



Export Inspection Council of India

(Ministry of Commerce & Industry, Government of India)

3rd Floor, NDYMCA Cultural Centre Building,

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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 post of **Laboratory Assistant Gr. II** in the **Pay Band: Rs. 5200-20200 + Grade pay: Rs. 1900/-** in its field organisations, the Export Inspection Agencies having Head Offices at Delhi, Mumbai, Kochi, Chennai and Kolkata and net work of sub-offices / laboratories all over India, as per details given below.

Eligibility Criteria

Age Limit	-	18 to 25 years (up to 28 years for OBC candidates) 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	-	High School or equivalent with Science subjects. - Must have one year experience in testing.
Probation	-	2 years (subject to extension)

Agency/ Place of posting	No. of Vacancies	Demand draft to be		Address for application
		Drawn in favour of	Payable at	
Export Inspection Agency – Chennai (offices in the states of Andhra Pradesh & Tamil Nadu)	01 (General)	Export Inspection Agency – Chennai	Chennai	Joint Director, Export Inspection Agency – Chennai, 6th Floor CMDA Tower II, No. 1 Gandhi Irwin Road, Egmore, Chennai - 600008 Tel: 044 - 28584349 Fax: 044 - 2855 2840 E-mail: eamadras@eicindia.org
Export Inspection Agency – Kochi (offices in the states of Karnataka & Kerala)	03 (OBC-1; Gen - 2)	Export Inspection Agency – Kochi	Kochi	Joint Director, Export Inspection Agency – Kochi, 27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi - 682036 Tel: 0484 - 2316947 Fax: 0484 - 2316948 E-mail: eiacochoin@eicindia.org
Export Inspection Agency – Kolkata (offices in the states of Orissa & West Bengal)	02 (OBC-1, Gen - 1)	Export Inspection Agency – Kolkata	Kolkata	Joint Director, Export Inspection Agency – Kolkata, World Trade Centre, 14/1B Ezra Street, Kolkata - 700 001. Tel: 033 - 22355004 Fax: 033 - 22354562 E-mail: eiacalcutta@eicindia.org
Export Inspection Agency – Mumbai (offices in the states of Maharashtra, Gujrat, Goa & UTs of Daman & Diu)	03 (OBC-1, Gen - 2)	Export Inspection Agency – Mumbai	Mumbai	Joint Director, Export Inspection Agency – Mumbai, Aman Chambers - 4th Floor, 113, Maharshi Karve Road, Mumbai - 400 004. Tel: 022 - 23677998 Fax: 022 - 2368 3927 E-mail: eiabombay@eicindia.org

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 to the respective **Export Inspection Agency** so as to reach the address given above latest by **1700 hours on 30th April 2010**. Name of the post applied for must be subscribed on the envelope.
- (2) Applications received after closing time / date shall not be entertained.

Application format

(Advertisement No. 2-08-2009)

1. Name of the Agency under which the post is applied for
2. Name of the post applied for
3. Name of applicant (IN BLOCK LETTERS)
4. Date of birth
5. Father's name
6. Nationality
7. Marital status
8. Complete postal address, contact number & e-mail
9. Permanent address
10. Whether belongs to OBC (non-creamy layer)
11. Educational qualifications from 10th onwards (where only grade is mentioned, specify %age)
12. Experience in detail
13. Whether under any contractual obligation to serve the Central / State Government / Public undertaking / Autonomous Body. If so, full details to be furnished.
14. Any other relevant information (Trainings undergone etc.)
15. DD / Pay Order No. _____ Date _____ Amount _____

Space for
self attested
passport size
photograph

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 _____

IMPORTANT

- i) 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 will have to produce a 'No Objection Certificate' from their employer.
- ii) Eligible employees of EIC / EIAs can also apply.
- iii) 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.
- iv) Incomplete applications shall not be entertained.
- v) 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.
- vi) The candidates finally selected for the post mentioned above are liable for posting in any activity at any of the offices of the Export Inspection Agency at the sole discretion of the Competent Authority.
- vii) The candidates must write his/her name as it appears in the SSC/Matriculation Certificate. For change of name after SSC/ Matriculation, if any, documentary evidence should be attached.