



# Export-Import Bank of India

## Recruitment of Managers (Scale II) / Chief Managers (Scale III) - Legal

Export-Import Bank of India, an all India financial institution engaged in financing, facilitating and promoting India's international trade, having a network of 18 offices in India and overseas and Learning Centres in Bangalore, Ahmedabad and Pune, invites applications from candidates meeting the following eligibility criteria:

Position	Functional Area	Essential Academic Qualification	Experience
Manager/ Chief Manager	Legal	Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrolment as an Advocate with a minimum of 50% marks or equivalent (45% for SC/ST). The institute should be recognised / approved by Government.	Candidates presently working with Public Sector Banks and All India Financial Institutions, with at least: (a) 3 years of post-qualification legal experience (in Scale I or equivalent) for the post of Managers; and (b) 7 years of post-qualification legal experience (of which minimum 3 years in Scale II or equivalent) for the post of Chief Managers.  Candidate should possess excellent oral and written communication skills in English and must be able to present and defend complex legal arguments and issues with a high degree of competence.  Candidate should be willing to work as a team member with tight deadlines consistently delivering quality output and exhibit confidence and maturity in dealings with both colleagues and clients.

### Job Description

Selected candidate(s) will be a part of Legal Group in achieving its key result areas by handling transactions with minimal supervision. Drafting and vetting of agreements relating to structured finance, SWAPS and loans. Advising on issues under foreign exchange, cross border, banking, securities and property laws. Drafting and vetting of agreement and other documents providing legal services in the negotiating and documentation for the various facilities provided by the Bank including lines of credit to foreign governments and overseas entities. Resolving issues involving complex, non-routine matters, and mitigate legal risk in the loans provided by the Bank. Rendering opinions on the various aspects of documentation both for banks lending and resource raising transactions including due diligence of borrowers and lenders, advising the management on the legal aspects of human resources, employment and personnel issues.

### Candidates Age Profile:

Position	Maximum Age as on June 30, 2011 (years)	Scale of Pay (₹)	Compensation CTC* (₹)
Manager (Scale II)	30	19400-700-20100-800-28100	9.00 – 10.76 lakhs per annum
Chief Manager (Scale III)	35	25700-800-29700-900-31500	10.49 – 11.66 lakhs per annum

\*CTC (Cost to Company) includes, besides salary, other perquisites such as Gratuity, Pension, LTC, conveyance allowance, entertainment allowance, medical facilities, notional house rental and other staff welfare facilities, as may be applicable.

- 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 get 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.
- Residential accommodation can be provided subject to availability. Schemes for granting loans for housing, vehicle and personal computer are available.
- Reservation for SCs/STs/OBCs will be in accordance with the prevailing Govt. of India guidelines. Candidates must state their reservation status clearly in application. Applicants are requested to attach attested copies of degree, caste and experience certificates to the application form. Candidate must be a citizen of India.
- Only those who satisfy the required qualification and experience need apply. Candidates may apply for one post only. Candidature of the applicant is liable to be cancelled if it is found that they have applied for multiple posts. Applications that do not meet with the requirements will be rejected and no correspondence in this regard will be entertained. Candidates must mention the position applied for on the envelope. Canvassing in any form will be a disqualification.
- The Selection Process will comprise of Written Test and Personal Interview. The date and timing of the Written Test will be advised to the shortlisted candidates at a later date. Candidates who are shortlisted based on the performance in the Written Test will be called for Personal Interview.
- The Bank reserves the right to modify/amend/reverse/cancel any or all the provisions of the recruitment process, without assigning any reason thereof. Depending upon the requirement, the Bank reserves the right to cancel/restrict/curtail/enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason therefor.
- No correspondence will be entertained from any ineligible and non-selected candidate. The Bank shall not furnish the mark-sheet of selection process to candidates. 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.
- Selected candidates, at the time of joining the Bank, will have to execute a personal bond for ₹. 3 lacs to serve the Bank for a minimum period of 3 years from the date of joining the Bank, for all the positions advertised.

Please send your application containing the above-mentioned particulars on or before May 20, 2011 to the following address:

The General Manager-HRM  
**Export-Import Bank of India**  
 Centre One Building, Floor 21,  
 World Trade Centre Complex,  
 Cuffe Parade,  
 Mumbai – 400005  
 E-mail: hrm@eximbankindia.in