

ADVERTISEMENT FOR CALLING APPLICATIONS FOR THE POST OF ASSISTANT MANAGER (GRADE 'A') AND MANAGER (GRADE B) (ON DIRECT RECRUITMENT BASIS)

IIFCL is a wholly owned Government of India Enterprise. IIFCL is providing long term financial assistance to various viable infrastructure projects in the country. The Company renders long term financial assistance to infrastructure projects including roads, railways, seaports, airports, inland waterways, power, urban infrastructure, gas pipelines, SEZs, warehouses, cold storage chain and Tourism. The Company raises long term resources from Domestic market, bilateral and multilateral agencies such as JBIC, KfW, ADB & World Bank.

IIFCL invites applications for the post of Assistant Manager (Grade 'A') and Manager (Grade 'B') through direct recruitment (All India open competition) as per details given below.

1. NAME OF THE POST:

Post Code	Grade	No. of Vacancies	No. of Post Reserved				
			SC	ST	OBC	EWS	UR
01	Assistant Manager (Grade 'A')	10	01	01	02	01	05
02	Manager (Grade 'B')	6	01	--	--	01	04
Total		16*	02	01	02	02	09

*One vacancy is reserved for VH (PwD)

Abbreviations stand for: SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, EWS- Economically Weaker Section, UR – Unreserved

PAY SCALE, ALLOWANCES AND PERQUISITES:

Post Code	Post	Pay Scale*	Gross Salary* (Approx.) (Initial Basic + Grade Allowance +DA+ HRA + Family Allowance + Local Allowance) (As Applicable)
01	Assistant Manager (Grade 'A')	Rs. 28150-1550(4) – 34350 -1750(7) – 46600 –EB – 1750(4) – 53600 – 2000(1) - 55600 (17 years)	Rs. 68,000 /-
02	Manager (Grade 'B')	Rs. 35150 – 1750 (9) - 50900 – EB - 1750(2) -54400 - 2000(4) -62400 (16years)	Rs. 84,000/-

***Pre-revised**

- Besides Gross Salary as per the pay scale given above, the post indicated above shall carry other facilities like Leased accommodation facility (in lieu of HRA), NPS, Gratuity, leave fare concession, leave encashment, Reimbursement of medical expenses, Conveyance facility, mobile, residential telephone, newspaper, household expenses etc. and other loans as per IIFCL Staff Service Regulations & Rules of the Company amended from time to time.
- Candidates possessing JAIIB/CAIIB/professional qualification may be given additional one/two increment in the pay scale stated above / as per company's policy. The management may consider granting further maximum two increments in the scale of pay fixed for the Grade in which the appointment is proposed to be made, in the case of deserving candidates. Management reserves the right with reference to grant of additional increments on the above two counts.

2. RESERVATIONS / RELAXATIONS / CONCESSIONS:

Reservations / Relaxations / Concessions would be given to SCs/STs/OBCs(Non Creamy Layer)/Person with Disability (PWD)/Ex-Servicemen candidates as per guidelines issued by Govt. of India from time to time.

Abbreviations used: SC - Scheduled Caste

ST - Scheduled Tribe

OBC - Other Backward Classes (Non Creamy Layer)

UR - Unreserved

EWS- Economically Weaker Section

Age Relaxations would be given as per following:-

S. No.	Category of Candidate	Age Relaxation
(a)	Scheduled Caste (SC) and Scheduled Tribe (ST)	By 5 years
(b)	Other Backward Classes (OBCs) Non- Creamy Layer	By 3 years
(c)	Persons with Disabilities (PWD)	By 10 years (SC/ST) By 8 years (OBCs) By 5 years (Unreserved)
(d)	All persons who have ordinarily been domiciled in Kashmir division of J & K State during 01-01-1980 to 31-12-1989	By 5 years
(e)	Children / family members of those who died in the 1984 riots	By 5 years
(f)	Ex-Servicemen: (Details at Annexure 'A')	By 5 years

3. QUALIFICATIONS AND EXPERIENCE

a) Assistant Manager - (Grade A) (Post Code -01)

Age	Minimum Education Qualification	Minimum Post Qualification Experience
Max. 30 years	Post-Graduation / MBA/ PGDBM/ PGDM/ PGDBA/ LLB/ CA/ICWA /CS/MCA/ B. Tech (IT)*/ BE (IT)*	Minimum 1 Year of officer cadre experience in All India Financial Institutions / Schedule Commercial Banks/ Private Sector Banks/ NBFCs/ Public Sector Organizations/ Centre Govt. /State Govt./ Other institutions.

*With essential stipulated experience in Credit Accounting on SAP platform.

b) Manager - (Grade B) (Post Code -02)

Age	Minimum Education Qualification	Minimum Post Qualification Experience
Max. 40 years	Post-Graduation / MBA/ PGDBM/ PGDM/ PGDBA/ LLB/ CA/ICWA /CS/MCA/ B. Tech (IT)*/ BE (IT)*	I. a) Minimum 2 Year of experience in All India Financial Institutions / Schedule Commercial Banks/ Private Sector Banks/ NBFCs/ Public Sector Organizations/ Centre Govt. /State Govt./ Other institutions, in the area of Infrastructure Project Finance / Credit Management/ Stressed Asset management / Recovery/ Legal due diligence/ Risk Management/ Resource Mobilization/ Corporate Banking/ Finance/ Accounts/ IT/MIS /Audit/ HR/ Admin/ Operation Research. b) And overall experience of minimum 5 years in the officer/executive cadre. Or II. In same grade in another Financial Institution/Bank/PSU.

*With essential stipulated experience in Credit Accounting on SAP platform.

I. The minimum experience of requisite period as indicated in Para 3 above **must be in Officer Cadre.**

- II. The minimum level of grade in which spent as indicated in Para 3 above **must be presently held or last held only in case of unemployed applicants.**
- III. All qualification should be recognized by UGC/AICTE/AIU(GOI).
- IV. Candidates, who are presently employed in Private Sector Banks & NBFCs must spell out clearly that his/her designation and scale in his Present Organization is equivalent to or above of that mentioned in Para 3 written herein above. These candidates, are required to submit a copy of the Organization Structure and Pay Scale of the present employment (duly signed by the candidate) to justify their eligibility for a particular post, in the absence of which the application shall not be considered.
- V. For currently employed Govt. /Public Sector/Autonomous bodies employees, application should be sent through proper channel or have to produce “No Objection Certificate” from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview.
- VI. IIFCL reserves the right to raise / modify the eligibility criteria in minimum educational qualification and/or minimum work experience. Further, the management reserves the right to vary the no. of vacancies in each Grade.

4. NATIONALITY / CITIZENSHIP

Candidate must be a Citizen of India.

5. SELECTION PROCEDURE:

Merely satisfying eligibility norms do not entitle a candidate to be called for the selection process The Selection would be done by way of Preliminary Screening, written examination, behavioural examination and interview. IIFCL reserves the right to call only the requisite number of candidates for the written examination, behavioural examination and interview only after preliminary screening / short listing with reference to candidate's qualifications, experience, suitability, etc. The decision of IIFCL shall be final and binding.

6. PLACE OF WORK

The place of work shall be presently at the corporate office of IIFCL at New Delhi. However, IIFCL reserves the right to post selected candidate to anywhere in India/Abroad.

7. SPECIFIC CONDITIONS:

- I. Appointment shall be subject to Service and Conduct Rules of IIFCL.
- II. Appointment shall be on probation for a period of two years of active service for Grade 'A' & Grade 'B'. Appointment will not deem to have been confirmed in the services of the Company unless specifically advised of confirmation in writing. During the period of first 11 months, only Casual Leave as may be due may be permitted to avail. Leave of any other kind availed will have the effect of extending probation period by the period of such leave availed.
- III. Self-Attested Photocopies of all Certificates are to be provided with the Application Form including:-
 - i. Educational/ Professional Certificates (right from class Xth to the latest)
 - ii. Experience Certificates (including Appointment & Relieving letters of all previous employers)
 - iii. Certificate of Ex-Servicemen (if applicable)
 - iv. Copy of last drawn Salary,
 - v. Caste Certificate, if applicable as per prescribed format of Govt. of India
 - vi. PwD (VH) certificate, if applicable as per prescribed format of Govt. of India.
 - vii. Any other relevant certificates/testimonials etc.

No certificate in original is required to be attached with the application. IIFCL shall not be responsible for misplacement of such certificates.

- IV. Appointment of selected candidate will be subject to his / her being declared medically fit by a Medical Officer acceptable to IIFCL, satisfactory report about his / her character and antecedents by the Police Authorities, satisfactory report from his / her referees, and completion of all other pre recruitment formalities to the complete satisfaction of IIFCL.

8. GENERAL CONDITIONS:

- I. Age of superannuation in IIFCL is 60 years.
- II. Working knowledge of Computers including MS- Office is essential for the above posts.
- III. IIFCL takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Candidates in their own interest are advised to submit applications well in time before the last date to avoid possible delay in postal transit.
- IV. It is essential that the application is strictly in accordance with the prescribed format and properly and completely filled and contains no alteration / cuttings.
- V. A Recent Passport Size Coloured Photograph should be firmly pasted on application form at the prescribed place and should be signed across by the candidate.
- VI. Before filling in the application form, the candidates must ensure that they fulfil all the eligibility criteria with respect to age, educational qualification, work experience etc. **as on 31st January, 2021** in respect of the post for which he / she is making the application and that the particulars furnished in the application form are correct in all respects. Decision of IIFCL in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquires shall be entertained by IIFCL in this behalf.
- VII. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- VIII. Any request for change of address / change of centre for written examination, group discussion and / or interview shall not be entertained.
- IX. IIFCL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IIFCL shall be final.
- X. IIFCL has the right to reject/cancel, entirely or partially, the selection process/advertisement at any stage without assigning any reason and the decision of IIFCL shall be final in this regard.
- XI. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- XII. Out stationed candidates of SC/ST/PwD (VH) category called for interview will be reimbursed 3AC rail fares from his/her place of posting to the station of interview & return.
- XIII. Canvassing in any form will be a disqualification.

- XIV. Communication shall be sent at the **Present Address** mentioned by the Candidate in the Application Form.
- XV. Any changes /modifications/notices with reference to this recruitment advertisement will be placed on Company's website only. Candidates applying for the post are advised to visit the website regularly for updates.

09. HOW TO APPLY

Eligible candidates may send in their application in the prescribed format (by post) to **Box No. DEL-231588C Times of India New Delhi -110103** in a closed cover clearly **super scribed** as **“APPLICATION FOR THE POST OF Assistant Manager/ Manager, Post code 01/02 (Mention the post applied for & post code)**. No other means/ mode of application will be acceptable. An application not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained and will be treated as rejected.

Further, only short listed candidates shall be informed of such short listing and shall be called for written examination, behavioural examination and interview.

10. APPLICATION FEE (Non Refundable)

By way of valid Demand Draft favouring 'India Infrastructure Finance Company Limited' payable at New Delhi issued on or before 16.03.2021.

Category	Total
General Candidate	Rs. 500/-

No application fee is payable by SC/ST/OBC/EWS/Women & PWD candidates.

11. LAST DATE FOR RECEIPT OF APPLICATIONS:

The applications with recent passport size photograph & self-attested copies of certificates should reach on or before 16.03.2021 at the address given above. For the candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshadweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J& K State, Lahual and Spiti district, the last date for receipt of applications will 23.03.2021 at. Any application received after the last date will not be entertained by IIFCL. The applications are to be sent by Ordinary post only at given post box number. Any other mode of sending application shall not be entertained.

Notes:-

(i) An **ex-serviceman** who has once joined a Govt. job on the civil side after availing of the benefits given to him as an ex-servicemen for his re-employment, his ex-servicemen status for the purpose of re-employment in Govt. ceases.

(ii) The relaxation in upper age limit is allowed on cumulative basis as per Govt. Guidelines.

(iii) All persons who are eligible for age relaxation under 3(d) of the detailed AD must produce the domicile certificate at the time of interview from the district Magistrate in the Kashmir Division within whose jurisdiction he / she had ordinarily resided or any other authority designated in this regard by Government of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 01-01-1980 to 31-12-1989.

(iv) **Ex-Servicemen (for all posts as indicated In the Detailed AD):** 5 years relaxation is allowed in case of Ex-servicemen. (including ECOs/SSCOs) provided applicants have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to military service or on invalidment. ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificate that they would be released on selection within three months from the date of receipt of offer of appointment.

8. **MARITAL STATUS** (Married / Unmarried):

9. **NATIONALITY**:

10. **BLOOD GROUP**:

11. **CATEGORY TO WHICH THE CANDIDATE BELONGS**: (Indicate by tick mark in appropriate box)

(a)

SC		ST		OBC		GEN		EWS	
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(b) Person with Disability (PWD)(VH) - (Y / N):

(c) Ex-Serviceman (Y / N):

12. **DATE OF BIRTH:(DD/MM/YYYY)**:

AGE AS ON **31.01.2021**: Months Years

Age relaxation claimed (Y / N):

13. **PLACE OF BIRTH**:

Place:
Dist:
State:

14. **PLACE / STATE OF DOMICILE**:

15. **EDUCATIONAL /PROFESSIONAL QUALIFICATIONS**(*in the order of recency*):

Examination Passed	Board / University / Institution	Month & Year		Percentage of Marks Obtained	Division
		From	To		

Working Knowledge of MS Office & Internet (Y/N):

16. PARTICULARS OF EXPERIENCE (in the order of recency)

Name of Employer #	Designation	Period of Service		Length of Service		Nature of duties performed(Attach separate sheet if required)	Remarks (Reason for leaving Service)
		From	To	Years	Months		
Total Experience (in Years and months)						Yrs	months
Experience in the relevant area (as per advertisement (in Years and months)						Yrs	months
<ul style="list-style-type: none"> ➤ Any break in service till 31.01.2021 or gap in employment to be clearly spelled out. ➤ Candidates, who are presently employed in Private Sector must annex a copy of the Organization Structure and Pay Scale of the present employment (duly signed by the candidate) to justify their eligibility for a particular post. # Last Drawn Gross Salary to be mentioned in case of present employment and salary slip to be annexed. 							

17. LANGUAGES KNOWN

Language	Speak	Read	Write

18. **MOTHER TONGUE:**

19. **TOTAL NUMBER OF DEPENDENTS, if any:**

20. **HAVE YOU EVER BEEN CONVICTED FOR ANY CRIMINAL OFFENCE?(Yes/No)**

If yes, give details

21. **ADDRESS OF THE POLICE STATION NEAREST TO YOUR PERMANENT AND PRESENT ADDRESS:** (Specify Zone Wise)

Permanent	Present

22. **PAN Number:**

23. **AADHAR DECLARATION**

24. **Fee Payment Details:** _____

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligibility criteria according to the requirements, my candidature / appointment is liable to be cancelled/terminated.

I hereby agree that any legal proceedings in respect of any matter(s) or claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Delhi/New Delhi and Courts/Tribunals/Forums at Delhi/New Delhi only shall have sole and exclusive jurisdiction to try any case/dispute. I undertake to abide by all the terms and conditions mentioned in the advertisement given by the Company.

Place: Signature of Candidate:
 Date: Name of the Candidate: