.
- Educational and other Qualifications required** : - Degree or equivalent
- 5 years experience in administration / finance / publicity / public relation etc., in a responsible capacity.
- Probation** : 2 years (subject to extension)

HOW TO APPLY

- (1) The Candidates fulfilling the above requirements may send their applications through post / hand delivery in the format given below along with application fee of Rs. 500/- by way of Demand Draft / Pay Order drawn in favour of **Export Inspection Council of India** payable at New Delhi, so as to reach the Additional Director, Export Inspection Council of India, 3rd Floor, NDYMCA Cultural Centre Building, 1 Jai Singh Road, New Delhi – 110 001 latest by 1700 hours on 30th September 2011.
- (2) Incomplete applications and applications received after closing time / date shall not be entertained.

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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 & attach certificate)
12. Educational qualifications from 10th onwards (where only grade is mentioned, specify %age):

Examination Passed	Subject	School/Board/ College/University	Month / Year entering	Month / Year leaving	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 etc.)
16. DD / Pay Order No. _____ Date _____ Amount _____

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.

Date _____
Place _____

Signature _____

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.
- 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) The post applied for must be super scribed on the envelope. The candidates finally selected for the posts mentioned above are eligible for posting 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) The SC/ST candidates are exempted from payment of application fee.
- viii) SC/ST Candidates shall be eligible for reimbursement of to & fro rail fare as per Rules, if called for interview.
- ix) Incomplete applications and applications received after the last date shall not be entertained.

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