



RAJASTHAN ELECTRONICS & INSTRUMENTS LIMITED, JAIPUR

JOB DESCRIPTION

Name of the PSU : Rajasthan Electronics & Instruments Limited, Jaipur
Name of Post : Import-Export Officer
Scale of the Post : Consolidate amount Rs.20,000/- p.m. on contractual assignment
(Salary will commensurate with the experience)

COMPANY PROFILE:

Rajasthan Electronics & Instruments Limited (REIL) Jaipur is a Schedule 'C', "Mini Ratna" Central Public Sector Enterprises under the administrative control of Ministry of Heavy Industries & Public Enterprises, Government of India. The Company is a profit making and dividend paying PSU since inception and has been certified with ISO 9001: 2008 & 14001: 2004. REIL provides technology solutions for analysis of milk across all verticals of Dairy Industry sector; addresses energy needs of the rural and related urban sector through Solar Photo Voltaic; and Information Technology & security surveillance applications for e-governance, dairy vertical, small business and Government sectors. Company has achieved rapid growth in last few years and doubled its Turnover to Rs. 230.00 Crore for the year 2016-17 with three digit net worth and has aimed to achieve higher growth in near future.

JOB DESCRIPTION AND RESPONSIBILITIES:

The Import-Export Officer shall be placed at factory location and may be transferred at any place across the country, if need arises. He shall report to post five levels above, but if the circumstances so require may be asked to report to an officer at any of the higher levels. The candidate should be well conversant with the Material Management and Import-Export procedure. The good communication skills and ability to work as part of team are desirable.

ELIGIBILITY:

- I. AGE: Maximum 30 years (as on 08.06.2017)**
- II. QUALIFICATION AND EXPERIENCE**

The incumbent should be a MBA (Two years full time) in Material Management/Finance with minimum 60% marks from a recognized University/Institution. The candidate should have post qualification experience of three years or more in the field of Material Management precisely with vendor registration process, processing of enquiry and procurement of material; Import-Export procedure, and liaison with excise & custom authorities, and other related matters like logistic arrangement etc. The candidate having Bachelor Degree in Law shall be given added advantage.

HOW TO APPLY

Candidates may apply in the prescribed format with copies of proof of date of birth, qualifications, experience, caste and a recent passport size photograph etc. to reach to the following address within 21 days of this advertisement. Candidates working with Government, PSU or Autonomous bodies etc. should forward their application through proper channel. Relaxation to SC,ST,OBC,PH, Ex-Serviceman and Sports person would be given as per Government guidelines. Application sent in the prescribed format shall only be considered:

Addl. General Manager (P&IR)
Rajasthan Electronics & Instruments Limited,
2, Kanakpura Industrial Area,
Sirsi Road, Jaipur – 302012