NOTICE FOR INVITING APPLICATIONS FOR
RECRUITMENT OF OFFICERS ON CONTRACT BASIS
ADVERTISEMENT NO: HRM/OC/BDO/2026-27/ 05

Position	Business Development Officer
Number of posts	Twelve (UR – 7, OBC (NCL) – 3, SC – 1, EWS – 1)
Type of Post	Contractual
Place of Posting	Ahmedabad (1) Bengaluru (1) Chandigarh (1) Chennai (1) Hyderabad (1) Indore (1) Kolkata (1) Lucknow (1) Mumbai (2) New Delhi (1) Pune (1)
Period of Contract	The term of contract would initially be for a period of 3 (Three) years, further extendable by 2 (Two) years as per the Bank's discretion.
Essential Qualification	Postgraduate in Marketing/Finance, preferably MBA with specialization in Finance or Marketing Postgraduation should be of a minimum 2-year full time duration from a recognised University / Institution. Minimum 55% aggregate marks/equivalent Cumulative Grade Points Average (CGPA), in both Graduation and Post- Graduation.
Experience	Minimum 02 years of post-qualification experience in Banks, Financial Institutions or Upper Layer NBFCs, in the areas of marketing of products and services for Corporate Loans Syndication, Corporate Credit etc.
Age Limit	The candidate should not be more than 35 years of age as on August 31, 2026. Reservations are applicable as per prevailing Government of India (GoI) guidelines.

Scope of Work	To promote the Bank's products and services, identify business opportunities, and generate business leads in the assigned region. To support customer acquisition and relationship management activities for achieving the Bank's business development objectives.
Key Skills Required	• Excellent flair for marketing and relationship management. • Good understanding of international trade and related financial products. • Advanced Microsoft Office tools (Word, Excel and PPT). • Proactive with exceptional abilities in marketing of services. • Excellent Communication Skills. • Negotiating Skills. • Relationship Management Skills. • Proficient in creating and delivering presentations.
Job Profile	• Acquiring new clients for the Bank through marketing of Bank's various services. • Conduct risk assessment of clients and generate proposals that can be financed. • Preparing notes/providing updates after preliminary evaluation of clients for presentation to various internal committees at desired frequency. • Develop strategies to onboard corporate clients. • Analyze market trends and competitor offerings to identify new business opportunities. • Provide regular market insights and performance reports to senior management. • Build and maintain long-term relationships with new and existing clients, ensuring new business opportunities for the Bank.
Compensation	Rs. 14.68 lakh per annum with annual increments for two years of work experience. The compensation has fixed and variable components in the ratio of 80:20. The compensation may increase as per the Bank's pay matrix for candidates having more work experience.
Last Date to Apply	October 15, 2026
How to apply	Eligible candidates may send their resume as per the attached format to hrm@eximbankindia.in with the subject line: **BDO Application: Mr./ Ms. (Full Name).** **Please note that applications should only be sent in the prescribed format enclosed with the advertisement. Applications or CVs received in any format other than the enclosed format shall not be considered for further process.**

The Bank will shortlist eligible candidates for personal interview at its office in Mumbai/New Delhi. Only shortlisted candidates will be informed regarding the interview. Candidates are requested to check their eligibility before sending their resumes as no correspondence will be made with ineligible candidates and candidates who are not shortlisted for the interview process.

The University / Institute should be recognised / approved by Government / AICTE / UGC. The candidates having completed their graduation and postgraduation courses through correspondence/ part-time/ open university/ open learning/ external/ distance/ E-Learning are not eligible.

Candidates will be shortlisted for interviews in the ratio of 1:10. A list will be drawn from among the candidates who meet all the prescribed eligibility criteria. In the event more than 10 candidates are found eligible, a shortlist will be drawn based on the percentage score at post-graduation examination. The Bank may, at its discretion, relax the eligibility criteria relating to experience, age, and essential qualifications in the event of a limited response to the advertisement or an insufficient number of candidates being found eligible.

APPLICATION FORMAT FOR OFFICER (ON CONTRACT BASIS) – BUSINESS DEVELOPMENT OFFICER

Photo

PERSONAL DETAILS		
1.	Name	
2.	Date of Birth(dd/mm/yyyy)	
3.	Nationality	
4.	Category	
5.	Email Id	
6.	Mobile Number	
7.	Correspondence Address	
EDUCATION AND PROFESSIONAL QUALIFICATION		
1.	GRADUATION: Name of the college / University	
	Year of Passing	
	Percentage of Marks	
2.	POST GRADUATION: Name of the college / University	
	Year of Passing	
	Percentage of Marks	
3.	ANY OTHER QUALIFICATION: Name of the college / University	
	Year of Passing	
	Percentage of Marks	

CAREER SUMMARY (Start with the latest / present)		
1.	Name of the Company	
	Position / Designation	
	Tenure (From / To)	
	Location	
	Key Responsibilities	
2.	Name of the Company	
	Position / Designation	
	Tenure (From / To)	
	Location	
	Key Responsibilities	
3.	Name of the Company	
	Position / Designation	
	Tenure (From / To)	
	Location	

	Key Responsibilities	

ADDITIONAL INFORMATION

1.	Current CTC (Annual)	
2.	Expected CTC (Annual)	
3.	Notice Period	
4.	Have you ever been convicted by a court of law? (Yes/No)	
5.	Any ongoing criminal/disciplinary proceedings? (Yes/No)	
6.	Are you related to any employee of the Bank? (Yes/No)	

DECLARATION

I hereby declare that all information provided above is true and correct to the best of my knowledge. I understand that any false information may lead to disqualification from the recruitment process.

Date: ____________________

Signature: ____________________