



Export Inspection Council of India
(Ministry of Commerce & Industry, Government of India)
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Advertisement Number: 04

Subject: Filling up of the post of Deputy Director (NT) in Export Inspection Agency - Chennai and Export Inspection Agency – Kolkata on deputation basis

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, intends to fill up the following posts in its field organizations, the Export Inspection Agency – Chennai and the Export Inspection Agency – Kolkata from officers under the Central Government / State Government / Export Inspection Council / Export Inspection Agencies / Semi Govt. / Autonomous bodies on deputation basis for a period of 2 years (subject to extension).

VACANCY & POSTS

1. **Vacancy Number: BL/04 - Deputy Director (Non-Tech) - 01 post at Export Inspection Agency – Chennai**
Pay Band: Rs. 15600 – 39100, Grade Pay: Rs. 6600/-
2. **Vacancy Number: 1011/01 - Deputy Director (Non-Tech) - 01 post at Export Inspection Agency - Kolkata**
Pay Band: Rs. 15600 – 39100, Grade Pay: Rs. 6600/-

ELIGIBILITY CRITERIA

The candidates in order to be eligible for appointment to the above post shall

- a) i) be holding analogous post,
or
ii) have at least 5 years regular service in posts in the scale of Rs. 8000 – 13500 (Revised PB Rs. 15600 – 39100 + GP Rs. 5400) or equivalent;
or
iii) have at least 8 years regular service in posts in the scale of Rs. 6500 – 10500 (Revised PB Rs. 9300 – 34800 + GP Rs. 4600) or equivalent;
and
- b) i) be possessing Degree or equivalent, &
ii) 5 years experience in Administration / Finance / Publicity / Public relations etc., in a responsible capacity.

The maximum age limit for appointment by deputation shall be 56 years on the last date of receipt of application in the Council. The pay & allowances of officer selected and other conditions of deputation shall be governed as per the rules prescribed for deputation.

Applications in the given format of willing and eligible officers whose services can be spared immediately in the event of their selection may be forwarded through proper channel to the Additional Director, Export Inspection Council of India, 3rd floor, New Delhi YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi-110001 within 45 days from the date of publication in the employment news together with the following documents:

- (i) Confidential Reports Dossier of the applicant complete up to 2009 – 2010.
- (ii) Integrity Certificate of the last 5 years.
- (iii) Certificate confirming that no disciplinary / vigilance case is pending or being contemplated against the officer.
- (iv) A statement showing major or minor penalties, if any, imposed on the officer during the last 10 years.

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.

The candidates who apply for the post shall not be permitted to withdraw their candidature subsequently. Similarly, candidates who are selected for the posts shall not be allowed to withdraw their names in the event of their selection.

Incomplete applications or those received after the last date shall not be entertained. Decisions of EIC in this regard would be final and no correspondence would be entertained on this issue.

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Format of application for appointment to the post of Deputy Director (Non-Tech) in
Export Inspection Agency – Chennai and Kolkata on deputation basis

(To be forwarded through proper channel)

1. Advertisement No.:
2. Vacancy No.:
3. Name and address of applicant:
(IN BLOCK LETTERS)
4. Date of Birth (in Christian era):
5. Whether belongs to SC/ST/OBC
6. Date of retirement under Central / State Government Rules
7. Educational Qualifications
8. Whether Educational Qualifications and Experience required for the post are satisfied

Qualifications / Experience required	Qualifications / Experience passed by the officer

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
10. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office / Institutions	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in detail)

11. Nature of present employment i.e. Adhoc / Temporary / Quasi-Permanent / Permanent.
12. In case the present employment is held on deputation / contract basis, please state:-
 - a. The date of initial appointment:
 - b. Period of appointment on deputation / contract:
 - c. Name of the parent office / organisation to which you belong.
13. Additional details about present employment:
Please state whether working under Central Govt. / State Govt. / Autonomous Organisation / Semi – Govt. (indicate the name of your employer against the relevant category).
14. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

15. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
16. Total emoluments per month now drawn.
17. Additional information, if any, which you would like to mention in support of your suitability for the post.
(The candidate, among other things, may provide information with regard to
(i) additional academic qualifications
(ii) professional training and
(iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)
(Note: Enclose a separate sheet, if the space is insufficient).
18. Remarks : (The candidates may indicate information with regard to:-
(i) Research publications and reports and special projects
(ii) Awards / Scholarship / Official Appreciation
(iii) Affiliation with the professional bodies / institution and
(iv) Any other information.)
(Note: enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular / advertisement and I am well aware that my application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date: _____

Signature of Candidate

Address: _____

Countersigned
(Employer with Seal)

Certificate to be furnished by the Employer (Head of Office / Forwarding Authority)

1. Certified that the particulars furnished by Shri / Smt / Kum _____ are correct and he / she possesses educational qualifications and experience mentioned in vacancy circular / advertisement.
2. It is also certified that there is no vigilance / disciplinary case either pending or being contemplated against him / her.
3. His / her integrity is certified.
4. No major or minor penalty was imposed on Shri / Smt / Kum _____ during the last 10 years.
5. Copies of ACRs for the last 5 years up to 2009 – 10 duly attested (with rubber stamp) on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent is enclosed.

Place _____

Date _____

Signature _____
Name, Designation & Tel No.