

### **Detailed Advertisement**

#### **Advertisement No.: IFCI/2025-26/03**

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. IFCI is looking for suitable manpower in areas related to management of these schemes.

Accordingly, IFCI invites online applications from Indian citizens, for engagement of experienced and seasoned 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:**

<b>Eligibility Criteria and Key Objectives &amp; Responsibilities</b>
<p><b>Title of the Position:</b> Senior Associate- Estates (On Contract)</p> <p><b>No. of Positions:</b> 02 (01-UR &amp; 01-OBC)</p> <p><b>Qualification:</b> B.E/B. Tech in Civil Engineering from a recognized University.</p> <p><b>Experience &amp; Skills required: -</b></p> <ul style="list-style-type: none"> <li>➤ Should have at least 6 years of post-qualification relevant work experience. Preferably, experience in dealing with Govt. organizations.</li> <li>➤ Should have experience in operation &amp; maintenance of commercial and residential buildings.</li> <li>➤ Co-ordination, supervision, testing, inspection of civil work related to office/residential building.</li> <li>➤ Knowledge of dealing in property related matters.</li> <li>➤ Experience in procurement through GeM Portal.</li> <li>➤ Knowledge of CVC guidelines for procurement is desirable.</li> <li>➤ Good command over English Language, good working knowledge of MS Office (PPTs, MS word, MS excel etc).</li> </ul> <p><b>Maximum Age:</b> 35 years as on 30/09/2025.</p> <p><b>Key Responsibilities: -</b></p> <ul style="list-style-type: none"> <li>➤ To prepare Bill of Quantities and estimates as per DSR/Market rate.</li> <li>➤ Repair/renovation works of properties and managing payments; Maintenance of IFCI Properties etc.</li> </ul>

- AMCs of building equipment, repair/maintenance works including Civil, Plumbing, Carpentry etc.
- Matters related to the Sale of IFCI Properties through e-auction, Valuation of IFCI Properties, Insurance of properties etc.
- Management of Physical Verification of Assets, Fixed Asset Register etc.
- Overall management of tenants, Renewal/ Extension of leases, Raising of tenants' invoices, execution/ registration of lease agreements etc.
- Oversee Leasing out vacant office space and residential space.
- Prepare annual budgets and track expenditures. Disposal of scrap through e-auction.
- To carry out day-to-day supervision/monitoring of work/ AMCs as per specification.
- To verify maintenance bills/statutory 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.
- Renewal of necessary licenses required building and colonies, Liaisoning with concerned authorities.
- Procurement and empanelment of vendors/suppliers.
- Preparation of documentation.

**\* *Candidates may mention the category whether Scheduled Caste (SC)/ Schedule Tribe (ST)/ Other Backward (OBC) Class in the application/ Resume.***

**Title of the Position:** Senior Associate- Law (On Contract)

**No. of Positions: 01 (UR)**

**Qualification:** LLB/LLM from a recognized university.

**Experience & Skills required:**

- Should have at least 6 years of post-qualification relevant work experience especially in recovery of NPAs.
- Experience in Financial Institutions/ NBFCs/ PSUs/ PSBs /Govt. Organizations/ARCs shall be preferred.
- Should have in-depth knowledge of Insolvency and Bankruptcy Code (IBC), SRFAESI, Negotiable Instruments Act and applicable corporate/ commercial legislations with expertise in DRT/ Civil/ Criminal Courts/NCLT, arbitration proceedings
- Experience in Title due diligence of properties and understanding of Financing and security documents.
- Should be well versed in drafting and vetting of petitions, applications and appeals before NCLTs, NCLAT, High court and Supreme court etc, Filing of claims before IRP/RP and Liquidators.
- Experience in the area of drafting, vetting, execution of legal documents related to financing and security of project and corporate loans, legal due diligence of loan proposals/ projects / promoters / contracts / title of properties.

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

**Key Responsibilities: -**

- Handle matters relating to the Insolvency and Bankruptcy Code (IBC), SRFAESI Act, Negotiable Instruments Act, and other relevant corporate and commercial laws with demonstrated expertise before DRT, Civil, Criminal Courts, NCLT, and arbitration forums.

- Draft, review, and vet petitions, applications, and appeals before judicial and quasi-judicial forums including NCLT, NCLAT, High Courts, and the Supreme Court, along with filing of claims before IRPs, RPs, and Liquidators.
- Perform legal due diligence on loan proposals, projects, promoters, contracts, and property titles to assess legal risks and compliance. Manage drafting, vetting, and execution of legal documentation related to project financing, corporate loans, and security creation. Conduct comprehensive title due diligence of properties and review financing and security documents.
- The responsibilities mentioned herein are indicative and not exhaustive.

**Title of the Position:** Associate- Services (On Contract)

**No. of Positions: 01 (UR)**

**Qualification:** Graduate in any discipline from a recognized university.

**Experience & Skills required: -**

- Should have at least 4 years of relevant work experience. Preferably, experience in dealing with Govt. organizations.
- Should have experience in administration, facility management, or corporate services.
- Experience in procuring through GeM Portal.
- Prior experience in handling AMC contracts, vendor coordination, and budgeting preferred.
- Knowledge of dealing with property related matters.
- Knowledge of CVC guidelines for procurement is desirable.
- Good command over English Language, good working knowledge of MS Office (PPTs, MS word, MS excel) etc.

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

**Key Responsibilities: -**

- AMC Tracking and Management.
- Management of housekeeping services, security services and outsourced service providers (OSPs).
- Event Management: Organize logistics for Board-level meetings including stay, transport, catering, and venue setup. Arrange lunch/tea, Sodexo/Pluxee cards, flower management, refreshments etc.
- Arrange and maintain daily staff cabs, insurance, manage related billing etc.
- Managing leased printer/scanner/photocopier machines, intercom, Dish connection, and other telecom systems, water jars etc.
- Coordinate printing of office materials including visiting cards and ID cards.
- Procurement & distribution of office stationery, maintain inventory etc.
- Oversee library operations and courier/DAK-related activities.
- Prepare annual budgets and track expenditures, disposal of scrap through e-auction etc.
- Prepare Bill of Quantities and estimates as per DSR/Market rate.
- Carry out day-to-day supervision/monitoring of work/ AMCs as per specification.
- Verify maintenance bills/ statutory payments/running account bills and final bills of work/procurement etc.
- Prepare tender documents, check evaluation of bids, prepare and award contracts, carry out inspection/ monitoring of work and other procurement related activities.
- Preparation of documentation.

Note: Age relaxation in maximum age limit to Persons with Disabilities (PwD) & OBC candidates will be provided as per Govt. of India guidelines.

## II. **HOW TO APPLY:**

Candidates fulfilling the above eligibility criteria may submit their Resume through email at [contract@ifcilttd.com](mailto: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 OCTOBER 09, 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 **September 30, 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.

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