

**RECRUITMENT OF OFFICERS ON CONTRACT BASIS (OC)**

ADVERTISEMENT NO: HRM/OC/2022-23/02

Online Registration of Application : From 22.07.2022 to 06.08.2022

Export-Import Bank of India is an all-India premier financial institution engaged in financing, facilitating and promoting India's international trade. Applications are invited for recruitment of Officers on Contract (OC) for the proposed Factoring operations as mentioned in this advertisement.

Eligible candidates may apply here.

No other means / mode of application will be accepted. Please read this advertisement carefully and ensure your eligibility before submitting the application.

Schedule of events:

Application opens	22.07.2022
Last day for application	06.08.2022
Tentative month of interview*	Will Update Soon

**1. Please note that:**

1. The process of registration will complete only when all mandatory information fields have been filled and a Unique Registration Number is generated.
2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
3. The Bank's screening committee will evaluate the applications received and only shortlisted candidates will be called for interview. Candidates are advised to check the Bank's website [www.eximbankindia.in](http://www.eximbankindia.in) for details and updates.
4. The Bank reserves the right to reject any/all the applications/offers at any stage without assigning any reason whatsoever in the interest of the Bank.
5. Candidates who have defaulted in repayment under any lending arrangement with Banks or NBFCs including credit card dues and have not regularised/ repaid their outstanding there under till the date of issuance of letter of offer of appointment by the Bank, shall not be eligible for appointment to the post.
6. While uploading experience letters in the online application form, only upload Experience letters. We will not accept Offer letter/Payslips/Appointment letters etc. as an experience.

**1. SELECTION PROCESS**

The vacancies are tentative according to the manpower requirements of the Bank. Selection will be through screening and shortlisting of applications, followed by personal Interview.

**2. ELIGIBILITY:**

All eligibility [age, educational qualification, post qualification work experience etc.] shall be computed as on 31.07.2022.

**3. Remuneration :**

Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market conditions. Salary shall not be a limiting factor for suitable candidates.

**4. Vacancy Details**

Sr. No.	Positions Name	No. Vacant Post	Age (as on 31.07.2022)	Essential Academic Qualifications	Experience and Job Responsibilities [Min years of relevant experience required as on 31.07.2022]
1	OC –Business Development Head	1	Max: 55 Years	MBA/PGDBA, with specialization in Finance/Marketing from a recognized University / Institution or Chartered Accountants (CA) from The Institute of Chartered Accountants of India (ICAI).	<p>Candidates having experience in the BFSI sector with at least 15 years of post-qualification experience:</p> <p>Key Skills Required</p> <ul style="list-style-type: none"> <li>• Drive the Sales effort to grow factoring business</li> <li>• Develop Sales strategy</li> <li>• Develop Sales &amp; Marketing material</li> <li>• Implement marketing strategies to assist company in attaining revenue goals, and creating education and awareness</li> <li>• Creating and Updating Sales Manual</li> </ul> <p>Candidates with experience in Factoring will be given preference.</p>
2	OC – Business Development	2	Max: 45 Years	MBA/PGDBA, with specialization in Finance/Marketing from a recognized University	<p>Candidates having experience in the BFSI sector with at least 5 years of post-qualification experience:</p> <p>Key Skills Required</p> <ul style="list-style-type: none"> <li>• Drive the Sales effort to grow factoring business</li> <li>• Develop Sales strategy</li> <li>• Develop Sales &amp; Marketing material</li> <li>• Implement marketing strategies to assist company in attaining revenue goals, and creating education and awareness</li> <li>• Pricing and structuring of deals</li> </ul> <p>Candidates with experience in Factoring will be given preference.</p>
3	OC - Credit Head	1	Max: 55 Years	MBA/PGDBA, with specialization in Finance/Accounting from a recognized University / Institution or Chartered Accountants (CA) from The Institute of Chartered Accountants of India (ICAI).	<p>Candidates having experience in the BFSI sector with at least 15 years of post-qualification experience:</p> <p>Key Skills Required</p> <ul style="list-style-type: none"> <li>• Credit and risk management function of the factoring business including operational risks</li> <li>• Designing and managing key risk processes</li> <li>• Credit policy implementation and underwriting, management</li> <li>• Monitoring trends in the client portfolio and manage risks</li> <li>• Periodical reviews / monitoring of counterparties</li> <li>• Systematically track and report on any risk events</li> </ul>

In case of any queries please connect with us at [hrm@eximbankindia.in](mailto:hrm@eximbankindia.in)

### Apply Now

4	OC – Credit	3	45 Years	MBA/PGDBA, with specialization in Finance/Accounting from a recognized University / Institution or Chartered Accountants (CA) from The Institute of Chartered Accountants of India (ICAI).	<p>Candidates with experience in Factoring will be given preference.</p> <p>Candidates having experience in the BFSI sector with at least 5 years of post-qualification experience:</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• Credit and risk management function of the factoring business including operational risks</li> <li>• Managing key risk processes</li> <li>• Credit policy implementation and underwriting, management</li> <li>• Monitoring trends in the client portfolio and manage risks</li> <li>• Periodical reviews / monitoring of counterparties</li> <li>• Systematically track and report on any risk events</li> </ul> <p>Candidates with experience in Factoring will be given preference.</p> <p>Candidates having experience in the BFSI sector with at least 5 years of post-qualification experience:</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• Facility related documentation including KYC</li> <li>• Liaisoning with correspondent factors for limits</li> <li>• Creation of securities</li> <li>• CERSAI updation</li> <li>• Facility creation / modification in Core Factoring/Banking systems</li> </ul> <p>Candidates with experience in Factoring will be given preference.</p> <p>Candidates having experience in the BFSI sector with at least 15 years of post-qualification experience:</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• Manage the day-to-day operational activities for Factoring.</li> <li>• Creating and updating Operations Procedure Manual.</li> <li>• Client servicing with an aim to provide good services to customers.</li> <li>• Compliance with the FCI Rules for International Factoring.</li> <li>• Compliance with all statutory bodies as applicable for Factoring.</li> <li>• Collection activities - monitor, follow-up and control the overdues.</li> </ul> <p>Candidates should have an experience in Factoring for at least 5 years.</p> <p>Candidates having experience in the BFSI sector with at least 5 years of post-qualification experience:</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• Manage the day-to-day operational activities for Factoring</li> <li>• Client servicing with an aim to provide good services to customers</li> <li>• Compliance with the FCI Rules for International Factoring</li> <li>• Compliance with all statutory bodies as applicable for Factoring/Trade transactions</li> </ul> <p>Candidates with experience in Factoring will be given preference.</p> <p>Candidates having experience in the BFSI sector with at least 5 years of post-qualification experience:</p> <p><b>Key Skills Required</b></p> <ul style="list-style-type: none"> <li>• Initiating contact with Exporters / Importers / Correspondent Factors.</li> <li>• Monitoring portfolio for early warning signs</li> </ul>
5	OC – Credit Administration	2	45 Years	MBA/PGDBA/Graduation with specialization in Finance/Accounting from a recognized University	
6	OC – Operations Head	1	55Years	MBA/PGDBA, with specialization in Finance from a recognized University	
7	OC – Operations	8	45 Years	MBA/PGDBA/Graduation, with specialization in Finance/Accounting from a recognized University	
8	OC – Credit Control	1	45 Years	MBA/PGDBA/Graduation, with specialization in Finance/Accounting from a	

recognized University

- Regular Overdue follow-up & reminder to Clients, Debtors and Correspondent Factors
- Invoice verification & fraud mitigation

Candidates with experience in Factoring will be given preference.

## 5. Notes :

- Candidates should possess excellent communication skills and should be proficient in the use of computers and information technology.
- Candidates from Universities / Institutes awarding degrees based on ratings/grades other than numerical marks (i.e. CGPA/GPA/any other form), please note that if the equivalent aggregate percentage of marks is not mentioned in the mark sheet/certificate, candidates are required to furnish a letter from the head of the Institute / Controller of Examination of the University, stating clearly, the methodology of conversion of the grades into percentage (conversion formula) and the numerical marks equivalent to their rating/grades. The university / institute should be recognised/approved by Government/AICTE/UGC. Preference will be given to candidates, having completed their MBA/ PGDBA through regular course.
- Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market benchmark. Salary shall not be a limiting factor for suitable candidates. Salary will not be a constraint for suitable candidates. However, there will be Fixed and variable component in the CTC.
- The contract of engagement would initially be for a period of 3 years and further extendable by 2 years, based on satisfactory performance.
- The Selection Process will comprise of screening of applications by the Bank's internal committee followed by personal interview of shortlisted candidates. The date and time of the interview will be advised to the shortlisted candidates at a later date.
- No correspondence will be entertained from any ineligible and non-selected candidate. In all matters regarding eligibility, the selection process, the stages at which the scrutiny of eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies, communication of results, etc., the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

## 6. HOW TO APPLY:

1. Click on the "Proceed to online application" button
2. Do the Registration, by adding your mobile number and mail id.
3. Fill the online form and upload the required documents.

## 7. TERMS & CONDITIONS

- i. If at any stage of the recruitment & selection process it is found that the candidate does not fulfill the eligibility criteria or has provided false/incorrect information/documents/certificates or has not provided any relevant crucial information, his/her candidature will stand canceled. The applicant may submit their online application as per their interest in the vacancy. After submission of the online application, the candidate cannot claim any employment.
- ii. Online Applications received ONLY on this website will be considered. We reserves final rights of selection and rejection of any received applications.
- iii. You are advised to fill the online application properly. Applying for a job is not a surety of the job.
- iv. The qualification prescribed is the minimum requirement and possession of the same does not automatically make the candidates eligible to be called for the Selection Process/ Interview. Before submitting the application, the Candidate must ensure that he/she fulfills the eligibility conditions Qualification Criteria & Experience Criteria as mentioned on the website. We can change the above-mentioned qualification criteria as per requirement. The qualification prescribed is the eligibility criteria only. The submission of online application is not to be taken as guarantee for selection.
- v. Data will be captured in the digital form through the online application , if any loss in capturing details or documents due to technical issues, then the agency will not responsible for that. After submission of the online application, the candidate is solely responsible for updating, checking, editing the submitted forms using their registered log-in details. The "Edit option" will be available for the submitted online applications & It will close with the last date of the online application.