

Detailed Advertisement

Advertisement No.: IFCI/2023-24/08

IFCI Ltd. (erstwhile Industrial Finance Corporation of India, established in 1948 as India's first Development Financial Institution), is an NBFC-ND-SI and a Government of India Undertaking. IFCI has contributed significantly to the Indian economy through its continuous support to projects in various spheres of growth & development – manufacturing, infrastructure & services and agriculture allied sectors.

Further, IFCI has been working on various schemes from the Government of India as Project Management Agency/Verification Agency and is keen on strengthening its offering of Advisory services, both for Government Agencies and Corporates. Accordingly, IFCI invites online Resume/Biodata from Indian citizens, for the following positions:

Eligibility Criteria and Key Objectives & Responsibilities

Name of Position- Director (Legal) (On Contract)

Applications are invited from professionals including retired officials from Public Sector Scheduled Commercial Banks / All India Public Sector Financial Institutions/State Financial Institutions / RBI /Insurance Companies having experience in dealing with Legal Matters for engagement on contract basis.

No. of Position- 01 (UR)

Tenure of Contract: Initially for a period of two (02) years, extendable on mutual agreement.

Eligibility Criteria

- **Qualification:** LLB/LLM
- **Maximum Age:** 65 years as on 31/01/2024.

Experience and Skills Required:

- Minimum 25 years of post-qualification experience at officer level in various areas of operations viz., NPA Recovery, documentation, filing suits / appeals for recovery, legal proceedings, managing legal and regulatory risks in Commercial Banks / Financial Institutions / Insurance Companies etc.
- Sound business acumen and ability to align legal strategies with business goals.
- Preference would be given for experience in Corporate Legal functions.

Broad Objectives and Responsibilities:

- Overall management of the Legal Function in IFCI.
- Managing legal issues pertaining to NPA recovery, Advisory/Consulting Services, Real Estate matters, Human Resource related litigation in IFCI.
- Dealing with legal related issues of IFCI Group Companies.

- Provide legal opinion on various other matters referred to the incumbent.
- Assess legal risks and put appropriate systems in place to managing the same.

Name of the Position: Sr. Associate (Estates) (On Contract)

No. of Position: 01 (UR)

Tenure of Contract: Initially for a period of three (03) years, extendable on mutual agreement

Eligibility Criteria

- **Qualification:** B.E/B.Tech Civil from a recognized University.
- **Maximum Age:** 35 years as on 31/01/2024

Experience & Skills required:-

- Should have at least 6 years of post-qualification relevant work experience. Preferably, experience in dealing with Govt. organizations.
- Should have experience in operation & maintenance of commercial and residential buildings.
- Co-ordination, supervision, testing, inspection of civil works related to office/residential building.
- Knowledge of dealing with property related matters.
- Experience in procuring through GeM Portal.
- Knowledge of CVC guidelines for procurement is desirable.

Key Objectives and Responsibilities:-

- To prepare Bill of Quantities and estimates as per DSR/Market rate.
- To carry out day to day supervision/monitoring as per specification of items of works.
- To verify maintenance bills/ running account bills and final bills of work/procurement.
- To prepare tender documents, to check evaluation of bids, to prepare award of contracts, to carry out inspection/ monitoring of work and other procurement related activities.

I. **REMUNERATION:** Market driven salary which will not be a constraint for a suitable candidate.

II. **HOW TO APPLY:**

Candidates fulfilling the above eligibility criteria may submit their Resume/Biodata through email at contract@ifcilttd.com. Kindly enclose the self-attested photocopies of the following documents in the email:

1. Proof of date of Birth
2. Educational Certificates
3. Relevant Experience certificates (containing areas and period of service)

Note: LAST DATE FOR SUBMISSION THROUGH E-MAIL IS FEBRUARY 15, 2024.

III. General Conditions:

1. Post qualification experience means the applicant should have working experience for the specified period after acquiring the prescribed educational/professional qualifications from a recognized and approved institution in India, by AICTE / UGC / ICAI etc. and other appropriate authority as the case may be.
2. Those working in Central or State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs/PSUs/PSEs may submit the requisite information without the documents mentioned below. In case the applicant is shortlisted for interview, following information/documents, about the applicant from the current employer should be provided on the date of interview:
 - i. No Objection Certificate (NOC) from the current employer stating that <Company Name> has no objection in his/her applying for the post of <Name of Post applied for> in IFCI Ltd and if selected for an appointment to the post applied for by him/her, will be allowed to join his/her new assignment.
 - ii. Certificate that the applicant is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
 - iii. Certificate of Integrity stating that "The Integrity of <Applicant Name> is beyond doubt".
3. All Computations of age shall be done considering **January 31, 2024** as the cut-off date. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on any of these accounts.
4. The mere fact that a candidate has submitted the Resume/Biodata against the advertisement and apparent fulfilling of criteria as prescribed in the advertisement would not bestow on him/her the right to be called for interview / considered for selection process. IFCI at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.
5. The total number of projected vacancies/Level offered indicated may increase / decrease / be cancelled at the discretion of IFCI, if need so arises, without any further notice and without assigning any reason thereof.
6. The advertised positions are for Head Office, IFCI Ltd located at New Delhi. However, the candidates can be transferred to any of its Regional Offices anywhere in India or Head Office/Subsidiaries / Associates.
7. The candidates belonging to SC or ST category, if called for interview physically, will be eligible for reimbursement of Travelling Allowance as per Govt. of India guidelines. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified and no to & fro fare will be paid by IFCI.
8. Only Indian Nationals are eligible to apply. While applying for any post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. To ascertain eligibility IFCI

may obtain additional information from candidate. In case, it is detected at any stage of engagement process, 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), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.

9. E-mail Id/ phone number/present address given in the Resume/Biodata should be valid and functional for at least 6 months from the date of submission of Resume/Biodata.
10. IFCI reserves the right to restrict the number of shortlisted candidates for interview on the basis of qualifications and experience higher than the minimum prescribed.
11. Canvassing in any form will disqualify candidate(s).
12. IFCI reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.
13. Any legal proceeding in respect of any matter of claim or dispute arising out of this process in response thereto can be instituted only in Delhi and courts/tribunals/forums in Delhi only shall have sole and exclusive jurisdiction to try any such cause/dispute.
14. IFCI will not be responsible for any loss of communication letter/ e-mail sent, due to invalid / wrong e-mail id/ wrong postal address/postal delay etc., in case of, any communication made by IFCI. No request in this regard will be entertained. Further, any e-mail communication made by IFCI at the furnished email id will be considered as valid communication, even in case the same communication has not been sent/delivered by post physically.
15. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
16. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying.
17. Any query while applying for the positions may be addressed to **contract@ifcilttd.com**.
18. The short-listed candidates will be called for interview process, which will be carried out at New Delhi or may be held in online mode, as may be decided by IFCI. In case of online interviews, No TA/DA will be paid for attending the same to any category of candidate.
