



Export Inspection Council of India
(Ministry of Commerce & Industry, Government of India)
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Advertisement Number: 07

Applications are invited from retired officers of the level of Under Secretary/Deputy Secretary/Director and equivalent in Government of India, Autonomous / Statutory Bodies and Central PSUs / PSEs for engagement as Consultant on contract basis, for coordinating and facilitating the related matters in the Export Inspection Council at Delhi / New Delhi. The appointment will be purely on contractual basis, for a period of up to 12 months, which can be extended at the same terms and conditions or curtailed as per the performance and requirement of the job. This contractual appointment is need based for a limited period and it will not confer any right or privileges on the appointee for regular appointment.

The details of qualification, experience, selection procedure and consolidated remuneration are as under:

QUALIFICATION AND AGE:

- Retired Government officers of the level of Under Secretary (Deputy Director) / Deputy Secretary (Joint Director) / Director (Additional Director) and equivalent or above from Government of India and its Attached & Subordinate offices, Autonomous / Statutory Bodies and Central PUS / PSEs. For the purpose, copies of last posting, experience and last pay drawn may be submitted while expressing the interest. Officers who are retiring till December 31, 2011 are also eligible to apply.
- Age should not be more than 65 years, on the last date of application.

EXPERIENCE:

1. CONSULTANT – Administration

The person should have handled during the period of his service in Government of India and its Attached & Subordinate offices and Autonomous / Statutory Bodies the following matters:

- (i) Recruitment procedure of officers and staff starting from Group-A to Group-C including reservation in services for SC/ST/OBC and framing of Recruitment Rules for various posts.
- (ii) All establishment and personnel matters of employees as per rules / instructions applicable to Central Government servants including Court cases pertaining to service matters.
- (iii) Formulation of budget and monitoring of expenditure as per Delegation of Financial Powers Rules, 1978, General Financial Rules, 2005 etc.

(iv) Matters relating to General Administration, weeding out of records etc.

Note: Persons who are computer savvy and can manage the assigned task/job independently shall be preferred.

2. CONSULTANT – Employee Welfare

The person should have handled during the period of his service in Government of India and its Attached & Subordinate offices, Autonomous / Statutory Bodies and Central PSU / PSEs the following matters:

- (i) New Pension Scheme, Contributory Provident Fund, General Provident Fund, Gratuity and Pension related issue of officers and staff.
- (ii) Assessment of statutory liabilities of the EIC / EIAs relating to its employees.
- (iii) Management of pension / provident / gratuity fund relating to its employees.
- (iv) Medical reimbursement for employees and their family.

Note: Persons who are computer savvy and can manage the assigned task/job independently shall be preferred.

3. CONSULTANT – Technical

The person should have handled during the period of his service in Government of India and its Attached & Subordinate offices and Autonomous / Statutory Bodies the following matters:

- (i) Pre – shipment inspection of commodities notified under Export (Quality Control & Inspection) Act, 1963.
- (ii) International negotiations relating to SPS / TBT including MOUs and MRAs.
- (iii) Planning and executing response to foreign missions visiting India for evaluation of implementation of their national requirements in the export certification system of EIC / EIAs.

Note: Persons who are computer savvy and can manage the assigned task/job independently shall be preferred.

4. CONSULTANT – Quality Systems

The person should have handled during the period of his service in Government of India and its Attached & Subordinate offices, Autonomous / Statutory Bodies and Central PSU/PSEs the following matters:

- (i) Establishment, implementation and monitoring of QMS as per ISO 17020, ISO 17025 and ISO 17065.

Note: Persons who are computer savvy and can manage the assigned task/job independently shall be preferred.

REMUNERATION:

- (i) Under Secretary or equivalent: Rs. 25,000/- per month consolidated.
- (ii) Deputy Secretary or equivalent: Rs. 30,000/- per month consolidated.
- (iii) Director and equivalent or above: Rs. 35,000/- per month consolidated.

SELECTION PROCEDURE:

- The eligible candidates will be called for interview and on the basis their performance in the interview; the selection will be made.

- No TA/DA will be provided to the candidates for attending the interview.
- Interested candidates may furnish their applications in confidence to the Director, Export Inspection Council of India, on or before 30th September 2011, at the address mentioned above, with at least the following details:

1. Name:
2. Name, address and contact numbers of organization last served:
3. Post held at the time of retirement:
4. Address for communication with Mobile / telephone number and E-mail address:
5. Date of birth*:
6. Date of retirement:
7. Educational qualifications*:
8. Experience details for last 10 years:

Period		Organization	Post held	Pay & GP	Nature of work
From	To				

9. Whether any penalty (minor or major) was imposed during the service? If yes, give details.
10. Whether any disciplinary proceeding was pending at the time of retirement? If yes, give details.

* Self certified copies of related testimonials must be enclosed with the application.

- Persons against whom any penalty was imposed during their service career or those who were convicted for any criminal offence by any court of law shall not be considered.

Director, Export Inspection Council of India reserves the right to accept or reject any application without assigning any reasons. This circular has also been uploaded on this Department's website.

(Rajvinder Singh)
Deputy Director (NT)