



RECRUITMENT OF OFFICERS ON CONTRACT BASIS (OC)
ADVERTISEMENT NO: HRM/OC/CCG/ESG/INFRA/2025-26/ 04

Export-Import Bank of India [The Bank] 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) as mentioned in this advertisement. Eligible candidates (only Indian citizens) may apply online through the link below:

<https://applyonlineeximb.com/>

Schedule of recruitment:

Application opens on	September 01, 2025
Last day for applying	September 21, 2025
Tentative month of Personal Interview *	October 2025

** Shortlisted candidates will be intimated through call letter.*

No. of vacancies for Recruitment of Officers on Contract basis

Position	No. of positions
Officer – Corporate Communications Group	02
Officer – Environmental, Social and Governance	02
Officer – Infrastructure Group	04
Total	08

Please note that:

a) The process of registration will complete only when all mandatory information fields have been filled, and a Unique Registration Number is generated. Fees should be deposited at the time of application without which the application will not be considered.

b) Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on date of eligibility.

c) Candidates fulfilling the eligibility criteria will be shortlisted and called for interview. Candidates are advised to check the Bank's website www.eximbankindia.in/careers for details and updates.

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. The date and time of the interview will be advised only to the shortlisted candidates. The Bank reserves the right to modify the manpower requirement at its own discretion. Bank's decision in this respect shall be final.

Candidates will be shortlisted for interviews, in the ratio of 1:10 (for example, for 8 vacancies, maximum number of 80 candidates will be shortlisted for interviews). The Bank's Selection Panel will draw a list, among the candidates meeting all the prescribed eligibility criteria. This list of shortlisted candidates for interviews will be based on the total marks secured in the qualifying degree examinations. In case of a tie, the shortlist for interviews will be based on the total percentage score of Graduation and Post Graduation, as applicable, for respective posts.

The shortlisted candidates shall be called for interview to be conducted in the Bank's Head Office at Mumbai or in New Delhi office. Shortlisted candidates will be reimbursed maximum second-class AC fare for travel from their place of stay to the city of interview through the shortest route or its equivalent irrespective of the mode of travel on production of original receipts.

Eligibility

All eligibility [age, educational qualification, post qualification work experience etc.] shall be computed as on 31.08.2025.

ESSENTIAL ACADEMIC QUALIFICATION & EXPERIENCE:

Position	Officer on Contract – Corporate Communications (02 posts – UR)
Place of posting	Mumbai
Age	Maximum 30 Years as on August 31, 2025
Essential Academic Qualifications	Master's degree or Post Graduate Diploma in Corporate Communication / Mass Communication / Advertising / Journalism or related fields, with minimum 50% marks or equivalent CGPA.
Minimum Work Experience / Key skills required / Responsibilities	Minimum 1 year of post qualification experience in a corporate house / media organisation / advertising or public relations agency. <u>Key responsibilities:</u> • Support in managing media relations to enhance the Bank's visibility. • Promoting company's branding and services by developing and editing communication materials like annual reports, brochures, press releases and similar marketing materials. • Assessing and screening advertisement and sponsorship proposals. • Cater to the communication needs of the internal constituents of the Bank. • Building relations with Bank's empanelled service providers and vendors and coordinating for desired output. • Working in close collaboration with the senior management towards planning of corporate events, delegation visits, etc. • Enhance the Bank's visibility in digital and social media. • Provide support in allied activities of the Corporate Communications Group.

Position	Officer on Contract – Environmental, Social & Governance (ESG): Compliance (02 posts - UR)
Place of posting	Mumbai
Age	35 Years as on August 31, 2025
Essential Academic Qualifications	Graduate Degree in Engineering OR Post Graduate in Management/ Environmental Sciences Certificate in ESG or Climate risk from CFA or GARP/ Certificate Course in GHG Accounting will be preferred. Minimum 50% aggregate marks / equivalent Cumulative Grade Points Average (CGPA), in Graduation and Post Graduation (as applicable).
Minimum Work Experience / Key skills required / Responsibilities	At least 2 years of experience of which atleast 1 year of relevant experience of identification of environmental/social risks and issues and develop mitigation measures to ensure compliance with good international industry practice. Experience in Finance will be given preference. <u>Key Responsibilities:</u> • Developing and overseeing environmental, social and corporate governance policies and procedures, as well as reviewing and appraising proposed financing transactions to be socially and environmentally sustainable and comply with Exim Bank's ESG Policy and internationally recognized best practices. • Identify all key potential social and environmental impacts and risks of transactions. • Formulating recommendations and requirements for client action and incorporate these into applicable internal and client-related documentation to facilitate financing. • Identification of financing opportunities which contribute to long-term developmental impact and sustainability. • GHG accounting and ESG Reporting. Assessment of Climate Risks.

Position	Officer on Contract – Project Management for Infrastructure Group (04 posts) UR – 03, OBC(NCL) – 01
Place of Posting	New Delhi
Age	35 Years as on August 31, 2025
Essential Academic Qualifications	B.E. / B.Tech or equivalent from a recognized university with minimum 50% marks in relevant stream from recognized university/ institute. <u>Desirable:</u> Post- Graduation in relevant discipline
Minimum Work Experience / Key skills required / Responsibilities	Minimum 02 years of post-qualification experience in areas of procurement, project formulation / management / monitoring, etc. in sectors such as Civil construction, Water, Power, Road, Railways or Port. Tracking, managing, and monitoring the project execution; Understanding of Project Design and Drawings <u>Key Responsibilities:</u> • Project Formulation including review and vetting of the DPRs. • Conducting tendering including finalisation of scope and specifications for selection of contractors. • Project Monitoring and assessment of project progress. <u>Desirable:</u> • Proficiency in project management software. • Understanding / evaluating Project Design and Drawings.

UR = Unreserved,

OBC (NCL) = Other Backward Castes – Non-Creamy Layer

1. Candidates should possess excellent communication skills.
2. 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. The candidates who have qualified through correspondence courses / Part-Time Courses are not eligible.
3. Depending upon the requirement and suitability of the candidates, the Bank reserves the right to cancel/restrict/curtail/enlarge the recruitment process including the number of vacancies, if need so arises, without any further notice and without assigning any reason therefor.
4. The minimum CTC for an officer on contract with one year of relevant experience will be Rs. 14.32 lakh per annum, which will progressively increase based on the number of years of relevant work experience.
5. The remuneration will be as per the Bank's payment structure for contractual staff. It will have fixed (80%) and variable components (20%). The variable component will be based on achievement of performance parameters. The matrix for variable pay will be shared with the selected candidates.
6. The contract of engagement would initially be for a period of 3 years and will be extendable by 2 years based on satisfactory performance and the Bank's requirements.
7. 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.

Payment of Fees:

1. Application fees and intimation charges (Non-refundable) of ₹ 600/- for General and OBC candidates and ₹ 100/- (Intimation charges) for Female candidates. Applicants are requested to ensure their eligibility before applying for any post. Fees once paid will not be refunded in case the application is found to be not eligible for the said post.

2. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions. The payment can be made by using Debit Cards (RuPay / Visa / MasterCard / Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards / Mobile Wallets and UPI.

In case of any queries please connect with us at hrm@eximbankindia.in
