



# 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 are invited for the following posts within 30 days from the date of advertisement in the prescribed format given at the end.

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 net work of 37 Sub-Offices including laboratories for the posts as mentioned below.

## Eligible Criteria

### 1. Assistant Director (Tech) - 10 posts

Breakup - General- 4, SC 2, ST 2, OBC -1 ( non –creamy layer), PH-1\*

Payscale: Rs. Rs.8000-275-13500/-

- Age Limit** - 25 to 35 years (upto 40 years for SC/ST/PH\* and upto 38 years for OBC candidates) as on the last date of receipt of the application
- Educational and other Qualifications required** - Degree in Engineering /Technology or Post Graduate in Science or its equivalent
- About 5 years experience in inspection, standardization, testing etc. in the respective fields
- Probation** - 2 years (subject to extension)

### 2. Technical Officer - 9 posts

Breakup - General-3, SC 3, ST 1, OBC -1 ( non –creamy layer), PH-1\*

Payscale Rs.5500-175-9000/-

- Age Limit** - 25 to 35 years (upto 40 years for SC/ST/PH\* and upto 38 years for OBC candidates) as on the last date of receipt of the application.
- Educational and other Qualifications required** - Degree in Engineering /Technology / Degree in Science (Preferable Honours/ Post Graduate)/ Diploma in Engineering/ Technology or equivalent
- About 3 years experience in standardization, testing, inspection in the respective fields.
- Probation** - 2 years (subject to extension)

\*PH candidates with following disability of not less than 40% are eligible to apply –

- Hearing Impairment (HI);
- Locomotor disability or cerebral palsy.

Age :- upto 40 years for General, 45 years for SC/ST and 43 years for OBC

### 3. Jr. Scientific Assistant

Breakup - General-2

Payscale Rs.5000-150-8000/-

- Age Limit** - 20 to 30 years (upto 35 years for SC/ST and upto 33 years for OBC candidates) as on the last date of receipt of the application.
- Educational and other Qualifications required** - Degree in Engineering /Technology / Degree in Science (Preferable Honours/ Post Graduate)/ Diploma in Engineering/ Technology or equivalent
- Experience of testing
- Probation** - 2 years (subject to extension)

The above professionals are required in the areas of Chemistry/ Food Science/ Food Technology/ Microbiology/ Dairy/ Agriculture/ Fisheries/ Food & Nutrition/ Biochemistry/ Biotechnology/Veterinary Science, etc., and Computers/IT.

4 **Senior Accounts Officer**

No. of posts - General-1

Payscale Rs.8000-275-13500/-

- Age Limit** - 25 to 35 years (upto 40 years for SC/ST and upto 38 years for OBC candidates) as on the last date of receipt of the application.
- Educational and other Qualifications required** - Degree or equivalent.  
- About 5 years experience in Accounts work in a Government/Semi-Government/Autonomous Body of which 2 years must be in supervisory capacity.  
- Knowledge of Government rules and regulations.
- Probation** - 2 years (subject to extension)

5 **Assistant Director (Non-Technical)**

No. of posts - General-1

Payscale Rs.8000-275-13500/-

- Age Limit** - 25 to 35 years (upto 40 years for SC/ST and upto 38 years for OBC candidates) as on the last date of receipt of the application.
- Educational and other Qualifications required** - Degree or equivalent.  
- About 5 years experience in administration / finance/publicity / public relations etc., in the respective field.
- Probation** - 2 years (subject to extension)

**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, 3<sup>rd</sup> Floor, NDYMCA Cultural Centre Building, 1 Jai Singh Road, New Delhi-110 001 within 30 days of the publication of this advertisement.

Separate applications are required for each post quoting the post applied for.

### 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. Whether belongs to SC/ST/ OBC ( non –creamy layer/ PH) (specify category & attach certificate)
10. Educational qualifications from 10<sup>th</sup> onwards (where only grade is mentioned, specify %age)
11. Experience in detail
12. Whether under any contractual obligation to serve the Central/  
any State Government/ Public undertaking/ Autonomous Body,  
if so, full details to be furnished.
13. Any other relevant information may be added (Publications,  
Research Papers, trainings etc.)
14. 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

The Candidates already employed in Central/State Govt. Departments /Public Sector/ Govt. Undertakings must apply through proper channel. In case of delay they can send the application directly. However, at the time of interview they have to produce a 'No Objection Certificate' from his/her employer.

- i) Eligible departmental candidates may also apply.
- ii) SC/ST Candidates shall be eligible for reimbursement of to & fro rail fare as per Rules, if called for interview.
- iii) Incomplete applications and those received after closing date of receipt of application shall not be entertained.
- iv) 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.
- v) The SC/ST/PH candidates are exempted from payment of application fee.
- vi) The application should be enclosed with the photocopies of relevant documents in support of age, qualifications, experience and caste certificate issued by the Competent Authority.
- vii) The post applied for must be subscribed on the envelope. The candidates finally selected for the posts mentioned above are eligible for posting in any activity at any of the offices at the sole discretion of the Competent Authority.
- viii) The age mentioned above shall be reckoned as on the last date of receipt of the application.
- ix) 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.