



CAPEXIL intends to appoint senior professionals and staff for its **Delhi and Kolkata Office**. The details of the positions available and requisite criteria is mentioned hereunder:

**Post No. 1: Director (Information Technology) (One Post)**

Maximum Age Limit	Upto 45 years
Remuneration	Rs. 1.25 Lakhs to Rs. 1.50 Lakhs p.m. (Consolidated)
Initial Period of Contract	Upto 3 years Full Time
Qualification	B. Tech or equivalent in Computer Science, Information Technology, Information Systems
Experience	8+ years of relevant experience in IT support and management at senior level
Place of Posting	Delhi
Job Description	<p>The person an upto date with IT trends and advancements, will be overall in charge of customized software development, Emails management, Website Designing and Development, Project /Event management, IT strategy, IT Security, Digitalization, Architecture Management, Product Development and Payment channels</p> <ul style="list-style-type: none"> <li>➤ Well conversant with advance functions of MS Office (including excel, PPT, projects, etc.)</li> <li>➤ Management and maintenance of software systems to ensure optimal functionality and efficiency</li> <li>➤ Provide Technical Support to staff for software related issues and inquiries</li> <li>➤ Assess the IT Architecture as per needs of the institution and develop it ; set up inhouse servers and secure data base;</li> <li>➤ Knowledge of cloud computing platforms (such as AWS, Azure, Google Cloud) and experience in cloud technologies</li> <li>➤ Take control of website management, contents, designing and development;</li> <li>➤ Oversee MS office and email management, ensuring effective communication channels with various stakeholders</li> <li>➤ Troubleshoot and resolve technical problems promptly to minimize downtime</li> <li>➤ Collaborate with internal teams to understand IT needs,</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Assist in the maintenance of cloud computing solutions</li> <li>➤ Analyze data to identify trends and make recommendations for improvement</li> <li>➤ Analyze data to identify trends and make reports for management</li> <li>➤ Utilize internet and technologies proactively to solve problems and optimize processes</li> <li>➤ Expertise in social media platforms and e commerce tools at international platform;</li> <li>➤ Analytical mindset with the ability to solve complex problems</li> <li>➤ Ability to run a virtual trade fairs platform</li> <li>➤ Management Dashboard Development and Control over tracking and monitoring work flow, visual rooms etc. (Automated for performance and issue reporting)</li> <li>➤ Draw IT Policy and monitor it.</li> </ul>
Other	Preference will be given to persons with experience in foreign trade bodies or councils

**Post No. 2: Joint Director (Administration) (One Post)**

Maximum Age Limit	45 years
Remuneration	Rs. 1,10,000/- to Rs. 1,25,000/- p.m. (Consolidated)
Initial Period of Contract	Upto 3 years Full Time
Qualification	Master's Degree in Industrial Relations / HR or MBA in Relevant field
Experience	6+ years relevant experience at higher position
Place of Posting	Kolkata
Job Description	<ul style="list-style-type: none"> <li>➤ Over all in charge of Administration of Kolkata office and supervise the all over India administrative issues as listed hereunder</li> <li>➤ Through knowledge of FRSR, PFMS, eGov, other government rules and regulations as applicable to CAPEXIL (including service rules, leave rules, LTC, etc.)</li> <li>➤ Develop and maintain service records of staff and officials viz. Service Books, APAR, Personal Files etc.</li> <li>➤ Complete knowledge on disciplinary rules, CCS / CCA Rules 1952 as revised.</li> <li>➤ Oversee and manage the daily operations of the CAPEXIL Kolkata</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Review and formulate Service Rules of CAPEXIL</li> <li>➤ Develop, review, and improve administrative systems, policies, and procedures</li> <li>➤ Ensure the organization is in compliance with all relevant internal notifications, statutory laws and regulations (including PF, gratuity, other social security acts, I. Tax etc.)</li> <li>➤ Maintain fixed assets, insurance and other compliances including Fixed Assets Register</li> <li>➤ Act as custodian of properties of CAPEXIL all over India</li> <li>➤ Assess the requirement of manpower in CAPEXIL and Manage and supervise administrative staff on contract and on regular basis</li> <li>➤ Work closely with executive team to set goals, plan and execute projects</li> <li>➤ Oversee administrative budget planning, and manage resources effectively</li> <li>➤ Ensure excellent membership services, their elections, follow up with Registrar or Companies, Provident Fund Commissioner, custody of relevant records,</li> <li>➤ Coordinate to manage staff, including hiring, training, and performance evaluations</li> <li>➤ Manage contracts and relations with customers, vendors, partners, tenants and other stakeholders</li> <li>➤ Assess staff performance and provide coaching and guidance to ensure maximum efficiency</li> <li>➤ Manage internal and external communications</li> <li>➤ Advise Committee of Administration, President and Secretary on any changes in administrative and social security acts from time to time.</li> <li>➤ Any other work as assigned by Secretary / President</li> </ul>
Others	Persons with similar experience in government or government funded institutions or with councils or trade bodies will be preferred. Knowledge of accounting software like TALLY, TRACES, GST portal, etc.

**Post No. 3: Joint Director (Finance, Accounts & Company Secretary)(One Post)**

Maximum Age Limit	45 years
Remuneration	Rs. 1,10,000/- to Rs. 1,25,000/- p.m. (Consolidated)
Initial period of	Upto 3 years Full Time

Contract	
Qualification	Member of Institute of Chartered Accountants of India / Member of Institute of Cost Accountants of India and Member of Institute of Company Secretaries of India
Experience	6+ years of relevant experience at higher position
Place of Posting	Kolkata
Job Description	<ul style="list-style-type: none"> <li>➤ Drive the financial planning of the CAPEXIL by analyzing its performance and risks</li> <li>➤ Act as head of Finance, Accounts and Audit of CAPEXIL</li> <li>➤ Experience on government rules on financial rules, PFMS, FRSR on services, Leave, LTC etc.</li> <li>➤ Retain constant awareness of the CAPEXIL's financial position and act to prevent problems</li> <li>➤ Set up and oversee the CAPEXIL's finance IT system including ERP / Tally</li> <li>➤ Set targets for and supervise all accounting and finance personnel (including internal auditors etc.)</li> <li>➤ Coordinate for Internal Auditors and Statutory Auditors</li> <li>➤ Experience on Income Tax and GST Law, Rules and Compliances / Exemptions / FCRA / Reports, issue of certificates and Returns Filing</li> <li>➤ Oversee all audit and internal control operations</li> <li>➤ Develop the corporate fundraising strategy and manage relationships with members and Panel Chairman / Officers</li> <li>➤ Prepare timely and detailed reports on financial performance on a quarterly and annual basis</li> <li>➤ Review and take steps as per Internal Audit Report</li> <li>➤ Conduct analysis to make Budget forecasts and report to Secretary / ED on six monthly and yearly basis</li> <li>➤ Ensure adherence to financial laws, guidelines and rules</li> <li>➤ Provide Management Information System Reports to Secretary / President on quarterly and half yearly basis.</li> <li>➤ Cost Control and monitoring</li> <li>➤ Well versed with computers, Proficient in Excel (including formula, graphs etc.), Power point, Microsoft and any other user-friendly software.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Reporting to the Secretary and Communicating regularly with the President</li> <li>➤ Preparing agendas, papers and follow ups on appropriate actions for the board, committees and annual general meetings (AGMs)</li> <li>➤ Convening and conducting AGMs, recording proceedings, formulating resolutions and submitting relevant paperwork and yearly reports to the proper departments</li> <li>➤ Offering counsel on matters of law, finance and strategy both for inside and outside meetings,</li> <li>➤ Making sure any update to legislation, regulations or policies that can impact the CAPEXIL, thorough understanding on provisions relating to Section 8 company under Companies Act.</li> <li>➤ Keeping all necessary records, such as director, secretary and member registrations</li> <li>➤ Responsible for custody of records, Minutes, Agendas, Registers of Attendance etc.</li> <li>➤ Communicate with outside Regulators, Registrar of Companies, Attorneys, Auditors;</li> <li>➤ Implementing procedures or management systems to ensure effective corporate compliances and records management</li> </ul>
Others	Persons with similar experience in government or government funded institutions or with councils or trade bodies will be preferred.

**Post No. 4: Deputy Director (Statistical Analysis and Research) (One Post)**

Maximum Age Limit	Up to 35 years
Remuneration	Rs. 80,000/- to Rs. 1,00,000/- p.m. (Consolidated)
Initial Period of Contract	Up to 3 years Full Time
Qualification	Master's degree in Statistics / International Trade / M.Sc in Data Analysis and Research / MBA from Tier I or II institutions
Experience	6+ years of relevant experience at higher position
Place of Posting	Delhi
Job Description	The trade analyst is responsible for the data analysis and reporting of

	<p>global trade flow data while identifying improvement opportunities and global risks; collaborating in the definition and deployment of mitigation plans to avoid impacts of global trade regulations and measures as they are introduced and implemented by the authorities.</p> <ul style="list-style-type: none"> <li>➤ Gathering and preparing monthly, quarterly and yearly reports on analysis of trade data, reviews, Risk review and regional agreements reports and analysis (including FTAs)</li> <li>➤ Interact with various stakeholders including other trade bodies to understand the data analysis steps and enabling management to take decisions based on data facts and trends.</li> <li>➤ Informing and advising the Secretary and President of the council on trade risks, impact and opportunities related to trade measured.</li> <li>➤ Organizing monthly calls with regional heads to review current progress and dissecting parts of global trade strategy, reviewing data trends</li> <li>➤ Lead and manage trade measures impact analysis, optimization and duty saving, provide inputs for Councils quarterly newsletter, etc.</li> <li>➤ Involvement, support and contribution to internal committees, regional heads, and government institutions</li> <li>➤ Coordination with other trade bodies like FICCI, PHD chamber of commerce, Assocham, IIFT and other centers of importance.</li> <li>➤ Management Dash Board on Trade Reviews and Risk Reviews, display of Product profiles</li> <li>➤ Manage Related correspondence and emails</li> <li>➤ Prepare presentations, summary reports, with clarity and professionalism</li> </ul>
Other	<p>Preference will be given to persons working with Research Institutions, Trade Promotion Councils or Market Research firms Hands on experience of Excel, PowerPoint and PowerBi</p>

**Post No. 5: Executive Officer (Accounts and Finance) (One Post)**

Maximum Age Limit	Up to 35 years
Remuneration	Rs. 60,000/- to Rs. 90,000/- p.m. (Consolidated)
Initial Period of Contract	Up to 3 years Full Time

Qualification	Bachelor of Commerce, Intermediate Chartered Accountant / Intermediate Cost Accountant / Post graduate in Finance or Accounts of Commerce
Experience	3+ years of relevant experience at higher positions
Place of Posting	Kolkata
Job Description	<p>To Handle the Entire Income / Expenditure / Audit of the CAPEXIL. Would be responsible for the entire Financial and Accounting Activities of the CAPEXIL under the Guidance of Joint Director.</p> <ul style="list-style-type: none"> <li>➤ Experience to manage financial transaction as per government rules viz. FRSR, GFR, etc</li> <li>➤ Experience on PFMS for grants from Government</li> <li>➤ Handle accounts payable and receivable</li> <li>➤ Maintain records of memberships and other income of CAPEXIL</li> <li>➤ Reconcile the Banks with Accounts on monthly basis</li> <li>➤ Check invoices for inaccuracies before release of payments</li> <li>➤ Reconcile accounts with the general ledger</li> <li>➤ Reconcile Fixed Assets Register with administration register</li> <li>➤ Handle general account queries of Members and internally</li> <li>➤ Attend to all compliances under GST / Income Tax / Provident Fund / Companies Act 2013 and other laws as applicable</li> <li>➤ Interact and assist the Statutory Audit and Internal Audit and present reports to higher authorities</li> <li>➤ Attend to all work assigned by Secretary and President</li> </ul>
Other	Preference will be given to persons working with Research Institutions, Trade Promotion Councils or Market Research firms Hands on experience of Excel, PowerPoint and PowerBi, TALLY

## **OTHERS TERMS AND CONDITIONS**

### **(i) How to apply**

1. The positions are purely temporary on Contract basis for period mentioned against each and without absorption basis. However, the tenure is extendable on yearly basis subject to satisfactory performance of candidate and requirement of position. There are opportunities for continuation on long term basis for deserving efficient candidates.

2. The interested candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements and submit the applications duly completed in all respects along with the photograph, within the stipulated time through EMAIL ONLY. No physical copies will be accepted.
3. Candidates are advised to read advertisement carefully and check their eligibility and suitability before applying.
4. Incomplete application and application not submitted in the prescribed format, without self-certified enclosures, etc. and the application received after the due date, shall be considered as per the recommendations of screening committee and President.
5. CAPEXIL shall not be responsible for any loss of e-mail or loss of any communication due to wrong address provided by the candidate.

**(2) Selection process:**

1. Only shortlisted eligible candidates shall be called for interview.
2. CAPEXIL reserves the right to call adequate number of candidates for Interview.
3. Shortlisted Eligible candidates shall be communicated through email only. They shall not be informed by any other mode like postal, courier, phone call, etc.
4. Interview Date, Time, Venue, Reporting Time and other information regarding Interview shall be provided in the Interview Call Email.
5. Selection shall be based only on the merit of performance in the interview.
6. Mere possession of eligibility conditions shall not entitle a candidate to be called for Interview.

**General Terms and Conditions:**

1. The selected candidate shall not be eligible for any other financial or service benefits. The remuneration is CTC and inclusive of all. Taxes as applicable to be borne by selected candidates.



2. It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidate shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith as per this clause.
3. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/ fake/ incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
4. In case of any inadvertent mistake in the process of selection detected at any stage even after issue of the appointment letter, the management reserves the right to modify / withdraw/ cancel any communication made to the candidate.
5. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents' reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/ terminated forth with.
6. Canvassing in any form on behalf of any candidate shall be treated as a disqualification, which shall lead to cancellation of candidature.
7. No interim correspondence/ Enquiry shall be entertained during the recruitment process.
8. The selected candidate shall produce a medical fitness certificate prior to his/her joining.
9. The terms and conditions of appointment shall be communicated to the candidate

in the form of 'Offer of Appointment' to the selected candidate. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

10. The selected candidate shall be required to perform duties as per the Rules of the CAPEXIL, as amended from time to time. The management shall be free to assign any duty as per the exigency of the situation.

11. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he/she may not be allowed to appear at the interview and his/her candidature may be treated as cancelled without any further communication in this regard.

12. (i) The management reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.

(ii) The management reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.

(iii) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the President / Chairman of CAPEXIL shall be final.

6. In case of any dispute, the territorial jurisdiction for adjudication shall be the Delhi.

Interested and eligible candidates may mail duly filled application forms in the prescribed format (copy attached) along with their CV, Photograph and self-attested copy of relevant documents to Email: [capexil@capexil.in](mailto:capexil@capexil.in). The last date of submission of application through email is **7<sup>th</sup> October, 2024**.

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# CAPEXIL

(Sponsored by Ministry of Commerce & Industry, Govt. of India)

## APPLICATION FORMAT

(Post Applying for: \_\_\_\_\_)

(Stream: \_\_\_\_\_)

Paste a recent  
photograph

1. Name in Full (in Block Letter):
2. Father's / Husband's Name:
3. Permanent Address:
4. Correspondence Address:
5. Contact No. & Email-ID:
6. Date of Birth:  
(Self-Attested copy of proof of age to be attached) Age as on date of Advertisement:
7. Nationality:
8. Educational/Professional Qualifications:

Name of University/ Board	Year of Passing	Stream/Subject	% of marks/ CGPA

(Self-Attested Copy of Essential Educational Qualification to be attached)

9. Work Experience in relevant fields:

Name & Address of Employer	Period of Service (from-to)	Designation	Nature of work/responsibilities

(Self-Attested Copy of experience certificate to be attached)

10. Current Remuneration (enclose last 3 months Pay slip):

11. Languages known with proficiency:

12. Two Reference from present or Past Employment

Name .....

Name .....

Address .....

Address .....

Email .....

Email .....

Telephone Number .....

Telephone Number.....

13. Any other relevant Information:

**Declaration**

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understood that this position is purely temporary on contract basis and if it found after my appointment that the particulars furnished by me are incorrect or suppressed, my engagement is liable to be terminated without any notice.

Place:

Signature of Candidate:

Date:

Name of the Candidate: