



INDIA INFRASTRUCTURE FINANCE COMPANY LTD.

(A Government of India Enterprise)

Registered Office: 5th Floor, Plate A & B, Office Block 2,
NBCC Towers, East Kidwai Nagar, New Delhi-110 023

Website: www.iifcl.in

Advt. No. IIFCL/HR/2025/02

Date: 08.01.2025

DIRECT RECRUITMENT FOR THE POST ASSISTANT GENERAL MANAGER (GRADE 'C' OFFICER) ON REGULAR BASIS AT IIFCL

India Infrastructure Finance Company Limited (IIFCL) is a wholly owned Government of India company set up in 2006 to provide long-term financial assistance to viable infrastructure projects. As a long-term lending institution, IIFCL is amongst the most diversified public sector infrastructure lender in terms of eligible infrastructure sub-sectors and product offerings. It has the mandate to finance both green-field and brown-field projects across all infrastructure sub-sectors as notified by the Government in the Harmonised Master List of Infrastructure Subsectors. These broadly include transportation, energy, water, sanitation, communication, social and commercial infrastructure.

IIFCL seeks dynamic, experienced professionals with zeal and drive willing to contribute to building the backbone of the nation's economy. IIFCL is a future-oriented organization which fosters an innovative work culture and provides varied opportunity to employees for their holistic development.

IIFCL invites applications from eligible Indian citizens for filling up the post of Assistant General Manager (Grade C) through open competition on all India basis.

IMPORTANT INSTRUCTIONS TO CANDIDATES

(i) Candidates to Ensure their Eligibility for the Posts:

Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. If at any stage, it is found that any information furnished in the application is false/ incorrect or if according to IIFCL, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to appear for interview / joining and can be removed from service without notice if he/she has already joined IIFCL.

(ii) Mode of Application:

Candidates are required to apply through physical mode by sending completed Application Form along with requisite document to IIFCL's registered address via post only. Candidates are advised to carefully go through all the instructions contained in this application and general instructions given in this advertisement. No other means/mode for submission of application is available.

(iii) Important Dates

Events	Important Date
Last date for receipt of Application by Post	January 31, 2025
Cut- off date for determining Eligibility Criteria with regard to age	January 01, 2025
Cut-off date for determining Eligibility Criteria with regard to Educational Qualification / Post qualification Experience	January 01, 2025

***Note:** - IIFCL reserves rights to make changes in the above dates. Candidates are advised to check official website of IIFCL for updates regarding above dates

(iv) **Corrigendum:** Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the IIFCL's website (www.iifcl.in).

NUMBER OF VACANCIES

IIFCL invites applications from eligible candidates for the post mentioned below:

Post	Number of Vacancies							Out of Total reserved for PwBD			
	General / Unreserved (GEN/UR)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)#	EWS	TOTAL*	A	B	C	D	
Assistant General Manager (Grade C)	01	02	01	01	-	05	-	-	-	-	

NOTES:

* The number of vacancies mentioned above are provisional and can be modified / cancelled, without any intimation, which will be at the sole discretion of IIFCL.

\$ Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN) / Unreserved (UR)'.

@ Reservations for Economically Weaker Sections (EWSs) in recruitment is governed by Office Memorandum No.36039/1/2019-Estt(Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India, includes recasting of shortfall vacancies(s)

Disclaimer: "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channels". Benefit of reservation under EWS category can be availed upon

production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

The EWS candidates should note that in case they are not in possession of "Income & Assets Certificate" as per the extant DoPT guidelines on or before the closure of application date, such EWS candidates should apply under "General (GEN) / Unreserved (UR)' category only.

PwBD – Persons with Benchmark Disabilities as defined in the "The Rights of Persons with Disabilities Act, 2016"; A – Visually Impaired (VI) - Blindness and low vision; B - Hearing Impaired (HI) - Deaf and hard of hearing; C - Locomotor Disability (LD) - including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; D - Intellectual Disability (ID) - Autism, Intellectual Disability, Specific Learning Disability And Mental illness and Multiple Disabilities (MD) – from amongst persons under A to D including deaf-blindness.

PwBD candidates may belong to any category i.e. Unreserved/SC/ST/OBC/EWS. Reservation for PwBD is horizontal and within the overall vacancies for the Post.

PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification, as may be decided by IIFCL.

Backlog vacancies, if any, reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available such backlog vacancies would be filled up by interchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities. In case where there is no suitable person with benchmark disability is available for filling up the reserved vacancy, IIFCL may fill up the vacancy by a person other than a person with benchmark disability.

Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwBD/EWSs/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits.

Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided, they must fulfil all the eligibility conditions applicable to unreserved category.

SERVICE CONDITION / CAREER PROSPECTS

- a) **Pay Scale** – Selected Candidates will draw a starting basic pay of Rs. 77950/- p.m. in the pay scale of Rs. 77950 – 2850 (3) – 86500 – 3100 (2) – 92700 – 3300 (4) – 105900 – EB – 3300 (2) – 112500 – 3550 (1) – 116050 (13 years) applicable to Officers in Grade C and they will also be eligible for Dearness Allowance, Grade Allowance, Local Allowance, House Rent Allowance, Family allowance, Special Allowance etc. as per rules in force from time to time. The House Rent

Allowance (HRA) of 15% of Basic Pay will be paid, if lease facility is not availed. Further, candidates selected for the post will be governed by 'the defined contribution New Pension Scheme (NPS)', or such other scheme as notified by Government of India from time to time.

- b) **Allowances and Perquisites:** Besides Gross Salary as per the pay scale given above, the post indicated above shall carry other facilities like Leased accommodation facility (in lieu of HRA), Gratuity, leave fare concession, leave encashment, Reimbursement of medical expenses, meal card, mobile, residential telephone, newspaper, eye refraction, household expenses, mobile handset charges, children education, book grant, briefcase, allowance for furnishing the residence, interest free Festival Advance of up to one month's gross emoluments, Loans and Advances at concessional rates for car, housing, travel, personal computer/tablets etc. and other loans as per IIFCL Staff Service Regulations & Rules of the Company amended from time to time. The approximate cost to company for an Assistant General Manager (Grade C) is Rs. 34 lakhs approx.
- c) **Increment:** Candidates possessing JAIIB/CAIIB/professional qualification may be given additional one/two increment in the pay scale stated above / as per company's policy. The management may consider granting further maximum two 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 grant of additional increments on the above two counts.
- d) **Probation and posting / transfer** - The selected candidates would be on probation for a period of 1 years which is extendable up to maximum 2 years at the discretion of IIFCL. The selected candidates will be liable to be posted / transferred at discretion of IIFCL to any office / verticals / subsidiaries of IIFCL anywhere in India/abroad, as per discretion and requirement of IIFCL, from time to time and on such terms and conditions as may be decided by IIFCL. Therefore, only candidates willing to serve anywhere in India should apply.

ELIGIBILITY CRITERIA:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. at the time of interview and any subsequent stage of the recruitment process as required by the IIFCL. Please note that no change of category will be permitted at any stage after submission of application and the result will be processed considering the category which has been indicated in the application, subject to guidelines of the Government of India in this regard. Merely applying for the Post, appearing for and being shortlisted in the interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in the IIFCL. No request for considering the candidature under any category other than the one in which one has applied will be entertained.



1. NATIONALITY / CITIZENSHIP

Candidate must be citizen of India.

2. AGE LIMIT (As on January 01, 2025)

i) A candidate must not have attained the age of 45 years on January 01, 2025.

ii) RESERVATIONS / RELAXATIONS / CONCESSIONS

Reservations / Relaxations / Concessions would be given to SCs/STs/OBCs (Non Creamy Layer)/EWSs/ Person with Benchmark Disability (PwBD)/Ex-Servicemen candidates as per guidelines issued by Govt. of India from time to time.

Relaxation in upper age limit would be available as under:-

S.No.	Category of Candidate	Age Relaxation
1.	Scheduled Caste (SC) / Scheduled Tribe (ST)	5 Years
2.	Other Backward Classes (OBCs) - Non- Creamy Layer	3 Years
3.	Persons with Disabilities (PwBD) – Unreserved / EWS Candidates) <i>Persons with Benchmark Disabilities (PwBD) as defined under “The Rights of Persons with Disabilities Act, 2016”.</i>	10 Years
	PwBD (OBC Candidates)	13 Years
	PwBD (SC/ST Candidates)	15 Years
4.	Ex-Servicemen (as per the provisions of Ex-Servicemen (Re - employment in Central Civil Services and Posts Rules, 1979, as amended from time to time) Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the cut-off date of January 01, 2025) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment. In the case of ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on January 01, 2025 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.	5 Years
5.	Eligible employees of IIFCL.	5 Years

NOTES:

- (a) An ex-servicemen who has once joined a Govt. job on the civil side after availing the benefits given to him as an ex-servicemen for his re-employment, his ex-servicemen status for the purpose of re-employment in Govt. ceases.
- (b) There is no reservation for Ex-Servicemen in Officers' cadre.
- (c) The age relaxation of 5 years applicable to eligible employees of IIFCL shall be over and above the age relaxation already provided to their respective category i.e. SC/ST/OBC/PwBD.
- (d) The relaxation in upper age is allowed on cumulative basis as per Govt. Guidelines.
- (e) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by IIFCL. Caste / Category Certificate shall be issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PWBD category candidates.
- (f) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General / Unreserved in the application form. The candidate should possess a valid OBC certificate with a Non-creamy layer clause

3. MINIMUM EDUCATIONAL / PROFESSIONAL QUALIFICATION AND POST QUALIFICATION WORK EXPERIENCE (AS ON JANUARY 01, 2025)

Stream	Tentative No. of Posts	Essential Minimum Educational/ Professional Qualification	Minimum Post-Qualification Experience
General	05	Postgraduate degree / diploma in any discipline / Bachelor's Degree in Law (LLB) / BA+LLB (5 year) / Chartered Accountant (CA) / Company Secretary (CS) / Certified Management Accountant (CMA/ ICWA) / B. Tech / B.E.	<p>Minimum Experience; 7 years in related areas in Financial sector/ Banks/ Financial Institutions/ PSUs/ reputed corporates and overall experience of minimum 12 years in the officer/executive cadre OR in same grade or a grade below in another financial institution/ Bank/ PSU.</p> <p>Area of Experience: Preference will be given to candidates having relevant work experience in banking and finance industry / Infrastructure sector.</p>

NOTES:

- (a) At Graduation Level, any such course that is taken after Class XII and is at least having 3 years' duration / candidates possessing professional or technical qualifications which are recognised by the Government as equivalent to professional or technical graduation will be eligible.
- (b) Wherever Post Graduation Degree / Diploma is mentioned as criteria for educational qualification, the course should be at least of 2 years' duration.
- (c) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by UGC / AICTE / Govt. / approved by Govt. Regulatory Bodies.
- (d) The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a Graduate / Postgraduate, as applicable on the cut-off date and indicate the percentage of marks obtained in Graduation. Candidates whose results are awaited are not eligible to apply.
- (e) Candidates should possess excellent communication skills, analytical skill and drafting skill and should be proficient in the use of computers and information technology.
- (f) The number of vacancies mentioned above are provisional and may vary.
- (g) The vacancies mentioned against the post will be filled based on the requirements of IIFCL and the suitability of the Applicants. IIFCL reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- (h) A candidate should not submit more than one application. In case of multiple Applications, IIFCL hold the right to reject the application / candidature of such candidates
- (i) The post qualification experience will only be considered for determining the minimum experience.
- (j) In case certificate of degree/diploma does not specify the field of specialization, the candidate will have to produce a certificate from the concerned university / college specifically mentioning the specialization.
- (k) In case where experience in a specific field is required, the relevant experience certificate must contain particularly that the candidate had experience in that specific field.

SELECTION PROCEDURE

Selection for the aforementioned posts will be done through Psychometric Assessment and Interview (technical and behavioural)

Further, the weightage of Selection rounds are given below:

Psychometric Assessment	Technical Interview	Behavioural Interview	Total
20%	50%	30%	100%

Further, the number of candidates to be called for interview will be decided by IIFCL. Roll No. of the candidates shortlisted for interview will be published on IIFCL's website.

Candidate may opt for interview either in Hindi or English.

Final Selection will be through merit list which will be prepared by adding marks secured by candidates in Psychometric Assessment and Interview (technical and behavioural) as applicable as per extant rules. Further, 60% marks or above (55% for SC/ST candidates) scored (combined) in above rounds will be considered for placing a candidate in the merit list.

NOTE:

- IIFCL may decide to conduct Group Discussion or other assessment etc. as an additional tool to assess the suitability of the candidates.
- IIFCL reserves the right to draw wait lists of candidates and consider such wait listed candidate(s) for meeting actual requirement. Offer / Appointment Letters could be issued in phases as per the requirement of IIFCL.
- IIFCL reserves the right to modify the selection procedure, which will be intimated through its website.
- Merely satisfying eligibility norms do not entitle a candidate to be called for the selection process. IIFCL reserves the right to call only the requisite number of candidates for the and interview only after preliminary screening / short listing with reference to candidate's qualifications, experience, suitability, etc. The decision of IIFCL shall be final and binding.
- Candidates to ensure that the data they have filled regarding work experience, age, education qualification etc. is correct. In case it is found that any such data provided is incorrect, candidature is liable to be cancelled and no representation in this regard would be entertained. The candidates would be screened based on their eligibility for the post.

Guidelines related to Call Letter:

Candidates who have been shortlisted for the selection process will subsequently be called for an Interview. Interviews would be held at IIFCL office located at New Delhi. No request for change in date / venue of interview will be entertained by IIFCL. However, IIFCL reserves the right to change the date/

venue/ time/ centre etc. of interview or hold supplementary process for particular date/ session / venue /centre/set of candidates at its discretion, under unforeseen circumstances, if any.

While appearing for the Interview, the candidate should produce valid prescribed documents given later in the advertisement. In the absence of documents candidature of the candidates shall be cancelled. IIFCL takes no responsibility to receive/ connect any certificate/remittance/ document sent separately.

HOW TO APPLY

Eligible candidates may duly fill their application in the prescribed format with a recent passport size photograph pasted thereon and must send completed original application form along with the relevant certified documents by post to :

**Chief General Manager
Human Resource Department
India Infrastructure Finance Company Limited,
5th Floor, Plate A & B, Office Block 2, NBCC Tower,
East Kidwai Nagar, New Delhi – 110023**

The closed cover containing application shall clearly super scribe as “**APPLICATION FOR THE POST OF ASSISTANT GENERAL MANAGER**”.

No other means/mode of application will be acceptable. An application not in the prescribed format or not signed by the candidate in original or incomplete in any respect will not be entertained and will be treated as rejected.

Not more than one application should be submitted by any candidate. In case of multiple Applications, IIFCL hold the right to reject the application / candidature of such candidates.

LIST OF DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM AND TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE):

The following documents self-attested photocopies in support of the candidate’s eligibility and identity are to be invariably submitted along with the application form and original copy to be produced at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of applying for the post will debar his candidature from further participation in the recruitment process.

- (i) Printout of the valid Interview Call Letter.
- (ii) Curriculum Vitae
- (iii) **Proof of Date of Birth** : Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB.

- (iv) **Photo Identify Proof** : a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar/ E-Aadhar card with a photograph/ Employee ID/Bar Council Identity card with photograph should be submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the interview.
- Ration Card and Learner's Driving License will not be accepted as valid id proof for this process.
 - In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.
- (v) **Proof of Permanent Address:** (i) Telephone bill (ii) Bank account statement (iii) Letter from any recognized Public Authority (iv) Electricity bill (v) Ration card (vi) Letter from employer (subject to satisfaction of IIFCL) (vii) A rent agreement indicating the address of the candidate duly registered with State Government or similar registration authority (any one document which provides information to the satisfaction of IIFCL will suffice). Whereas the ID proof also contains permanent address, a separate proof of permanent address is not required.
- (vi) Marksheets and certificates/degree for Graduation or Post-graduation etc. Proper document from University/ Institute for having declared the result on or before cut-off date has to be submitted.
- (vii) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC / EWS category candidates.
- (viii) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to Creamy Layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-Creamy Layer clause should be issued during the current Financial Year (FY). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. At the time of interview, OBC candidates should bring the caste certificate containing the Non-Creamy Layer clause issued during that Financial Year 2024-25. Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General / Unreserved in the application form.
- Note:** For OBC applicants, only the castes/ sub-castes figuring in the Central List will be considered. Accordingly, OBC Caste/Sub-caste figuring in the concerned State list but not in Central List (Govt. of India) will not be considered under OBC category.
- (ix) Disability certificate in the prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category.

- (x) Income and Asset Certificate issued by the Competent Authority in the prescribed format as stipulated by Government of India in case of EWS category. At the time of interview, EWS candidate should bring Income and Asset Certificate during that Financial Year 2024-25 on the basis of gross annual income of Financial Year 2023-24 in the format prescribed by Government of India. Candidates may please note that they should be in possession of “Income and Assets Certificate” as mentioned above issued on or after 01.04.2024 and before the date of document verification at the time of interview. No request for extension of time for production of ‘Income and Asset Certificate’ beyond the date of interview shall be entertained.
- (xi) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
- (xii) **No Objection Certificate:** Candidates serving in Government/quasi govt. offices/Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a “No Objection Certificate” from their respective employer at the time of interview, in the absence of which their candidature will not be considered.
- (xiii) **Experience certificates:** Experience certificate / Relieving letter or Experience certificate cum relieving letter from the previous and / or current employers clearly indicating the Date of Joining and Date of Relieving, Designation, place of posting, details of experience etc. for each of the previous employment (s). Any adverse remark from the previous employer (s) or any act of misconduct / wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.
- (xiv) **For candidates serving in Govt./PSUs/Autonomous institutions/other Govt. bodies:** Vigilance clearance including certification that no disciplinary proceedings/ criminal proceedings are either pending or contemplated against the applicant from present/last employer.
- Or
- Other candidates:** A self-affidavit duly notarized confirming that no disciplinary proceedings/criminal proceedings are either pending or contemplated against the applicant from present/last employer.
- (xv) **Integrity Certificate** from present / last employer.
- (xvi) Any other relevant documents in support of eligibility.

Notes: - Candidates will not be allowed to appear for the interview if he/ she fails to attach the relevant Eligibility documents as mentioned above along with the complete Application Form. Non-production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further processes of recruitment.

The above document lists are indicative, IIFCL may seek specific / additional documents, as required to the satisfaction of IIFCL.

The Competent Authority for the issue of the certificate to SC/ST/OBC/PwBD/EWS is as notified by Government of India) from time to time. Candidates belonging to SC/ST/OBC/PwBD/EWS categories have to submit certificates in support of it at the time of interview.

Candidates to submit certificates in support of SC/ST/OBC/PwBD/EWS/Ex-Servicemen categories in the format prescribed by Government of India at the time of interview etc. Certificates of SC/ST/OBC/PwBD/EWS/Ex-Servicemen categories in format other than prescribed by Government of India shall be rejected.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the application form/ call letter and submit photocopy of the photo identity proof as well as the Interview Call Letter while attending the interview, without which they will not be allowed to take up the interview

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting the application. At the time of interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the interview or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the interview or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication during the interview, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) to be disqualified from the interview for which he/ she is a candidate
 - (b) to be debarred either permanently or for a specified period from any further, recruitment process conducted by IIFCL
 - (c) for termination of service, if he/ she has already joined the Company.

SPECIFIC CONDITIONS:

- 1) Appointment shall be subject to Service and Conduct Rules of IIFCL.
- 2) Appointment shall be on probation for a period of one year of active service, which is extendable by one more year. 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, only Casual Leave as may be due may be permitted to avail. Leave of any other kind availed will have the effect of extending probation period by the period of such leave availed.
- 3) 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, and completion of all other pre recruitment formalities to the complete satisfaction of IIFCL.

GENERAL GUIDELINES

- 1) Candidate who is eligible and desires to apply for the post should submit a physical application via post. No other means/mode of application will be accepted.
- 2) Candidates should satisfy themselves about their eligibility for the post applied for. Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/EWS/PwBD (as applicable) must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. At the time of the interview, they should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits. Candidates not in possession of requisite certificate at the time of interview will not be allowed to appear in interview. SC/ST/OBC(NCL) candidates belonging to states where caste certificate issued by the Competent Authority is valid only.
- 3) Before filling in the application form, the candidates must ensure that they fulfil all the eligibility criteria with respect to age, educational qualification, work experience etc. **as on cut-off date** 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.
- 4) 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, assessment, prescribing minimum qualifying standards in Interview, in relation to number of vacancies, communication of the result 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 regard.
- 5) 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 / 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.

- 6) IIFCL reserves the right to raise/ relax the minimum eligibility standard, etc., in order to restrict the number of candidates to be called for interview to commensurate with the number of vacancies. No separate communication / notification shall be issued in this regard.
- 7) IIFCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any other reason.
- 8) Any request for change of address / change of centre for interview shall not be entertained.
- 9) IIFCL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IIFCL shall be final.
- 10) IIFCL has the right to reject/cancel, entirely or partially, the selection process/advertisement at any stage without assigning any reason and the decision of IIFCL shall be final in this regard.
- 11) Sufficient copies of the recent passport size, colour photograph (without dark glasses) which is pasted on the Application Form, should be retained for subsequent recruitment formalities. Candidates are advised not to change their appearance till the entire recruitment process is over. Failure to produce the same photograph subsequently may lead to disqualification
- 12) Candidates will have to appear for the interview (as applicable) at their own expense.
- 13) At the time of interview, the candidate will be required to provide details regarding criminal cases(s), vigilance cases pending against him/ her, if any. IIFCL may also conduct independent verification, inter alia, including verification of police records etc. IIFCL reserves the right to deny the selection/appointment depending upon such disclosures and/ or independent verification
- 14) Selected Candidates, who are already in service of Government / Quasi –Government organizations, Public Sector Banks / Undertakings, must produce a '**proper relieving letter / discharge certificate in original**' from their present Employer at the time of reporting for duty, failing which they shall not be allowed to report for duty. Therefore, candidates, who are already in service of Government /Quasi -Government organizations, Public Sector Banks / Undertakings, may like to obtain prior permission / No objection certificate from their present employer before applying in IIFCL as per rules / regulations of their present employers in this regard.
- 15) Any notice/communication meant for the candidates displayed on the IIFCL's website or sent by Registered/Speed Posts or conveyed to the email id mentioned in the application at the time of registration with IIFCL, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.



- 16) In case of any corrigendum issued on the above advertisement and further announcements, it will be published only on IIFCL's website www.iifcl.in.
- 17) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at New Delhi.
- 18) Canvassing in any form will lead to disqualification.
- 19) 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 (www.iifcl.in) regularly for updates.

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