



Export Inspection Council of India
(Ministry of Commerce & Industry, Government of India)

Advertisement No.13

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 network of 29 Sub-Offices including laboratories and invites applications for the posts as mentioned below in the prescribed format by 15th May, 2012:-

Sl. No.	Vacancy No.	Post Category	No. of vacancies	Scale of Pay/Pay Band	Age (*)	Educational Qualifications
1	1011/03 For ST Vacancies (BL/05)	Assistant Director	09 [UR: 4 including 1 PWD (OH with one leg or one hand affected), OBC: 3 and ST: 2]	PB-3; Rs.15600-39100 + GP 5400/-	25 to 35 years	Degree in Engineering /Technology or Post Graduate in Science or its equivalent. About 5 years experience in inspection, standardization, testing etc., in the fields of Chemistry / Food Science & Technology / Dairy /Agriculture / Fisheries / Food & Nutrition / Veterinary Science and Computers/IT.
2	1011/04 For ST Vacancies (BL/06)	Technical Officer	07 (UR-2, OBC-2, ST-3)	PB-2; Rs.9300-34800 + GP Rs.4200/-	25 to 35 years	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 fields of Chemistry / Food Science & Technology / Dairy / Agriculture / Fisheries / Food & Nutrition / Veterinary Science and Computers/IT.
3	1011/05	Jr. Scientific Assistant	02 (UR)	PB-2; Rs.9300-34800 + GP Rs.4200/-	20 to 30 years	Degree in Engineering /Technology / Degree in Science (Preferable Honours/ Post Graduate)/ Diploma in Engineering/ Technology or equivalent Experience of testing
4	1011/06 For OBC Vacancies (BL/07)	Laboratory Assistant Grade-II	18 (UR: 11, SC: 2, OBC: 4, ST: 1)	PB-1; Rs.5200-20200 + GP Rs.1900/-	18 to 25 years	High School or equivalent with Science subjects Must have one year experience in testing.
5	1011/07	Section Officer	02 (UR-1, SC-1)	PB-2; Rs.9300-34800 + GP Rs.4600/-	25 to 35 years	Degree or equivalent. About 5 years experience in a Government/Semi-Government/Autonomous Body /Private Organisation of repute of which 2 years must be in supervisory capacity. Knowledge of Government rules and procedures.
6	1011/08	Senior Accounts Officer	01 (UR)	PB-3; Rs.15600-39100 + GP Rs.5400/-	25 to 35 years	Degree or equivalent. About 5 years experience in Accounts work in a Government/Semi-Government/Autonomous Body of which 2 years must be in a supervisory capacity. Knowledge of Government rules and regulations.
7	1011/09	Accounts Officer	01 (UR)	PB-2; Rs.9300-34800 + GP Rs.4600/-	25 to 35 years	Degree or equivalent About 5 years experience in Accounts Section of a Government/ Semi-Government/Autonomous Body/Private organisation of repute of which two years must be in a supervisory capacity. Knowledge of Government rules and procedures.
8	1011/10	Accountant	02 (UR)	PB-2; Rs.9300-34800 + GP Rs.4200/-	20 to 30 years	Degree preferably in Commerce or equivalent At least 2years experience in Accounts of a Government Department/ a commercial organization of repute / a technical establishment.

9	1011/11	Stenographer Grade-II	01 (UR)	PB-1; Rs.5200-20200 + GP Rs.2400/-	18 to 25 years	High School or equivalent Shorthand speed 100 w.p.m. and typing 40 w.p.m.in Hindi or English. Preference will be given to the candidates having proficiency in both. Two years' experience as Stenographer/Stenotypist.
10	1011/12	Clerk Grade II/LDC	19 (UR-12, SC-2, OBC-4, ST-1)	PB-1; Rs.5200-20200 + GP Rs.1900/-	18 to 25 years	High School or equivalent Typing speed 30 w.p.m.in Hindi or English. Preference will be given to the candidates having proficiency in both.
11	1011/13	Laboratory Attendant	07 (UR-6, SC-1)	PB-1; Rs.5200-20200 + GP Rs.1800/-	18 to 25 years	Pass in Middle School 3 years' experience in the Laboratory.

All posts are suitable for PWD – OH (one leg or one hand affected) and HI (partially deaf).

1. General Conditions:

- The posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance etc., as admissible to Central Government employees.
- The post is pensionable based on defined contribution under the New Pension Scheme which has been in vogue with effect from 01.01.2004.
- The number of vacancies indicated against each category is provisional and may vary at the time of selection.
- Services of incumbent shall be transferable anywhere in India.
- The selected candidate will be placed under probation for a period of two years which may be extended at the discretion of the appointing authority.
- Candidate should ensure that he/she possesses educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of receipt of application.
- The qualification prescribed should have been obtained from recognized Universities/ Institutions. Candidates possessing recognized equivalent qualification as mentioned against each post above are also eligible to apply.
- The period of experience in the requisite discipline/area of work wherever prescribed shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications required for that post.

2. Age Relaxation: (*)

- **The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications i.e. 15.5.2012.** The upper age limit, however, may be relaxed up to 5 years for SC/ST and 03 years for OBC as per Government orders in force and for eligible departmental candidates as per the relevant rules & instructions.
- SC/ST/OBC candidates are required to produce attested copy of community certificate in the prescribed format along with the Application Form.
- Relaxation in the upper age limit for Physically Handicapped will be 5 years, over and above the relaxation admissible for SC/ST/OBC, as the case may be, on furnishing of the Disability certificate (suffering from not less than 40 percent of relevant disability) issued by the competent authority.
- Candidates belonging to Other Backward Classes (OBC) must submit a photocopy of the latest certificate in the Central Govt. prescribed form issued by the specified competent authority (SDO/District Magistrate/ Dy. Commissioner) along with the Application Form. The certificate issued by Gazetted Officers should be countersigned by the District Magistrate or Dy. Commissioner. OBC candidates will be considered as per Govt. of India rules.

- Relaxation in age limit for Ex-Servicemen and certain other categories will be as per Government of India Rules.

4. Only outstation SC/ST candidates called for interview will be paid to and fro single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to the place of interview on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey.

4. Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification.

5. The decision of the EIC in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.

HOW TO APPLY

The Candidates fulfilling the above requirements may send their applications in the prescribed format along with application fee of Rs.500/- 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 on or before 15th May, 2012.

- **Candidates belonging to SC/ST/PH/Women/Ex-servicemen/EIC/EIA Departmental candidates are exempted from payment of application fee.**
- Candidates applying for more than one Post should apply separately quoting the post applied for along with an application fee of Rs.500/- (wherever applicable).
- Candidates who are in service in Government/Public Sector Undertaking/Autonomous Bodies etc. should send their applications THROUGH PROPER CHANNEL or should enclose a 'No Objection Certificate' of their employer with the application. Vigilance clearance in respect of the employee should also be recorded in the forwarding letter. However, in order to avoid delay, applications may also be sent directly and in such case, they have to produce a 'No Objection Certificate' from their employer at the time of their interview, if called for.
- Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained.

APPLICATION FORMAT

Application for the post of

Space for
passport size
photograph duly
self attested

1. Advertisement No.
2. Vacancy No.
3. Name of applicant
(IN BLOCK LETTERS)
4. Date of Birth
5. Father's name
6. Nationality
7. Marital Status
8. Address for communication
9. Contact details :
 - a. Telephone number with STD code
 - b. Mobile Number
 - c. E-mail address
10. Permanent address
11. Whether belongs to SC/ST/ OBC (non –creamy layer) / PH (specify category & attach certificate)
12. Educational qualifications from 10th onwards (where only grade is mentioned, specify %age)

Examination Passed	School /College	Board / University	Month / Year entering	Month / Year leaving	Marks obtained

13. Experience in detail

Period		Post held	Employer	Nature of work	Gross Emoluments
From	To				

14. Whether under any contractual obligation to serve the Central / State Government / Public undertaking / Autonomous Body. If so, full details to be furnished.
15. Any other relevant information (Publications, Research Papers, Trainings undergone etc.)
16. DD / Pay Order No. _____ Date _____ Amount _____
(in favour of '**Export Inspection Council of India**', payable at **New Delhi**)

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

- i) Candidates already employed in Central / State Govt. Departments / Public Sector / Govt. Undertakings are required to apply through proper channel. In order to avoid delay, applications may also be sent directly. However, in such a case, they have to produce a 'No Objection Certificate' from their employer at the time of their interview.
- ii) Eligible employees of EIC / EIAs can also apply.
- iii) 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.

- iv) Photocopies of relevant documents in support of age, qualifications, experience and caste certificate issued by the Competent Authority must be enclosed with the application.
- v) Separate applications are required for each post. The post applied for must be super scribed on the envelope. The candidates finally selected for the posts mentioned above are eligible for posting in any activity at any of the offices of EIC / EIAs at the sole discretion of the Competent Authority.
- vi) 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.
- vii) SC/ST Candidates shall be eligible for reimbursement of to & fro rail fare as per Rules, if called for interview.
- viii) Incomplete applications and applications received after the due date shall not be entertained.

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