



CAPEXIL intends to appoint senior professionals and staff for its Delhi 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. 1.40 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	7+ years of relevant experience in IT support and management at senior level
Requirements	<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"> ➤ Well conversant with advance functions of MS Office (including excel, PPT, projects, etc.) ➤ Management and maintenance of software systems to ensure optimal functionality and efficiency ➤ Provide Technical Support to staff for software related issues and inquiries ➤ Assess the IT Architecture as per needs of the institution and develop it ; set up inhouse servers and secure data base; ➤ Knowledge of cloud computing platforms (such as AWS, Azure, Google Cloud) and experience in cloud technologies ➤ Take control of website management, contents, designing and development; ➤ Oversee MS office and email management, ensuring effective communication channels with various stakeholders ➤ Troubleshoot and resolve technical problems promptly to minimize downtime ➤ Collaborate with internal teams to understand IT needs, ➤ Assist in the maintenance of cloud computing solutions

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

Post No. 2 : Deputy Director (Statistical Analysis and Research) (One Post)

Maximum Age Limit	Up to 35 years
Remuneration	Rs. 75,000/- to Rs. 90,000/- p.m. (Consolidated)
Initial Period of Contract	Up to 3 years Full Time
Qualification	Master's degree in Statistics / International Trade / MSc in Data Analysis and Research / MBA from Tier I or II institutions
Experience	3+ years of relevant experience
Profile	<p>The trade analyst is responsible for the data analysis and reporting of 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"> ➤ Gathering and preparing monthly, quarterly and yearly reports on analysis of trade data, reviews, Risk review and regional agreements reports and analysis (including FTAs) ➤ 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.

	<ul style="list-style-type: none"> ➤ Informing and advising the Secretary and President of the council on trade risks, impact and opportunities related to trade measured. ➤ Organizing monthly calls with regional heads to review current progress and dissecting parts of global trade strategy, reviewing data trends ➤ Lead and manage trade measures impact analysis, optimization and duty saving, provide inputs for Councils quarterly newsletter, etc. ➤ Involvement, support and contribution to internal committees, regional heads, and government institutions ➤ Coordination with other trade bodies like FICCI, PHD chamber of commerce, Assocham, IIFT and other centers of importance. ➤ Management Dash Board on Trade Reviews and Risk Reviews, display of Product profiles ➤ Manage Related correspondence and emails ➤ Prepare presentations, summary reports, with clarity and professionalism
Other	<p>Preference will be given to persons working with Research Institutions, Trade Promotion Councils or Market Research firms</p> <p>Hands on experience of Excel, PowerPoint and PowerBi</p>

Post No. 3 : Personal Secretary / Executive Officer (One Post)

Maximum Age Limit	35 years
Remuneration	Rs. 60,000/- to Rs. 80,000/- p.m. (Consolidated)
Initial Period of Contract	Upto 3 years Full Time
Qualification	Graduate in any stream
Experience	+ 3 years relevant experience
Profile	A person with proficiency in MS (Excel, Powerpoint, Word), data punching, shorthand, emails operations, and other user-friendly essential office tools, strong interpersonal skills, proven ability to manage correspondence, documents, files and projects effectively with a keen eye for detail and the capacity to implement robust follow up systems, ensuring timely completion of tasks.

	<ul style="list-style-type: none"> ➤ Act as the central point of contact for internal and external stakeholders / member exporters/ COA members ➤ Ensure smooth communication and coordination between Secretary / Executive Director and different departments; ➤ Implement robust follow up systems to ensure timely reply of letters and emails, ➤ Keep the higher authorities informed of developments, deadlines and status reports ➤ Manage emails and correspondence and calendar scheduling for the Secretary / Executive Director ➤ Handle administrative tasks efficiently to support the workflow ➤ Conduct ad hoc research with meticulous attention to details and accuracy ➤ Ensure timely completion of tasks assigned ➤ Ability of shorthand at 50 w.p.m. with good typing speed ➤ Prepare presentations, summary reports, budgets, noting and drafting as required ➤ Maintain files and documentation with clarity and professionalism
Others	Persons with similar experience in government or government funded institutions or with councils or trade bodies will be preferred.

Post No. 4 : Data Entry Operator / Clerk Grade II (One Post)

Maximum Age Limit	30 years
Remueration	Rs. 30,000/- to Rs. 36,000/- p.m. (Consolidated)
Initial period of Contract	Upto 3 years Full Time
Qualification	Graduate in any stream with proficiency in Data Entry and Computer operations (MS Office, Excel, Word and Powerpoint), Emails
Experience	+2 years of relevant experience
Profile	The incumbent will be responsible for managing calendars, making travel arrangements, organizing files and records, coordinating meetings and conference, data inputs for website and providing general administrative supports. We are looking for a proactive self-starter who is highly organized, detail oriented and able to prioritize tasks efficiently

	<ul style="list-style-type: none"> ➤ Strong Communication and interpersonal skills ➤ Proficiency with Microsoft office and related softwares ➤ Ability to multi task and prioritize tasks effectively ➤ Excellent organizational skills and attention to detail ➤ Ability to work independently as well as part of a team ➤ Ability to take initiatives and self-driven attitude ➤ Ability to enter 50+ w.p.m. ➤ Ability to format and generate reports ➤ Experience in a fast paced environment
Others	Preference will be given with relevant past experience in a institution funded by government or trade bodies

Post No. 5 : Young Professionals (Data Analysis and Reports) (Two Posts)

Maximum Age Limit	28 years
Remueration	Upto Rs. 50,000 p.m. depending on abilities and experience (Consolidated)
Initial period of Contract	Upto One year Full Time
Qualification	Post Graduation in international Trade, MSc in Statistics, Post Graduate Program in Management (MBA) from Tier I or II institutions (admitted through CAT or MAT), Chartered Accountants , Cost & Management Accountants
Experience	+1 years of relevant experience
Profile	Self-driven professionals for Data Analysis, Marketing Research, Operations Research, Research findings & Reports, Conduct qualitative and quantitative research, ability to interpret international FTAs and Regional Agreements for actionable recommendations, Good communication and writing skills.
Others	Freshers from Tier I or known institutions may also apply.

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.

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 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 summarily rejected.
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. CAPEXIL may conduct written test in case of position at 3 and 4.
7. 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: hr@capexil.in. The last date of submission of application through email is 23rd March, 2024.



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 Payslip):

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: