



ECGC Ltd.

(A Government of India Enterprise)

ENGAGEMENT OF APPRENTICES UNDER THE APPRENTICES ACT, 1961

26.02.2022

ECGC Ltd, a Government of India Enterprise, set up in 1957 with the objective of promoting exports from the country by providing Credit Risk Insurance and related services for exports, invites applications from Indian Citizens for engagement as Apprentices at its offices located in New Delhi, Mumbai, Chennai, Kolkata, Hyderabad, Bengaluru, Ahmedabad and Tirupur.

Applications are invited from eligible candidates in the following optional trade for engagement as Apprentices under The Apprentices Act, 1961 (as amended from time to time):

| Sl. No: | Location | Apprenticeship Trade | No. of Training Seats | Eligibility / Minimum Qualification | Duration of Training |
|----------------|-----------------|---|------------------------------|--|-----------------------------|
| 1. | Mumbai | Office Operations Executive (Back Office) | 5 | A Graduation in any discipline from a University recognized by the Government of India or any equivalent qualification recognized as such by the Central Government. Preference may be given to candidates from Commerce/Business Administration | 24 months |
| 2. | New Delhi | Office Operations Executive (Back Office) | 3 | | |
| 3. | Chennai | Office Operations Executive (Back Office) | 3 | | |

| Sl. No: | Location | Apprenticeship Trade | No. of Training Seats | Eligibility / Minimum Qualification | Duration of Training |
|---------|-----------|---|-----------------------|--|----------------------|
| 4. | Kolkata | Office Operations Executive (Back Office) | 2 | background. Basic English Knowledge and Basic Computer Knowledge is necessary for apprenticeship. | 24 months |
| 5. | Bengaluru | Office Operations Executive (Back Office) | 2 | A Graduation in any discipline from a University recognized by the Government of India or any equivalent qualification recognized as such by the Central Government. Preference may be given to candidates from Commerce/Business Administration | |
| 6. | Ahmedabad | Office Operations Executive (Back Office) | 1 | background. Basic English Knowledge and Basic Computer Knowledge is necessary for apprenticeship. | |
| 7. | Tirupur | Office Operations Executive (Back Office) | 2 | | |
| 8. | Hyderabad | Office Operations Executive (Back Office) | 2 | | |
| Total | | | 20 | | |

- Note: The number of training seats mentioned above is provisional and may vary as per the requirements of the Company.

A. ELIGIBILITY CRITERIA

1. Nationality / Citizenship: A candidate must be a Citizen of India
2. Age (as on 26.02.2022) Minimum: 21 years, Maximum – 28 years

i.e., A candidate must have been born not earlier than 27.02.1994 and not later than 26.02.2001 (both the dates inclusive). Maximum age indicated is for unreserved and Economically Weaker Section (hereinafter referred as 'EWS') candidates. Relaxation in upper age limit is applicable as per Government of India guidelines for Scheduled Caste (hereinafter referred as 'SC') /Scheduled Tribe (hereinafter referred as 'ST')/ Other Backward Class (hereinafter referred as 'OBC')/ Persons with Disabilities (hereinafter referred as 'PWD') candidates.

3. Minimum Educational Qualification (as on date of application): A Graduation in any discipline from a University recognized by the Government of India or any equivalent qualification recognized as such by the Central Government. Preference may be given to candidates from Commerce/Business Administration background. Basic English Knowledge and Basic Computer Knowledge is necessary for apprenticeship.
4. The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a graduate on the day he / she applies and indicate the percentage of marks/ Cumulative Grade Point Average (hereinafter referred as 'CGPA') obtained in Graduation while applying for apprenticeship.

B. SELECTION PROCEDURE

Candidates will be initially sorted as per the choice of their location of engagement. Shortlisting of candidates will be done based on the percentage of marks/ CGPA obtained in their degree (Graduation) and the suitability of their educational qualifications for the said apprenticeship role. Candidates will be offered the apprenticeship in order of merit. The Company may conduct interview in respect of Candidates who have been shortlisted as per criteria above. Final selection is subject to the candidate fulfilling the eligibility criteria and verification of original documents by the Company.

C. RESERVATION IN VACANCIES

Reservation applicable for SC, ST, OBC (NCL), EWS and PWD will be as per extant laws and government guidelines.

D. CONTRACT OF APPRENTICESHIP

Selected apprentice will have to enter into a contract of apprenticeship with the Company as per the provisions of The Apprentices Act, 1961.

E. STIPEND

1. The apprentices are eligible for stipend of Rs.15,000/- per month for the engagement period of one year and Rs. 18,000/- from the second year. The apprentices are not eligible for any other allowances/ benefits.
2. Payment of monthly stipend will be subject to regular attendance of the apprentice for on-the-job training.

F. BOARDING / LODGING/TRAVEL EXPENSES

No boarding/ lodging/ travel expenses are admissible.

G. MODE OF APPLICATION

Candidates are requested to fill the Form at Annexure-1 and send the scanned copy of their form at apprenticeship@ecgc.in along with the necessary documents as specified in the application form on or before 07.03.2022. No applications shall be accepted after 07.03.2022.

H. APPLICATION IS TO BE SUBMITTED WITH THE SCANNED COPY OF FOLLOWING DOCUMENTS DULY ATTESTED BY THE CANDIDATE

1. Duly filled and signed application form
2. Secondary School Certificate (SSC) / Matriculation Mark Sheet
3. Degree/ Provisional Certificate for Graduation or Certificate/ Diploma, etc. for an equivalent qualification, whichever is applicable, along with marksheet.
4. Proof of Date of Birth.
5. SC/ST/OBC/EWS Certificate, if applicable.
6. Certificate of Physical Disability, if applicable.
7. Character certificate signed by Gazetted Officer.
8. Aadhaar Card
9. A recent and recognizable passport size photo in the dimensions of (4.5cm x 3.5cm)

I. MEDICAL EXAMINATION:

Engagement of selected apprentices is subject to his/her being declared medically fit as per the requirement of the Company.

J. GENERAL INFORMATION:

1. The Candidate should NOT have undergone Apprenticeship either in the Company or in any other organization, industrial establishment earlier or pursuing Apprenticeship Training as per The Apprentices Act, 1961 as amended.
2. Candidates who had training or job experience for a period of one year or more after the attainment of the educational qualifications, shall NOT be eligible for being engaged as Apprentices.
3. The Company shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period. After completion of Apprenticeship period, candidates will be relieved from the respective work area.
4. The decision of the Company will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of applications, mode of selection, cancellation of the selection process either in part or full etc. No correspondence will be entertained in this regard.
5. Filling up of the seats is solely at the discretion of the Company based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability / insufficient number of candidates.
6. Only completed applications shall be considered for the selection of apprentices, incomplete applications shall be not be considered and rejected.
7. Only those candidates who meet the eligibility criteria as stated above may apply for the apprenticeship role. The Company shall invite apprentices on the basis of the information furnished by the candidates and shall determine their eligibility only at the time of document verification.
8. Final selection as apprentice is subject to verification of age/qualification/

category (SC/ST/OBC/EWS/PWD), etc. of the candidates with reference to documents they have submitted.

9. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date.
10. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be considered for selection. Candidates may apply for only one location.
11. The duly filled application form and all the documents annexed with the application form will have to be furnished in original by the candidate at the time of engagement, if called for.
12. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the creamy layer as on last date of application window.
13. Candidates are advised to keep their e-mail ID/mobile number furnished in their application form active for receiving offer of engagement/ advices, etc.
14. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Company and such engagement will also be subject to all relevant rules/policies/guidelines of the Company.
15. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
16. Please note that all the particulars mentioned in the application form including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, etc. will be considered as final and no change/modifications will be allowed after sending the application to the designated e-mail ID. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. ECGC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete

details in the application or omission to provide the required details in the application form.

17. Any request for change of date, time and venue for interview, if any, will not be entertained.
18. ECGC reserves the right to cancel the selection process entirely at any stage.

K. DISCLAIMER

1. In case it is detected at any stage of engagement of apprentice that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), indulge in unfair practice in the process, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her training is liable to be terminated.
2. Decisions of the Company in all matters regarding eligibility, interview (if any) and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.
3. Canvassing or bringing any influence in any form in the matter of selection will be a disqualification.
4. Upon completion of the apprenticeship period, the company shall have no obligation to offer employment to such apprentices nor can an apprentice claim right for employment on the grounds of completion of apprenticeship.
5. ECGC shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

Application for Apprenticeship Training at ECGC Ltd

Important Instructions

- I. All fields mentioned should be mandatorily filled by the applicant in legible handwriting. Incomplete applications shall be summarily rejected.
- II. All applications to be submitted to apprenticeship@ecgc.in

**Affix
passport size
photo here**

**(4.5 * 3.5 cm
in
dimension)**

1. Location where the candidate wants to apply at:

(Choose only one among the following:)

(I) Mumbai (II) New Delhi (III) Chennai (IV) Kolkata

(V) Bengaluru (VI) Ahmedabad (VII) Hyderabad (VIII) Tirupur

2. Name of the Applicant:

3. Gender:

4. Father's Name:

5. Mother's Name:

6. Date of Birth in (DD/MM/YYYY):

(As per Class 10/12/SSC/HSC certificates)

7. Educational Qualifications:

| Examination Passed | Year of Passing | Academic Qualification | Name of Institute | % of Marks/ CGPA | Stream |
|--------------------------------|------------------------|-------------------------------|--------------------------|-----------------------------|---------------|
| Class 10/ SSC/Matriculation | | | | | |
| Class 12/HSC | | | | | |
| Graduation | | | | | |

8. Category (SC/ST/OBC (NCL)/EWS /UR):

9. Whether PwD (Person with Disability) (Yes/ No):

10. Mobile No.:

11. Email Id:

12. Aadhaar No.:

13. PAN Card No.:

14. Permanent Address:

15. Have you undergone Apprenticeship Training earlier (Yes/No)? :

16. Have you been employed for more than a year after your graduation? (Yes/No)

I hereby solemnly and sincerely affirm that the particulars furnished above are true and correct.

Signature of applicant:

Check List of enclosures:

1. Duly filled and signed application form
2. Secondary School Certificate (SSC) / Matriculation Mark Sheet
3. Degree/ Provisional Certificate for Graduation or Certificate/ Diploma, etc. for an equivalent qualification, whichever is applicable, along with marksheet.
4. Proof of Date of Birth.
5. SC/ST/OBC/EWS Certificate, if applicable.
6. Certificate of Physical Disability, if applicable.
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9. A recent and recognizable passport size photo in the dimensions of (4.5 cm × 3.5 cm) affixed on application form