

Detailed Advertisement

Advertisement No.: IFCI/2025-26/04

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

Over the last few years, IFCI has also strengthened its offerings of Advisory services, both for Government Agencies and Corporates. It is working on various schemes of Government of India aimed at boosting manufacturing, as Project Management Agency/Verification Agency.

Accordingly, IFCI invites online applications from Indian citizens, for engagement of experienced professionals, on contract basis, initially for a period of three (03) years, extendable on mutual agreement, for the following positions:

I. The eligibility criteria for various positions are given below:

Eligibility Criteria and Key Objectives & Responsibilities
Title of the Position: Senior Associate (Corporate Advisory) (On Contract) No. of Positions: 01 (UR) Qualification: MBA (Finance)/CA/CMA/CFA Experience & Skills required: ➤ Experience of minimum 6 years in any MSME Branch of a Bank, FI or, with the Private Equity/ Venture Capital Funds, or Merchant Bankers or Consultancy Firms. Desirable Experience: ➤ Public Issue Management (including SME IPO), Debt Syndication for MSMEs, Private Equity/ Venture Capital sourcing. Maximum Age: 40 years as on 31/10/2025. Key Responsibilities: - ➤ Business Development in MSME sphere. ➤ Facilitating clients in equity/ debt raising transactions. ➤ Assisting clients in meeting regulatory requirements. ➤ Representing IFCI in various meetings, presentations, seminars, webinars, dialogues, discussions with industry players and other stakeholders.

Title of the Position: Senior Associate (Company Secretary) (On Contract)

No. of Positions: 01 (UR)

Qualification: Qualified CS from the Institute of Company Secretaries of India. Additional qualifications, such as Bachelor of Legislative Law (L.L.B) would be an added advantage

Experience & Skills required:

- The candidate should have a minimum of 02 years' of post qualification experience in Secretarial/Compliance functions.
- Experience of handling work involving regulators is desirable.

Maximum Age: 35 years as on 30/09/2025.

Key Responsibilities:

- Manage the secretarial affairs of the company.
- Filing applicable forms and returns with ROC, SEBI, RBI and other regulators and statutory bodies.
- Organize meeting of the Board, Committees, Shareholders of the company. Prepare agenda papers, minutes, resolutions for the said meetings and ensuring all the meetings are convened as per the norms.
- Maintaining and updating all statutory records/books and registers as required by law.
- To serve as the compliance officer of the company.
- Ensure secretarial and regulatory compliances applicable to an NBFC including compliance of Companies Act 2013, secretarial standards and all other applicable compliances including but not limited to directions / guidelines / circulars of SEBI, RBI, Government of India, MCA etc. from time to time.
- Liaison with ROC/NSDL/CDSL/BSE.
- Drafting / reviewing any changes in the policies of the company pertaining to the aforementioned compliances.
- Overseeing compliance in respect of related party transactions.
- Facilitating secretarial audit.
- Providing necessary documents and support during audits by CAG, RBI, etc.
- Execution of Corporate Actions

Title of the Position: Associate (Corporate Advisory) (On Contract)

No. of Positions: 01 (UR)

Qualification: MBA (Finance)/ CA/ CMA/CFA.

Experience & Skills required: -

- Experience of minimum 3 years in any Bank, FI or Consultancy Firms.
- Financial Modelling, Financial Appraisal/Due – diligence / Business Valuation.

Maximum Age: 35 years as on 31/10/2025.

Key Responsibilities: -

- Undertaking credit/ project appraisals, business valuation, financial consultancy.
- Preparation of financial models / appraisal reports.
- Making presentation to the clients.
- Undertaking business development meetings

II. HOW TO APPLY:

Candidates fulfilling the above eligibility criteria may submit their Resume through email at contract@ifcilttd.com.

Please write "Title of the Position" in the subject of the e-mail.

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)
4. In case of reserved category candidates, updated Caste Certificate may be provided.

Note: LAST DATE FOR SUBMISSION THROUGH E-MAIL IS NOVEMBER 12, 2025.

General Conditions:

1. The candidates 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".
2. All Computations of age and work experience shall be done considering **October 31, 2025**, 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.
3. Candidates may mention the category i.e. Scheduled Caste (SC)/ Schedule Tribe (ST)/ Other Backward (OBC)/PwD etc. in the application/ Resume.
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. 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.
9. 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.
10. Canvassing in any form will disqualify candidate(s).
11. IFCI reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.
12. 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.
13. 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.
14. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
15. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying.
16. Any query while applying for the positions may be addressed to **contract@ifcilttd.com**.
17. 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.
18. The selected candidate will be required to execute an Indemnity Bond, in a prescribed format, with surety for serving the IFCI at least for a period of one year and in the event of resignation from the post before this period, the candidate will be required to indemnify and pay to IFCI a sum of Rs. 1 Lakh (Rs One Lakh Only) besides serving notice period or payment in lieu thereof.
