

EXPORT CREDIT GUARANTEE CORPORATION OF INDIA LTD.,

(A Government of India Enterprise)

HEAD OFFICE: MUMBAI**RECRUITMENT OF PROBATIONARY EXECUTIVE OFFICERS - 2011-12****Ref. No. ECGC/2011-12**

ECGC, a Government of India Enterprise, established in 1957 to promote India's exports, functions under the administrative control of the Ministry of Commerce & Industry and has its Head Office at Mumbai. ECGC provides credit insurance support to exporters and Bankers in India having offices in all metros and major export centres in India.

ECGC invites applications for the post of PROBATIONARY EXECUTIVE OFFICERS, from Indian citizens who have taken the common Written Examination for Probationary Officers/ Management Trainees conducted by IBPS in 2011-12 and have a valid score card issued by IBPS.

Payment of Application Fees:	
1. For SC/ST/PWD:	Rs.50.00
2. For others:	Rs. 200.00
Opening date for Online Registration	20.02.2012
Last date for Online Registration (including for candidates from far-flung areas)	03.03.2012

DETAILS OF VACANCIES:

Post	Post Code	No. of Vacancies					Out of which PWD		
		TOTAL	SC	ST	OBC	GEN	OC	VI	HI
Probationary Executive Officer	1	30	02	04	07	17	00	01	02

Abbreviations used:

SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Classes;
GEN - General Category; VI - Visually Impaired; HI - Hearing Impaired;
OC - Orthopaedically Challenged; PWD-Persons with Disabilities

SCALE OF PAY: Rs. 17240-840(14)-29000-910(4)-32640

EMOLUMENTS: At present, initial monthly emoluments including basic pay, DA, HRA, Transport Allowance and CCA arrives at Rs. 29,000/-. Other benefits include CPF, Gratuity, LTC, Medical benefits, Conveyance, News paper, Canteen subsidy, group personal accident insurance etc., as per existing rules.

PROBATION PERIOD: Selected candidates will be on probation for a period of one year.

POSTINGS: Candidates selected are liable to be posted anywhere in India, notwithstanding anything contained in the internal guidelines or any other rules in force in that behalf, without assigning any reason there for. The postings will be commensurate with the requirement of ECGC.

Note: The number of vacancies mentioned above is provisional and ECGC reserves the right to vary number of vacancies (increase or decrease) depending upon the actual requirements and duly adhering to the Reservation provisions.

(1) ELIGIBILITY CRITERIA : NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Interview conducted by ECGC but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

(2) ELIGIBILITY CRITERIA AS ON 01.01.2012 FOR THE ABOVE POST IS PRESECRIBED AS UNDER

NAME OF THE POST	Post Code	AGE	ESSENTIAL REQUIREMENT
Probationary Executive Officer	1	Min. 20 years Max. 30 years	Valid IBPS Score Card

Educational Qualifications:

- (a) First Class Graduate (Minimum marks 60% or equivalent) from a recognised University or
- (b) Second Class Post Graduate (Minimum marks 55% or equivalent) from a recognized University.
- (c) Second Class Graduate (minimum marks 50% or equivalent) with any Professional qualification such as CA, ICWA, CFA and MCA.

The Percentage of Marks stipulated for the Educational Qualification is for General Category Candidates. Candidates belonging to the Reserved Category (SC / ST / OBC / PWD/), filling in vacancies reserved for the relevant category, will be entitled to a relaxation of 5% Marks in relation to that stipulated for General Category Candidates.

Note:

- 1. Degrees obtained from the Recognized Universities/Institutes recognized by the Govt. of India only will be considered.
- 2. The educational qualification prescribed for the post is the minimum.
- 3. Candidates must specifically indicate the class/division and percentage of marks obtained calculated to the **nearest two decimals** in the relevant column of the

- application. Where no percentage of marks is awarded by the University, but only CGPA/OGPA is awarded, the same should be converted into percentage, besides indicating the CGPA/OGPA in the application.
4. The result of the qualifying examination, i.e graduation/**post graduation/professional qualification** should have been announced by the University on or before **01.01.2012**.
 5. Candidates should have obtained the specified IBPS Score in each test and/ in aggregate in the Common Written Examination conducted for Probationary Officers/ Management Trainees in 2011-12. Candidates should be able to produce the Score card in support of the scores mentioned in the online application form, if called for further selection process such as Interview.
 6. The cut off score shown above is only for the purpose of eligibility for applying. However, ECGC reserves its right to adopt the cut off score depending upon the suitability based on the number of candidates available for the number of vacancies declared.

(3) Relaxation IN UPPER AGE LIMIT:

Sl. No.	Category	No. of years of relaxation
i)	Scheduled Caste/Scheduled Tribe candidates	5 years
ii)	Other Backward Classes candidates	3 years
iii)	Persons with Disabilities (VI/HI/OC)	10 years
iv)	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
v)	In the case of ex-servicemen-commissioned officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, by 5 years, subject to ceiling as per Government guidelines.	5 years
vi)	Persons(children/family members of those) affected by 1984 riots	5 years

Note:

- a) An Ex-Serviceman who has once joined a government job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases.
- b) In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates only.

- c) The candidates eligible for age relaxation under 3 (iv) above must produce the Domicile Certificate at the time of Interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1st Jan. 1980 and the 31st day of December 1989.
- d) All persons eligible for age relaxation under Sl, No. 3 (vi) must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 Riots affected persons sanctioned by Government and communicated by Ministry of Finance, Department of Financial Services communication no. F.No. 9/21/206-IR dated 27.07.2007.

(4) RESERVATIONS:

- A. Reservation for SC/ST/OBC/PWD candidates will be provided as per Government guidelines.

B. Persons with Disabilities:

Under Section 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of **Interview conducted by ECGC, if called by ECGC.**

Visually Impaired (VI)

Blindness refers to a condition where a Person suffers from any of the following conditions: namely (i) Total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

Deaf & Hearing Impaired (HI)

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purpose of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

Orthopaedically Challenged (OC)

Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non progressive conditions of person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of Orthopaedically Challenged persons would be covered under the category of "Locomotor Disability or Cerebral Palsy".

As the reservation for Persons with Disabilities is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GEN) to which they belong.

C. There is no reservation for Ex-servicemen candidates in the Officer cadre.

(5) Application Fee (Non-refundable):

Name of the Post	For Reserved Category SC/ST/PWD	For all others (including OBC)
Probationary Executive Officers	Rs. 50/-	Rs. 200/-

The fee for SC/ST/PWD is towards out of pocket expenses/intimation charges only and for others, all inclusive fee of Rs. 200/-

Requisite Application Fee maybe paid

- (i) Through CBS at any of the branches of Corporation Bank, by means of a Payment challan as per the format given on the ECGC's website.
- (ii) Through NEFT at any Bank branch.

NOTE:

- (i) Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., **will not be accepted**
- (ii) The payment towards application fee through CBS/NEFT can be made between **20.02.2012** and **03.03.2012**
- (iii) The CBS fee payment challan/NEFT Receipt contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan/NEFT receipt must be retained with the candidate after the necessary details such as Transaction ID/ NEFT UTR No., Branch Code etc. are filled in by the Bank official.
- (iv) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

(6) The Competent Authority For Issue Of Certificate To SC/ST/OBC/PWD Candidates Is As Under:

(a) For SC/ST/OBC:

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner/Dy. Collector/First Class Stipendary Magistrate/Sub-Division Magistrate (not below the rank of first class stipendary magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

(b) For Persons with Disabilities:

Authorised Certifying Authority will be Medical Board at the District level duly considered by the Central/State Government. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be

(7) Selection Procedure:

The Selection Process will be made on the basis of merit ranking after adding the marks obtained in the Common Written Examination (CWE) conducted by IBPS in September 2011 (including supplementary exam held during November 2011), and Personal Interview.

(8) Interview:

Depending upon the number of vacancies, ECGC reserves the right to call only those candidates who have sufficiently high IBPS score in the stipulated Common Written Examination for Interview.

(9) Interview Centres:

The Interview will be held at various centres and the address of the venue will be advised in the call letters. The address of the venues will also be displayed in the ECGC's website one week before the dates for commencement of Interviews.

(10) Service Agreement cum Surety Bond:

Candidates selected for appointment shall, jointly with a Surety of adequate means, execute a Service Agreement cum Surety Bond for an amount equivalent to three months' salary, undertaking to serve ECGC for a minimum period of three years, including the period of probation.

(11) General Instructions:

- (a) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of ECGC in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by ECGC on this behalf.

Mere calling for applications for the Interview process shall not imply that ECGC has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of score in the Written examination and have been called for Interview.

In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

- (b) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as "Gen" or "Gen Persons With Disabilities" as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on income issued recently (i.e., issued on or after **01.04.2011**) should be submitted at the time of interview.
- (c) Persons With Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature may not be considered.
- (e) The candidates will have to appear for Interview at their own expense. However, unemployed eligible SC/ST/PWD outstation candidates attending the Interview will be reimbursed to and fro second class ordinary train/bus fare by the shortest route on production of evidence of travel. ECGC will not be responsible for any injury/ losses, etc of any nature.
- (f) **Only candidates willing to serve anywhere in India should apply.**
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (j) No candidate is permitted to use calculator, telephones of any kind, pagers or any such other instruments during the selection process.
- (k) ECGC may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of centre/venue/specific post of a candidate(s).
- (l) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of ECGC. Such appointment will also be subject to the Service & Conduct Rules of ECGC.
- (m) All Candidates must submit the self attested xerox copies of the prescribed certificates in support of their educational qualification, experience, date of birth,

caste, score card issued by IBPS etc. The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit self attested copy of their caste certificate/certificate of handicap issued by the competent authority as specified at Sl.No.06 in addition to other certificates as specified above. Candidates will have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.

- (n) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of Interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the Interview may lead to disqualification.

Action against candidates found guilty of misconduct:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

At the time of Interview, if a candidate is (or has been) found guilty of (i) using unfair means during the selection process **or** (ii) impersonating or procuring impersonation by any person **or** (iii) misbehaving in the Interview venue or taking away any documents from the venue **or** (iv) resorting to any irregular or improper means in connection with his/her candidature by selection **or** (v) obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable: (a) to be disqualified from the interview for which he/she is a candidate (b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by ECGC.

- (o) Candidates selected are liable to be posted at / transferred to any of the offices of the Corporation, on appointment.

(12) How to apply:

- (i) Candidates are required to apply online through ECGC's website www.ecgc.in. No other means /mode of application will be acceptable.

(ii) Candidates must ensure that their personal e-mail ID (as specified in the online application form while applying for Common Written Examination CWE conducted in September 2001) is kept active during the currency of a recruitment project. ECGC may send call letters for interview etc. to the registered e-mail ID.

- (iii) Applicants are first required to go to the ECGC's website 'www.ecgc.in' and click on the link "Recruitment of Probationary Executive Officers - 2011-12".

- (iv) Thereafter, open the Recruitment Notification entitled "**ECGC PROBATIONARY EXECUTIVE OFFICERS' RECRUITMENT PROJECT - 2011-12**".

- (V) In case a candidate chooses to pay fees through branches of Corporation Bank,

the candidate should take a print out of the fee payment challan. Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS. Go to the nearest Corporation Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account No.

Account No: 022101601000500 with NARIMAN POINT, MUMBAI - 400021 in the name and style of "ECGC PROBATIONARY EXECUTIVE OFFICERS RECRUITMENT PROJECT 2011-12".

(vi) In case a candidate chooses to pay fees through NEFT (IFSCCode: **CORP0000221**), go to the nearest branch of any Bank and pay in Cash, the appropriate Application Fee in Account No. **022101601000500 with Corporation Bank, NARIMAN POINT, MUMBAI - 400021** in the name & style of "ECGC PROBATIONARY EXECUTIVE OFFICERS RECRUITMENT PROJECT 2011-12". The details of fees to be paid is as follows:

Application Fee (NON-REFUNDABLE):

Name of Post	For SC/ST/PWD candidates	For all others
Probationary Executive Officer	Rs 50.00	Rs 200.00

- (vii) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan/NEFT Receipt duly authenticated by the Bank with (a) Branch Name & Code No. (b) Transaction id/Scroll number (in case of payment through CBS) NEFT UTR No. (in case of payment through NEFT) (c) Date of Deposit & amount filled by the Branch Official.
- (viii) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on ECGC's website and going to the sublink titled "ONLINE APPLICATION FOR ECGC PROBATIONARY EXECUTIVE OFFICERS' RECRUITMENT PROJECT - 2011-12" to open up the appropriate Online Application Format. All the fields in the online Application format should be filled up carefully.
- (ix) Carefully fill in the details such as fee payment details from the CBS Challan/NEFT Receipt in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places.
- (x) Original fee payment challan/ NEFT Receipt will have to be submitted with the Call Letter at the time of Interview. Without original fee payment challan/ NEFT Receipt, the candidate will not be allowed to appear in the Interview. Candidates are also advised to keep a photocopy of the fee payment challan.
- (xi) **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change / alteration found may disqualify the candidature.**
- (xii) Candidates should not submit a printout of the Application/ Fee Payment (CBS challan/ NEFT Receipt) to ECGC at this stage.
- (xiii) The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Interview.
- (xiv) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

The applicant should sign and affix his/ her photograph on such printout of application and keep the same ready for submission if selected for Interview along with the copies of required documents mentioned below:

1. Original fee payment receipt (CBS challan/ NEFT Receipt).
2. Valid IBPS Scorecard for the stipulated examination.
3. Self attested copies of certificates pertaining to age and educational qualifications.
4. Self attested copy of Caste / Tribe / Class Certificate for SC/ST/OBC category candidates only.
5. Self attested copy of PWD certificate from the competent authority for PWD candidates.
6. Self attested copy of photo identity proof.

If selected for interview, candidates serving in Government/ Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

(13) CALL LETTERS FOR THE INTERVIEW

Call letters for the interview will be sent by E-Mail to the shortlisted/ eligible candidates to the ID registered in the application form at the time of applying for Common Written Examination (CWE) in September 2011.

Candidate has to affix his/ her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Interview without which they will not be allowed to take up the Interview.

Date: 13.02.2012
Place: Mumbai

GENERAL MANAGER
(Human Resource Division)