



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-110001, Fax: 011- 23748024
011-23748189/ 23365540/23341263

Applications for Computer / IT and Financial Experts in EIC

The official export inspection and certification body of India established under Export (Quality Control & Inspection) Act, 1963 under Ministry of Commerce & Industry, solicits applications from professionals to act as full time Advisers for a fixed term of initially 3 years (further extensions based on need) in Export Inspection Council-Delhi, in the following areas:

1. Computer / IT Expert - One

- Job description** - To oversee and ensure functioning of the entire computerization activities of EIC/EIAs including maintaining the hardware and software for all the applications of the organisation, liaison with other service providers related to the activity, development of MIS & various types of reports etc.
- Educational and other Qualifications required** - Bachelor's Degree in Information Technology/ Computers with minimum of 5 years relevant experience in similar activities.

2. Financial Expert - One

- Job description** - To oversee the entire financial planning & management activities of EIC/EIAs including the fund management, etc.
- Educational and other Qualifications required** - Post Graduate qualification in Finance / Chartered Accountancy /Cost Accountancy with minimum of 5 years relevant experience in financial management and similar activities (Preferably in public sector / Government)

- Salary negotiable depending upon qualification & experience;
- Retired officials may also apply;
- In addition to above broad job description, any other work related to above areas may also be assigned.

HOW TO APPLY

The Candidates fulfilling the above requirements may send their applications in the prescribed format along with application fee of Rs.150/- by Demand Draft / Pay Order drawn in favour of '**Export Inspection Council of India**' payable at Delhi to the Additional Director, Export Inspection Council of India, 3rd Floor, NDYMCA Cultural Centre Building, 1 Jai Singh Road, New Delhi-110 001 within 15 days of the publication of this advertisement or till a suitable candidate is selected.

Application format

Space for
passport size
photograph duly
self attested

1. Name of the post applied for
2. Name of applicant
(IN BLOCK LETTERS)
3. Date of Birth
4. Father's name
5. Nationality
6. Marital Status
7. Complete postal address:
e.mail & telephone number
8. Permanent address
9. Educational qualifications from 10th onwards (where only grade is mentioned, specify %age)
10. Experience in detail.
11. Expected remuneration (per annum)
12. Professional references (2 only)
13. Any other relevant information may be added (Publications,
Research Papers, trainings etc.)
13. DD No./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 Notes:

- i) Incomplete applications and those received after closing date of receipt of application shall not be entertained.
- ii) 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 and as such no correspondence in this regard would be entertained.
- iii) The application should be enclosed with the photocopies of relevant documents in support of age, qualifications, experience issued by the Competent Authority.
- iv) The post applied for must be subscribed on the envelope. .
- v) The age mentioned above shall be reckoned as on the last date of receipt of the application.
- vi) 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.
- vii) The selected candidates will be required to sign a contract which would give the terms & conditions of appointment.