

(Online Mode)

No. IFCI/RTI/918/2021

Dated: 03rd June, 2021

To,



Dear Sir,

Sub: Information sought under RTI Act, 2005.

Please refer to your RTI Application no. IFCIL/R/E/21/00007 dated 05/05/2021 seeking information as per the provisions of the RTI Act, 2005.

2. In this regard, as per the inputs received from the concerned Sections/Departments., the response to your queries are as under:-

- I. In response to the query no.1 & 2 of your application, the details are already available in the website of IFCI Ltd. (www.ifciltld.com). However the same is also provided as under:-

1.	Hyderabad	Taramandal Complex (8th Floor), 5-9-13, Saifabad. (PIN : 500 004).
2.	Kolkata	Chatterjee International Centre (3rd Floor) 33-A, Jawaharlal Nehru Road (PIN: 700 071).
3.	Mumbai	Earnest House (9th Floor) NCPA Marg Nariman Point (PIN: 400 021).

*Chennai office had been advertised to be closed w.e.f. 31/05/2021 by IFCI Ltd.

- II. In response to the query no.3 of your application, the details are as under:-

General Manager	-	01
Deputy General Manager	-	02
Asst. General Manager	-	03
Manager	-	02
Asst. Manager	-	03
Total	-	11

- III. In response to the query no.4 of your application, IFCI Ltd. has a Regional Office at Mumbai and as such there are no Department/Divison in the said office.

- IV. In response to query no.5 of your application, IFCI Ltd. became a Govt. Of India Enterprise in 2015 and as such the relevant Advertisements (2 in no.) issued by IFCI Ltd. are appended herewith with the present reply.

3. The details of the First Appellate Authority is as under:-

Mrs. Anamika Ranawat, DGM(L), First Appellate Authority, IFCI Ltd., IFCI Tower, 61, Nehru Place, New Delhi-110019

(वरिंदर मलिक)

केंद्रीय लोक सूचना अधिकारी, आईएफसीआई.लि.



आई एफ सी आई लिमिटेड
(A Government of India Undertaking)
(भारत सरकार का उपक्रम)

Registered Office: IFCI Tower, 61 Nehru Place
New Delhi -110019

Tel: 011-41732000/26487444

Email: recruitment2016@ifcilttd.com

Website: www.ifcilttd.com

CIN: L74899DL1993GOI053677

Revised Detailed Advertisement

Advertisement No.: IFCI/2016/01

IFCI Ltd. (established in 1948, as India's first and a premier Financial Institution), today a NBFC-NDSI and a Government of India Undertaking, invites applications from Indian citizens, for recruitment to the posts of General Manager, Deputy General Manager, Assistant General Manager, Manager and Assistant Manager in Credit, Recovery, Audit, Legal, Technical and IT functions.

I. The scale of pay and specifications of the posts are given below:

S.No.	Designation/Post	Domain	Qualifications, Experience Required and Age	Key Objective and Responsibility
01	General Manager	Credit	<p>Qualification: Post Graduate/MBA or equivalent or Chartered Accountant/ ICWA.</p> <p>Experience required: Should have extensive domain expertise in Credit financing, at least 15 years relevant work experience in Banks/FIs preferred, out of which at least 2 years should have been completed in the rank of Deputy General Manager in a Public Sector Bank or equivalent in a Private Sector Bank.</p> <p>Preferred skills: Team building skills, ability to lead and work with diverse teams, should be able to inspire, communicate and motivate the other members in the team to achieve results.</p> <p>Age: Below 52 years.</p>	The role will have the mandate to bring in the respective subject matter expertise into the functions of Credit. The incumbent will supplement the existing teams and skills available within IFCI and facilitate the focused efforts of the respective departments to quickly overhaul the areas that have scope to improve upon.
02	General Manager	NPA Resolution and Recovery	<p>Qualification: LLM/LLB preferably with MBA.</p> <p>Experience required: Should have 15 years experience in Credit/ NPA Resolution with minimum 5 year expertise in NPA Resolution and recovery in Banks/FIs preferred, out of which at least 2 years should have been completed in the rank of Deputy General Manager in a Public Sector Bank or equivalent in a Private Sector Bank.</p> <p>Preferred skills: Team building skills, ability to lead and work with diverse teams, should be able to inspire, communicate and motivate the other members in the team to achieve results.</p> <p>Age: Below 52 years.</p>	The role will have the mandate to bring in the respective subject matter expertise into the functions of NPA resolution and recovery. The incumbent will supplement the existing teams and skills available within IFCI and facilitate the focused efforts of the respective departments to quickly overhaul the areas that have scope to improve upon.

03	Deputy General Manager	Credit	<p>Qualification: Post Graduate /MBA or equivalent or Chartered Accountant / ICWA.</p> <p>Experience required: Should have extensive domain expertise in Credit financing with at least 10-15 years of experience in Banks/FIs preferred, out of which at least 2 years should have been completed in the rank of Assistant General Manager in a Public Sector Bank or equivalent in a Private Sector Bank.</p> <p>Preferred skills: Team building skills, ability to lead and work with diverse teams, should be able to inspire, communicate and motivate the other members in the team to achieve results.</p> <p>Age: Below 47 years.</p>	The role will have the mandate to bring in the respective subject matter expertise into the functions of Credit. The incumbent will supplement the existing teams and skills available within IFCI and facilitate the focused efforts of the respective departments to quickly overhaul the areas that have scope to improve upon.
04	Deputy General Manager	Internal and Credit Audit	<p>Qualification: Chartered Accountant/ ICWA or Post Graduate /MBA or equivalent.</p> <p>Experience required: Should have extensive domain expertise in Internal and Credit Audit with at least 10-15 years of experience in Banks/FIs preferred, out of which at least 2 years should have been completed in the rank of Assistant General Manager in a Public Sector Bank or equivalent in a Private Sector Bank.</p> <p>Preferred skills: Team building skills, ability to lead and work with diverse teams, should be able to inspire, communicate and motivate the other members in the team to achieve results.</p> <p>Age: Below 47 years.</p>	The role will have the mandate to bring in the respective subject matter expertise into the functions of Internal and Credit Audit. The incumbent will supplement the existing teams and skills available within IFCI and facilitate the focused efforts of the respective departments to quickly overhaul the areas that have scope to improve upon.
05	Assistant General Manager	Technical	<p>Qualification: B.E./ B.Tech in Civil Engg. from a reputed Institute.</p> <p>Experience required: At least 10 years experience in operation and maintenance of Multi-storied Office Building Complex having Central Air Conditioning, Building Management System, Furniture, Fixtures, Glass Facade etc. preferably in Public Sector Bank/Undertaking.</p> <p>Preferred skills: The candidate should have experience in upkeep of office equipment, interiors, management of vendors/ contractors, expenditure within budget etc. The candidate should be well versed in systems</p>	The candidate will be required to maintain and upkeep IFCI Tower/parking space, installed with Building Management System (BMS) and also regular maintenance and timely renovation of IFCI staff colonies at various locations. Awarding work contracts and liasioning with various vendors in order to maintain IFCI property at Head Office and other Regional Offices.

			and procedures for award of contracts/ procurements in PSU/ Banks and CVC guidelines. The candidate should have knowledge and experience in the latest Fire Safety Systems and norms prevalent for office building complex and staff colonies. Age: Below 50 years.	
06	Manager	Finance	Qualification: MBA (Finance) or equivalent preferably with B.E/B.Tech or Chartered Accountant / ICWA. Experience required: Minimum of 5 years in a Bank or Financial Institution or a Consulting Firm, in the areas of project identification, appraisal, merchant banking activities etc. Age: Below 35 years.	<ul style="list-style-type: none"> ▪ In-depth quantitative and qualitative analysis of various industrial sectors. ▪ Identification of projects and undertaking detailed viability studies. ▪ Development of financial models. ▪ Appraisal of projects including Financial analysis, Business analysis, Economic analysis, Risk analysis, etc. ▪ Valuation. ▪ Project monitoring, control, follow-up and MIS etc. ▪ Liaisoning with other Banks/Financial Institutions etc.
07	Manager	Legal	Qualification: LLM/LLB preferably with MBA. Experience required: Minimum of 5 years in a Bank or Financial Institution or a Consulting Firm, in the areas of legal documentation and recovery through courts etc. Age: Below 35 years.	<ul style="list-style-type: none"> ▪ Investigating of title to properties and drafting security documents, conveyancing and transfer of property and allied land laws. ▪ Dealing with and advising on matters pertaining to Banking Laws, Property Laws, SEBI and related Laws, Foreign Exchange Regulations, Company Law, Mercantile and Labour Laws and legal practice & procedures. ▪ Handling and following-up civil suits and other proceedings connected with recoveries of the advances, recovery suits before Civil Court, Debt Recovery Tribunal and winding up procedure before Company Court, Labour Tribunal/Court proceedings, Consumer Court cases and writ proceedings before High Court and Supreme Court of India.
08	Assistant Manager	Finance	Qualification: MBA (Finance) or equivalent preferably with B.E/ B.Tech or Chartered Accountant / ICWA. Experience required: Experienced candidates with 1 to 2 years post qualification experience in Banks or Financial Institution preferred. Freshers with above mentioned qualification can also apply. Age: Below 30 years.	<ul style="list-style-type: none"> ▪ Assist in quantitative and qualitative analysis of various industrial sectors. ▪ Assist in development of financial models. ▪ Appraisal of projects including Financial analysis, Business analysis, Economic analysis, Risk analysis etc. ▪ Project monitoring, control, follow-up and MIS etc. ▪ Liaise with other Banks/ Financial Institutions etc.

09	Assistant Manager	IT	Qualification: B.E/B.Tech (Computer Science/ Information Technology) or MCA Experience Required: Experienced candidates with 1 to 2 years post qualification experience would be preferred. Freshers with above mentioned qualification can also apply. Age: Below 30 years.	Technical Skills <ul style="list-style-type: none"> ▪ Good understanding of RDBMS concepts - Oracle Database, PLSQL and Application development using oracle forms & reports, SQL server and application development using DOT net. ▪ The incumbent should have the ability to deliver reliable software solution, writing impeccable code and delivering projects on time with system documentations. Deliverables <ul style="list-style-type: none"> ▪ The incumbent would be involved in maintenance/enhancement of existing applications. The incumbent should have experience of creating / working on projects with reasonable quality and depth in these technologies. ▪ The incumbent should demonstrate keenness to go further and learn the use of new technologies to create and develop web based applications and systems.
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II. Vacancy Position:

S.No.	Designation/Post	Grade	Vacancies	Reservation
i	General Manager (Credit)	E	02	UR-02
ii	General Manager (NPA Resolution and Recovery)			
iii	Deputy General Manager (Credit)	D	04	UR-03, OBC- 01
iv	Deputy General Manager (Internal and Credit Audit)			
v	Assistant General Manager (Technical)	C	01	UR-01
vi	Manager (Finance)	B	17	UR-08, OBC-04, SC-03, ST-02
vii	Manager (Legal)	B	01	SC-01
viii	Assistant Manager (Finance)	A	15	UR-06, OBC-03, SC-04, ST-02
ix	Assistant Manager (IT)	A	01	OBC-01

Note:-

1. The vacancies of Persons with Disability (PwD) shall be filled- up against respective categories.
2. Abbreviations- UR- Unreserved, OBC- Other Backward Classes (Non Creamy Layer), SC- Scheduled Castes, ST- Scheduled Tribes.

III. Compensation: The selected candidates would be placed in the scales of pay as under:

Grade	Designation	Scale of Pay (Rs.) (under revision)
E	General Manager (Credit) and General Manager (NPA Resolution and Recovery)	42300-1300 (3)-46200-1400 (3)-50400-1600 (1)-52000 (8 Years)

D	Deputy General Manager (Credit) and Deputy General Manager (Internal and Credit Audit)	39850-1200 (2)-42250-1300 (3)-46150 (6 Years)
C	Assistant General Manager (Technical)	28350-1000 (5)-33350-1150 (4)-37950-EB-1150 (3)-41400 (13 Years)
B	Manager (Finance) and Manager (Legal)	21000-1000 (9)-30000-EB-1000 (2)-32000-1100 (4)-36400 (16 Years)
A	Assistant Manager (Finance) and Assistant Manager (IT)	17100-1000 (11) -28100-EB-1000 (4)-32100-1100 (1)-33200 (17 Years)

Initial pay will be fixed as per extant rules in IFCL. In addition, benefits like Dearness Allowance, Company Accommodation (subject to availability), Company Leased Accommodation/HRA, Gratuity, PF, Group Personal Accident Insurance, Mobile Phone Expenses, Medical Reimbursement, Leave Fare Concession, House Building Advance and other Loans & Advances etc. would be admissible as per Company Rules.

IV. Relaxations / Concessions :

1. Relaxations for SC/ST/ OBC (NCL-Non Creamy Layer)/ PwD/ Ex-servicemen/ J&K domicile category will be as per Govt. of India guidelines.
2. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the Competent Authority, in support of their claim. In addition, the OBC-NCL candidates will be required to submit a valid caste certificate in the revised format applicable for the purpose of reservation in appointment to posts under Government of India / Central Government/ Public Sector Undertaking as contained in DoPT OM NO. 36036/2/2013-Esstt (Res.) dated May 30, 2014 from a Competent Authority. The revised format can also be downloaded from our website www.ifcltd.com. Further, the OBC-NCL candidates will have to submit an undertaking at the time of Personal Interview, if called for, indicating that they belong to OBC-Non Creamy Layer.
3. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR).
4. Persons with Disability (PwD) will be person with 40% or more disabilities as prescribed under Government of India guidelines.
5. If the SC/ST/OBC/PwD certificate has been issued in a language other than English / Hindi, then the candidates will be required to submit a self certified translated copy of the same in either English or Hindi.
6. Maximum age limit is relaxable by 5 years for SC & ST categories, 3 years for OBC-NCL category, 5 years for 'PwD from UR category', 8 years for 'PwD from OBC-NCL category' and 10 years for 'PwD from SC/ST category', as applicable.
7. Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
8. Age relaxation by 5 years for Ex-Servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years military service and fulfilment of other conditions prescribed by Govt. of India.

V. General Conditions:

1. Non-submission of on-line application will not be entertained.
2. 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 / appropriate statutory authority.
3. Employees working in Central or State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs/PSUs/PSEs may submit an advance copy of online application without the documents mentioned below. In case the applicant is

shortlisted for interview, following information about the applicant from the current employer should reach at the address given below prior to the 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. Five (05) years Performance Appraisal Ratings / Confidential Reports.
- iii. Certificate that the applicant is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
- iv. Certificate of Integrity stating that "The Integrity of <Applicant Name> is beyond doubt".
- v. The address where the documents should be dispatched is given below:

Ms. Pooja S Mahajan
General Manager (Human Resources)
IFCI Limited
IFCI Tower, 61, Nehru Place
New Delhi – 110019

4. Incomplete applications or applications received late will be summarily rejected.
5. All Computations of age / minimum experience requirement / qualification shall be done considering **31st March, 2016** 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 this account.
6. The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling 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.
7. The total number of projected vacancies indicated in this advertisement may increase / decrease / be cancelled at the discretion of IFCI, if need so arises, without any further notice and without assigning any reason thereof.
8. Positions are advertised for IFCI, postings can be at any of its Regional Offices anywhere in India or Head Office/Subsidiaries / Associates. All posts are transferable at the sole discretion of IFCI.
9. The candidates belonging to SC or ST category, as the case may be called for interview will be eligible for reimbursement of Travelling Allowance .The reimbursement will be given for onward journey for distances beyond 30 KM (one-way) by the shortest route by Second Class Rail or by bus (ordinary) and for return journey (beyond 30 KM) from his home-town to the place of interview and back. 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.
10. 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. 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 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.
11. In case a candidate wishes to apply for more than one post, he / she may submit separate applications for each post(s).
12. IFCI reserves the right to conduct Group Discussion if required.
13. IFCI reserves the right to call the candidates for any post and not necessarily to the post applied for. Mere eligibility will not entitle a candidate to be called for interview. The decision of IFCI in this regard will be final and no correspondence in this regard will be entertained.

14. E-mail Id/ phone number/present address given in the application should be valid and functional for at least 6 months from the date of submission of application.
15. 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.
16. Canvassing in any form will disqualify candidate(s).
17. IFCI reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.
18. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or any application 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.
19. IFCI will not be responsible for any loss of application/ 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.
20. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
21. Applications which are without **SELF-ATTESTED COPIES** of all testimonials will be summarily rejected.
22. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying. Candidates seeking reservation benefits available to SC/ST/OBC/PwD must ensure that they are entitled to such reservation as per Rules.
23. In case of any query/help required while filling online application form, the candidate may address the query to recruitment2016@ifcilttd.com.

VI. Cost of Application:

The cost of application of Rs.500/- is to be paid by the candidates belonging to General and OBC Category through on-line mode or through any SBI Branch through Pre Acknowledgement Payment(PAP) Form (may be called Bank Challan). SC/ST/PwD category applicants are exempted from payment of cost of application. Payment made through Debit Cards, Credit Cards, Internet Banking and Pre Acknowledgement Payment (PAP) Form for Payment through any SBI Branch shall attract charges as made applicable by the Gateway Service Provider and the same will be borne by the applicant. Payment once made will not be refunded under any circumstances.

VII. How to apply:

Candidates fulfilling the above eligibility criteria may apply through **on-line application** process at IFCI website: www.ifcilttd.com. ***Only on-line application and no other means/ mode of the application shall be accepted.***

Note: Opening Date of on-line Application: June 01, 2016.

Closing date of on-line Application: Extended upto July 08, 2016.



1. Applications for the following posts as per the relevant eligibility criteria are invited:

Job Code	Grade	Domain	Qualifications & Experience Required	Brief Job Description
01	Asst Manager	Credit	Qualification: MBA (Finance) or equivalent preferably with BE/B.Tech or Chartered Accountant Experience required: Experienced candidates with 1 to 2 years post qualification experience in banks or Financial Institution preferred. Freshers with above mentioned qualification can also apply.	<ul style="list-style-type: none"> Assist in quantitative and qualitative analysis of various industrial sectors. Assist in development of financial models. Appraisal of projects including Financial analysis, Business analysis, Economic analysis, Risk analysis, etc. Project monitoring, control, follow-up and MIS etc. Liaise with other Banks/Financial Institutions, etc.
02	Manager	Credit	Qualification: MBA (Finance) or equivalent preferably with BE/B.Tech or Chartered Accountant Experience required: Minimum of 5 years in a Bank or Financial Institution or a Consulting Firm, in the areas of project identification, appraisal, merchant banking activities etc	<ul style="list-style-type: none"> In-depth quantitative and qualitative analysis of various industrial sectors. Identification of projects and undertaking detailed viability studies. Development of financial models. Appraisal of projects including Financial analysis, Business analysis, Economic analysis, Risk analysis, etc. Project monitoring, control, follow-up and MIS etc. Liaisoning with other Banks/Financial Institutions, etc. Valuation
03	Asst Manager	Risk	Qualification: MBA (Finance) or equivalent preferably with BE/B.Tech Chartered Accountant Experience required:	<ul style="list-style-type: none"> Helping in assessing risks on credit proposals and suggesting risk mitigation techniques to be used. Ensuring use of credit risk models including use of internal rating system for rating of credit proposals as well as for portfolio risk management.



			Experienced candidates with 1 to 2 years post qualification experience in banks or Financial Institution preferred. Freshers with above mentioned qualification can also apply.	<ul style="list-style-type: none"> Assisting in designing a comprehensive organisation wide risk management system – formulating risk management policies and procedures and implementing them. Conducting Credit Audit. Assisting in ensuring effectiveness of Asset-Liability Management System in the Institution
04	Manager	Risk	<p>Qualification: MBA (Finance) or equivalent preferably with BE/B.Tech or Chartered Accountant</p> <p>Experience required: Minimum of 5 years. Must have worked in the area of Corporate Banking / Project Finance / Risk Management in a Bank or Financial Institution</p>	<ul style="list-style-type: none"> Helping the Institution to be Basel-II compliant. Helping in ensuring regulatory compliance as far as risk management is concerned. Assisting in designing a comprehensive organisation wide risk management system – formulating risk management policies and procedures and implementing them. Ensuring use of credit risk models including use of internal rating system for rating of credit proposals as well as for portfolio risk management. Conducting Credit Audit. Helping in assessing risks on credit proposals and suggesting risk mitigation techniques to be used. Ensuring effectiveness of Asset-Liability Management System in the Institution Assessing / measuring operational risks in the organisation and suggesting risk mitigation techniques.
05	Asst Manager	Legal	<p>Qualification: LLB/LLM</p> <p>Experience required: Experienced candidates with 1 to 2 years post qualification experience would be preferred. Freshers with above mentioned qualification can also apply.</p>	<ul style="list-style-type: none"> Investigation of title to properties and drafting security documents, conveyancing and transfer of property and allied land laws. Dealing with and advising on matters pertaining to Banking Laws, Property Laws, SEBI and related laws, Recovery laws, Foreign Exchange Regulations, Company Law, Mercantile and Labour Laws and legal practice & procedures. Handling and following-up civil suits and other proceedings connected with the recoveries of the advances, recovery suits before Civil Court, Debt Recovery Tribunal & winding up procedure before Company Court, Labour Tribunal/Court proceedings, Consumer Court cases and writ proceedings before High Court and Supreme Court of India.
06	Manager	Legal	<p>Qualification: LLB/LLM</p> <p>Experience required:</p>	<ul style="list-style-type: none"> Investigation of title to properties and drafting security documents, conveyancing and transfer of property and allied land laws.



			Minimum of 5 years of post-qualification experience would be preferred.	<ul style="list-style-type: none"> Dealing with and advising on matters pertaining to Banking Laws, Property Laws, SEBI and related laws, Recovery laws, Foreign Exchange Regulations, Company Law, Mercantile and Labour Laws and legal practice & procedures. Handling and following-up civil suits and other proceedings connected with the recoveries of the advances, recovery suits before Civil Court, Debt Recovery Tribunal & winding up procedure before Company Court, Labour Tribunal/Court proceedings, Consumer Court cases and writ proceedings before High Court and Supreme Court of India.
07	Asst Manager	Human Resources	Qualifications: MBA (HR) or equivalent Experience required: Experienced candidates with 1 to 2 years post qualification experience in HR would be preferred. Freshers with above mentioned qualification can also apply.	<ul style="list-style-type: none"> Assist in recruitment, performance appraisal, training and other HR activities. To manage the personal records of employees To assist in various HR engagement initiatives
08	Asst Manager	IT	Qualification: B.E/B.Tech (Computer Science) or MCA Experience Required: Experienced candidates with 1 to 2 years post qualification experience would be preferred. Freshers with above mentioned qualification can also apply.	Technical Skills <ul style="list-style-type: none"> Good understanding of RDBMS concepts - Oracle Database, PLSQL and Application development using oracle forms & reports, SQL server and application development using DOT net. The candidate should have the ability to deliver reliable software solution, writing impeccable code and delivering projects on time with system documentations. Deliverables <ul style="list-style-type: none"> The candidate would be involved in maintenance/enhancement of existing applications. He/she should have experience of creating / working on projects with reasonable quality and depth in these technologies. He/she should demonstrate keenness to go further and learn the use of new technologies to create and develop web based applications and systems.
09	Manager	Estates	Qualifications:	<ul style="list-style-type: none"> Operation & maintenance of high rise buildings, housing complexes, maintenance systems like



			<p>B.E/B.Tech – Civil/Electrical/Mechanical</p> <p>Experience: At least 5 years of relevant experience in building & construction Industry. The Candidate must have experience in maintenance of pumps, A/C plants, hoists, passenger lifts, cranes, gas , water piping, Fire protection system, water treatment plant, etc</p>	<p>HVAC, IBMS etc. & equipment like hydro-pneumatic systems, fire fighting systems, Ducting, Piping etc.</p> <ul style="list-style-type: none"> ▪ Operation & maintenance of electrical installations in multi-storied modern building having automatic lifts, Servo stabilizers, DG sets, HT/LT panel transformers, motorized switch gears, safety relays and other electrical systems. ▪ Responsible for accomplishment of all the electrical & maintenance work assigned within the approved time. ▪ Responsible for co-ordination, supervision, testing, inspection repairing of office/residential building. ▪ Budget Planning, MIS, reading Civil/Mech. Drawings, Project Management, Monitor on-site activities to ensure project execution as per laid down guidelines. ▪ Co-ordination between consultants, architect & contractors, etc. to ensure that facilities of IFCI are well maintained, projects are completed within the timeframe, cost and quality expectations. ▪ Assist in awarding of construction & building maintenance related contracts, monitor the progress and performance of such contracts, coordinate the purchasing of normal maintenance supplies and equipment, upkeep and maintenance of fire extinguishers, Procurement of furnishings and managing services, such as cleaning, gardening, housekeeping & communications networks.
11	Security Officer	Security	<p>Qualification: Graduate</p> <p>Experience: Preferable should have handled security roles at the capacity of ACP or similar positions.</p>	<ul style="list-style-type: none"> ▪ Implementation of the Security and Administration Policies. ▪ Responsible for the operation of security systems, including the Access Control System, CCTV System and any other alarm system. ▪ Maintenance, control and operation of Fire Control System. ▪ Administer First Aid. ▪ To monitor / prevent unusual activity of personnel and material movement. ▪ Responsible for the completion of all weekly systems check. ▪ Any incident / occurrence should be brought to the notice of Security Manager. ▪ To ensure that all the contractors work in liaison with the safety rules of the facility. ▪ Initial incident and crisis management response.



				<ul style="list-style-type: none"> Assist in the review of all emergency procedures. Maintain bill invoice Attendance EPF, ESI & BONUS documentation. Review of periodical fire drill and rescue operations
12	Manager	Company Secretary	<p>Qualification Qualified CS from the Institute Company Secretaries of India</p> <p>Experience The candidate should having around 5 years' experience overall out of that at least 2 years in a listed company.</p>	<p>Compliances:</p> <ul style="list-style-type: none"> Quarterly/ yearly compliances of the Listing Agreement. To assist in Compliance of the Companies Act, and filling of various forms with the Ministry of Corporate Affairs. To assist in maintaining Statutory Registers. Filling, Audit and Filing of Annual Return of the Company. <p>Work related with the Meeting of the Board</p> <ul style="list-style-type: none"> Travel schedule, conveyance arrangements of Directors. Preparation of sets to be given to Directors. Scanning of Memorandums for emailing to Directors. <p>Investors</p> <ul style="list-style-type: none"> Assisting in replying to queries received via post, email, website, phone and personal visit. Reply to letters received from SEBI, Stock Exchanges & ROC. To assist in replying to queries raised by SEBI through SCORES. <p>Record Keeping</p> <ul style="list-style-type: none"> Scanning & checking of Minutes and Memorandums of previous Board level Meetings. Maintenance of Records kept in Record centre. Maintaining Directors' Database. <p>Annual General Meeting</p> <ul style="list-style-type: none"> To Assist in Preparation and Audit of Corporate Governance Report Handling Shareholders To Assist in Preparation of Annual Report, Attendance slips, Proxies, Ballot Papers etc. <p>Dividend</p> <ul style="list-style-type: none"> Checking printing and dispatch of dividend warrants and NECS intimation slips, co-ordinating with Banker, mailer, printer. To assist in verification of data received from R & TA for issue of duplicate warrants/DD. To assist in handling the dividend declared in the last three years.
13	Asst. Manager	Management Information System (MIS)	<p>Qualification: Graduate / Post Graduate</p> <p>Experience Required:</p>	<ul style="list-style-type: none"> Should be Proficient in Excel, and should have exposure on VBA, Macros. Must be familiar with V-lookup, H-lookup & pivot table etc.



			Experienced candidates with 1 to 2 years post qualification experience in information management system would be preferred. Freshers with above mentioned qualification can also apply.	<ul style="list-style-type: none"> Responsible for activities related to the Management Information System (MIS) function and coordination. Responsible for timely dissemination of all reports. Prepare daily, weekly and monthly reports. Preparing various type of Project Report in Excel & PPT. Prepare and analyze data & provide information basis the same. Providing recommendations to update current MIS to improve reporting efficiency and consistency Managing all MIS activity of the process.
14	Manager	Management Information System (MIS)	Qualification: Graduate / Post Graduate Experience Required: Minimum of 5 years of post-qualification experience in information management system would be preferred.	<ul style="list-style-type: none"> Should be Proficient in Excel, and should have exposure on VBA, Macros. Must be familiar with V-lookup, H-lookup & pivot table etc. Responsible for activities related to the Management Information System (MIS) function and coordination. Responsible for timely dissemination of all reports. Prepare daily, weekly and monthly reports. Preparing various type of Project Report in Excel & PPT. Prepare and analyze data & provide information basis the same. Providing recommendations to update current MIS to improve reporting efficiency and consistency Managing all MIS activity of the process.

2. Compensation: The selected candidates would be placed in the scales of pay as under:

Designation	Scale of Pay (Rs)	Annual Cost to Company (Rs) (Approx.)
Assistant Manager	17100-1000 (11) -28100-EB-1000 (4)-32100-1100 (1)-33200 (17 Years)	7.00 Lakh
Manager	21000-1000 (9)-30000-EB-1000 (2)-32000-1100 (4)-36400 (16 Years)	8.00 Lakh

3. Age Limit: The candidates should be below the age limits as on November 1, 2013 as defined hereunder:

Designation	Age Limit		
	General	SC/ST	OBC
Assistant Manager	27 Years	32 Years	30 years
Manager	35 Years (except for the Security Officer position)*	40 Years	38 Years

* For the position of Security Officer, the upper age limit is relaxed.

Note:

- Shortlisted candidates would be required to produce all the certificates in original (including caste certificates of the candidates from SC/ST/OBC categories) at the time of interview.
- The Competent Authority for the issue of the certificate to SC / ST / OBC is as under (as notified by GOI from time to time):

(i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendary Magistrate / City Magistrate / Sub-Divisional Magistrate



(not below the rank of First Class Stipendary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

