

ADVERTISEMENT FOR CALLING APPLICATION FOR THE POSTS OF MANAGER (LAW)(GRADE 'B'),MANAGER(GENERALIST)(GRADE 'B') AND ASSISTANT MANAGER (GENERALIST)(GRADE 'A')

India Infrastructure Finance Company Limited (IIFCL) is a wholly owned Government of India Enterprise. IIFCL is providing long term financial assistance to various viable infrastructure projects in the country . IIFCL invites applications for the posts of Manager (Law) (Grade 'B'), Manager (Generalist) (Grade 'B') and Assistant Manager (Generalist)(Grade 'A') as per details given below:

1. NAME OF THE POST:

Post Code	Grade	No. Of Vacancies	No. of Post Reserved			
			SC	ST	OBC	UR
01	Manager-Law (Grade 'B')	1	--	--	--	1
02	Manager-Generalist(Grade 'B')	2	-	--	1	1
03	AM-Generalist(Grade 'A')	7	1	--	4	2
Total		10	1	--	5	4

2. PAY SCALE, ALLOWANCES AND PERQUISITES:

Post Code	Post	Pay Scale	Gross Salary (On the Initial Basic Pay) (Basic + Grade Allowance +DA+ HRA)
01 &02	Manager (Grade B)	Rs.21000 – 1000(9) – 30000 – EB-1000(2)-32000-1100(4)-36400(16 years)	₹ 43000
03	Assistant Manager (Grade A)	Rs.17100–1000(11)–28100–EB-1000(4)-32100-1100(1)-33200(17 years)	₹ 34000

- Besides Gross Salary as per the pay scale given above, all the posts indicated above shall carry other facilities like Leased accommodation facility (in lieu of HRA), NPS, gratuity, leave fare concession, leave encashment, Reimbursement of medical, petrol, 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 qualification may be given additional one/two increment in the pay scale stated above. The management may consider granting further 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 additional increments on the above two counts.

3. 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

4. QUALIFICATIONS AND EXPERIENCE

I. Manager – Law

<u>Age</u>	<u>Qualification</u>	<u>Post Qualification Experience</u>	<u>Minimum Grade presently held</u>
Max. 35 years	<p><u>Essential Qualification</u> LLB</p> <p><u>Desirable</u> LLM and/or CS</p>	Minimum 3 Years of experience in dealing legal matters in Banks/FIs/PSUs/Institutions	<p>Scale I (i.e. Assistant Manager) of any Public Sector Bank</p> <p>Or</p> <p>Grade ‘A’ (i.e. Assistant Manager) of any Public Financial Institution (governed by DA under CPI pattern)</p> <p>Or</p> <p>Equivalent Grade in any other Public Financial Institution (governed by DA under IDA pattern)</p> <p>Or</p> <p>Equivalent Grade / Scale in any other Private Sector Banks / NBFCs & other institutions</p>

II. Manager – Generalist

<u>Age</u>	<u>Qualification</u>	<u>Post Qualification Experience</u>	<u>Minimum Grade presently held</u>
Max. 35 years	<p><u>Essential Qualification</u> MBA /Post Graduation/ 2 years PGDM /CA/ICWA/ Graduate degree in Engineering</p>	Minimum 3 Years of experience in various areas of banking operations and finance in RBI / All India Financial Institutions / Public / Private Sector Banks / NBFCs & other institutions.	<p>Scale I (i.e. Officer) of any Public Sector Bank for minimum period of two years</p> <p>Or</p> <p>Grade ‘A’ (i.e. Assistant Manager) of any Public Financial Institution (governed by DA under CPI pattern) for minimum period of two years</p> <p>Or</p> <p>Equivalent Grade in any other Public Financial Institution (governed by DA under IDA pattern) for minimum period of two years</p> <p>Or</p> <p>Equivalent Grade / Scale in any other Private Sector Banks / NBFCs & other institutions for minimum period of two years</p>

III. Assistant Manager – Generalist

<u>Age</u>	<u>Qualification</u>	<u>Post Qualification Experience</u>	<u>Minimum Grade presently held</u>
Max. 30 years	<u>Essential Qualification</u> MBA/ Post Graduation/2 years PGDM/CA/ICWA/ Graduate degree in Engineering	Minimum 1 Year of experience in various areas of banking operations and finance in RBI / All India Financial Institutions / Public / Private Sector Banks / NBFCs & other institutions.	Officer of any Public Sector or any Public Financial Institution (governed by DA under CPI pattern) Or Equivalent Grade in any other Public Financial Institution (governed by DA under IDA pattern) Or Equivalent Grade / Scale in any other Private Sector Banks / NBFCs & other institutions
Or			
	<u>Essential Qualification</u> Graduation	Minimum 5 Years of experience in various areas of banking operations and finance in RBI / All India Financial Institutions / Public / Private Sector Banks / NBFCs & other institutions.	Officer of any Public Sector or any Public Financial Institution (governed by DA under CPI pattern) Or Equivalent Grade in any other Public Financial Institution (governed by DA under IDA pattern) Or Equivalent Grade / Scale in any other Private Sector Banks / NBFCs & other institutions

Note:

- (i) The minimum experience of requisite period as indicated in Para 4 above **must be in ‘Officers’ Cadre.**
- (ii) The minimum level of grade in which spent as indicated in Para 4 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) Additional weightage may be given to candidates having additional qualifications apart from the one mentioned in Para 4.
- (v) Candidates, who are presently employed in Private Sector Banks / NBFCs & other institutions must spell out clearly that his/her designation and scale in his Present Organization is equivalent to or above of that mentioned in Para 4 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.
- (vi) IIFCL reserves the right to raise / modify the eligibility criteria in minimum educational qualification and/or minimum work experience.

5. NATIONALITY / CITIZENSHIP

Candidate must be a Citizen of India.

6. SELECTION PROCEDURE:

The Selection would be done by way of group discussion and / or interview. Merely satisfying in eligibility norms does not entitle a candidate to be called for Group Discussion/Interview. IIFCL reserves the right to call only the requisite number of candidates for the Group Discussion/ Interview after preliminary screening / short listing with reference to candidate's qualifications, experience, suitability, etc.

7. 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 any of its offices/subsidiaries.

8. SERVICE BOND:

Selected candidates are to undertake service bond of Rs. 2 lac for serving IIFCL for a minimum period of 2 years.

9. GENERAL CONDITIONS:

- (i) Appointment shall be subject to Service and Conduct Rules of IIFCL.
- (ii) Appointment shall be on probation for a period of two year of active service. 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, Casual Leave as may be due may be permitted to avail only. Leave of any other kind availed of will have the effect of extending probation period by the period of such leave availed.
- (iii) Age of superannuation in IIFCL is 60 years.
- (iv) Working knowledge of Computers including MS- Office is essential for the above posts.
- (v) 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.
- (vi) It is essential that the application is strictly in accordance with the prescribed format and properly and completely filled and contains no alteration / cuttings. An application of a General candidate without the necessary Demand Draft shall not be considered.
- (vii) 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.

- (viii) Before filling in the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualification, work experience etc. **as on 01.11.2012** 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.
- (ix) In case it is detected at any stage of recruitment that a candidate does not fulfill 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.
- (x) Self Attested Photocopies of all Certificates are to be provided with the Application Form including:-
- a) Educational/ Professional Certificates (right from class Xth to the latest)
 - b) Experience Certificates (including Appointment & Relieving letters of all previous employers)
 - c) Caste Certificate (in case of SC/ST and OBC),
 - d) Certificate of Ex-Servicemen(if applicable)
 - e) Copy of last drawn Salary, etc.

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

- (xi) Any request for change of address / change of centre for group discussion and / or interview shall not be entertained.
- (xii) IIFCL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IIFCL shall be final.
- (xiii) IIFCL has the right to reject entirely or partially the selection/advertisement at any stage without assigning any reason and the decision of IIFCL shall be final in this regard.
- (xiv) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (xv) 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, verification of caste / tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of IIFCL.

- (xvi) Out stationed candidates of SC/ST category called for interview will be reimbursed rail fares from his/her place of posting to the station of interview & return.
- (xvii) Canvassing in any form will be a disqualification.
- (xviii) Communication shall be sent at the **Present Address** mentioned by the Candidate in the Application Form.
- (xix) 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.

10. HOW TO APPLY

Eligible candidates may send in their application in the prescribed format (by ordinary post) to Box No. **DEL 230657, The Economic Times, New Delhi - 110103** in a closed cover clearly **super scribed as "APPLICATION FOR THE POST OF (Post code (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 group discussion and/or interview .

11. APPLICATION FEE(Non Refundable)

By way of valid Demand Draft favoring 'India Infrastructure Finance Company Limited' payable at New Delhi issued on or before 22/11/2012.

Category	Total
General Candidate	Rs. 500/-

No application fee is payable by SC/ST/OBC (Non Creamy Layer) and PWD candidate.

12. LAST DATE FOR RECEIPT OF APPLICATIONS:

The applications with recent passport size photograph & self attested copies of certificates should reach on or before **16/11/2012** at the address given above. For the candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshdweep, 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 be **22/11/2012**. Any application received after the last date will not be entertained by IIFCL. The applications are to be sent by Ordinary post only.