



# INDIA INFRASTRUCTURE FINANCE COMPANY LIMITED (IIFCL)

(A Government of India Enterprise)

Registered Office: Plate A & B, 5th Floor, Office Block 2, NBCC Towers,  
East Kidwai Nagar, New Delhi-110 023  
CIN: U67190DL2006GOI144520



## Advt. No. 2A/Grade A/2022-23

### DIRECT RECRUITMENT FOR THE POST OF GRADE A- ASSISTANT MANAGER (REGULAR)

**India Infrastructure Finance Company (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.

### IMPORTANT INSTRUCTIONS TO CANDIDATES

#### 1. Mode of application:

Candidates are required to apply ONLINE only through IIFCL's website. No other mode for submission of application is available.

#### 2. Important Dates

Particular	Date
Online Application Registration and Payment of Online Fees/Intimation Charges	11 <sup>th</sup> March, 2023 to 2 <sup>nd</sup> April, 2023
Tentative Date of Written Exam	April 2023

3. **Help Facility:** Candidates may reach out on <https://cgrs.ibps.in/>

#### 4. Use of MOBILE PHONES and other electronic devices BANNED

a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited.

Any infringement of these instructions shall entail disciplinary action, including ban from future examinations.

- b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.
- c) Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe-keeping of the same cannot be assured. IIFCL will not be responsible for any loss in this regard.

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

## **HOW TO APPLY**

### **DETAILED GUIDELINES/PROCEDURES FOR**

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. DOCUMENT SCAN AND UPLOAD**

**Candidates can apply online only from 11th March, 2023 to 2nd April, 2023 and no other mode of application will be accepted.**

## **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) **Scan their :**
  - **Photograph (4.5cm × 3.5cm)**
  - **Signature (with black ink)**
  - **Left thumb impression (on white paper with black or blue ink)**
  - **A hand written declaration (on a white paper with black ink) (text given below)****Ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.**
- (ii) **Signature in CAPITAL LETTERS will NOT be accepted.**
- (iii) **The left thumb impression should be properly scanned and not smudged.** (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) **The text for the hand written declaration is as follows –**  
***“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid and subject to satisfactory document verification by IIFCL. I will present the supporting documents as and when required. If at any stage of the selection process it is found that I do not satisfy any of the conditions for the post, my candidature is liable to be cancelled and no further queries will be entertained by IIFCL in this regard and IIFCL shall not be liable in any way whatsoever.”***
- (v) **The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.** (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**

- (vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. IIFCL may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

**APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE :  
----- TO -----**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

**A. Application Registration**

1. Candidates to go to the IIFCL's website [www.iifcl.in/](http://www.iifcl.in/) click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

**B. PAYMENT OF FEES**

Candidates will have to pay an application fee as follows:

Category	Application Fee (₹)	Intimation Charges (₹)
UR/EWS/OBC	500	100
PwD	NIL	
SC/ST		

## ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

### C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb. Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.

- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
- File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

#### Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MOffice can easily obtain documents in .jpeg format by using MS Paint or MOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

#### Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

**Note:**

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

**Procedure for uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Note:**

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates (3) are advised to take a printout of their system generated online application forms.

**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 online application. At the time of examination, 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 examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) 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 in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by bank
  - (c) for termination of service, if he/ she has already joined the Company.

## DETAILED NOTICE

### VACANCIES

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

POST NAME	NUMBER OF VACANCIES					TOTAL
	Unreserved i.e., General (GEN/UR)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)\$	EWSs @	
ASSISTANT MANAGER GRADE A(regular)	08 <sup>++</sup>	04	02	08	04	26

\$ 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)'

@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 backlog vacancie(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 online application date, such EWS candidates should apply under "General (GEN)" category only.

<sup>++</sup>Out of 08 UR vacancies, 01 is reserved for PwD (As per Para 5 below)

**Abbreviations stand for:** SC— Scheduled Caste, ST— Scheduled Tribe, OBC— Other Backward Classes,

## **EWS- Economically Weaker Section, UR — Unreserved**

Reserved category candidates desirous of applying for the posts where the vacancies are not reserved, should apply under UR category

IIFCL reserves the right to raise / modify the eligibility criteria in minimum educational qualification and/or minimum work experience. Further, the management reserves the right to vary the no. of vacancies in each Grade.

## **PAY SCALE, ALLOWANCES AND PERQUISITES**

<b>Post Name</b>	<b>Pay Scale*</b>	<b>Gross Monthly Salary (approx.)</b>
Assistant Manager Grade A (Regular)	<b>Rs. 28150-1550(4) — 34350 -1750(7) —46600</b> —EB -1750(4) — 53600 —2000(1) .55600 (17 years)	Rs. 80,000

\*The wage revision at IIFCL is underway

- a) 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, Conveyance facility, mobile, residential telephone, newspaper, household expenses, mobile handset charges, children education 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 Manager Grade A is Rs. 18 lakhs.
- b) 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.

## **ELIGIBILITY CONDITIONS**

### **1. NATIONALITY / CITIZENSHIP**

Candidate must be a Citizen of India

### **2. MINIMUM EDUCATION QUALIFICATIONS**

<b>Grade</b>	<b>Minimum Education Criteria</b>
A(Regular)	Post-Graduation in any discipline/MBA/PGDM/LLB/ BA+LLB (5 year)/CA/B.Tech/B.E

IIFCL reserves the right to raise / modify the eligibility criteria in minimum educational qualification and/or minimum work experience. Further, the management reserves the right to vary the no. of vacancies in each Grade. All the educational qualifications mentioned should hold a degree from a University/ Institution/ Board recognized by Govt.

of India/ approved by Govt. Regulatory Bodies. The candidate must possess valid Degree Certificate/ Professional qualification certificate stating that he/ she is a graduate/post-graduate/Chartered Accountant/ICWAI/etc. as on 28.02.2023 and indicate the percentage of marks obtained in Graduation/Post-graduation/professional qualifications while registering online.

### 3. WORK EXPERIENCE CRITERIA

Grade	Minimum post qualification work experience
A(regular)	<p><b>Essential:</b> 01 year in officer cadre in Financial sector/Banks/ Financial Institutions/ PSUs/ reputed corporates</p> <p>Preference will be given to candidates having relevant work experience in project finance/corporate finance/treasury/credit loan accounting/NPA and recovery</p>

IIFCL reserves the right to raise / modify the eligibility criteria in minimum educational qualification and/or minimum work experience. Further, the management reserves the right to vary the no. of vacancies in each Grade.

### 4. AGE REQUIREMENTS

A maximum age limit of 30 years as on 28<sup>th</sup> February, 2023. Minimum age limit is 21 years.

### 5. RESERVATIONS / RELAXATIONS / CONCESSIONS

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

**Age Relaxations would be given as per following:-**

S. No.	Category of Candidate	Age Relaxation
(a)	Scheduled Caste (SC) and Scheduled Tribe (ST)	By 5 years
(b)	Other Backward Classes (OBCs) Non- Creamy Layer	By 3 years
(c)	Persons with Disabilities (PWD)	By 10 years (SC/ST) By 8 years (OBCs) By 5 years (Unreserved)
(d)	All persons who have ordinarily been domiciled in Kashmir division of J & K State during 01-01-1980 to 31-12-1989	By 5 years
(e)	Children / family members of those who died in the 1984 riots	By 5 years
(f)	Ex-Servicemen: <b>(Details at Annexure 'A')</b>	By 5 years

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", only persons with benchmark disabilities are eligible for Reservation. "Person with benchmark disability" means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with

disability where disability has been defined in a measurable terms, as certified by the certifying authority. The reserved categories of disabilities mentioned under this Act are namely:

- a. Blindness and low vision;
- b. Deaf and hard of hearing;
- c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d. Intellectual disability including Autism Spectrum Disorder, Specific Learning Disability and Mental Illness;
- e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

**Notes: i. Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”. ii. 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. iii. 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 the Bank/ competent authority.**

#### 6. NO OBJECTION CERTIFICATE

For currently employed Govt. /Public Sector/Autonomous bodies employees, candidates have to produce “No Objection Certificate” from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview

#### 7. SENIORITY

The seniority among selected Officers will be fixed according to the ranking worked out by using the standard percentile score of aggregate marks of selected candidates

### SELECTION PROCEDURE

- I. Merely satisfying eligibility norms do not entitle a candidate to be called for the selection process The Selection would be done by way of Preliminary Screening, written examination, behavioural examination and interview. IIFCL reserves the right to call only the requisite number of candidates for the written examination, behavioural examination 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.
- II. Candidates are to apply online at the link on website of IIFCL.
- III. 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
- IV. The provisionally eligible candidates would then be called for a written test as below:

Section	Section of test	Type	Weightage (%)	No. of Questions	Max. Marks	Time

Section I	Test of Reasoning	Objective	20	25	25	60 Minutes
	Quantitative Aptitude	Objective	20	25	25	
	English Language	Objective	15	20	20	
	Current Affairs related to Financial Sector	Objective	10	30	30	
	<b>Total</b>			<b>100</b>	<b>100</b>	
Section II	<b>Domain Knowledge *</b> <ul style="list-style-type: none"> <li>• Project Finance,</li> <li>• Corporate Banking, Treasury,</li> <li>• General Management,</li> <li>• Risk Management, Corporate Governance,</li> <li>• Accounting</li> <li>• Banking System in India - Structure and concerns, Financial Institutions - SIDBI, EXIM Bank, NABARD, NHB, etc.</li> <li>• Latest RBI/SEBI Circulars, Guidelines on NBFCs, Project Finance, NPA etc. Annual reports of RBI, SEBI, IIFCL etc.</li> </ul>	Objective	35	50	50	60 Minutes

\*the syllabus is indicative and not exhaustive

The List of centres where examination is to be held tentatively is given at **Annexure B**.

## PRE-RECRUITMENT TRAINING

IIFCL arranges pre recruitment online training to SC/ST/OBC candidates, who qualify for the interview process. Candidates who desire to avail of the training may submit a letter **SEPARATELY** to the General Manager-HRD on selection for interview process. The cover containing the application should be super-scribed "Application for Pre-Recruitment training for the post of Assistant Manager Grade A"

### SPECIFIC CONDITIONS:

- I. Appointment shall be subject to Service and Conduct Rules of IIFCL.
- II. Appointment shall be on probation for a period of two years of active service. 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.

- III. 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 CONDITIONS

- I. Age of superannuation in IIFCL is 60 years.
- II. Working knowledge of Computers including MS- Office is essential for the above posts.
- III. 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 28<sup>th</sup> February, 2023** 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. 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 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 behalf.
- IV. 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.
- V. Any request for change of address / change of centre for written examination and / or interview shall not be entertained.
- VI. IIFCL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IIFCL shall be final.
- VII. 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.
- VIII. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at New Delhi.
- IX. Canvassing in any form will be a disqualification.
- X. 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 regularly for updates.
- XI. Initial appointment for the above post will be on probation for a period of two years. At IIFCL's discretion, the probationary period may be extended up to a maximum period of four years.

## Annexure A

### Notes:-

(i) An **ex-serviceman** who has once joined a Govt. job on the civil side after availing of 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.

(ii) The relaxation in upper age limit is allowed on cumulative basis as per Govt. Guidelines.

(iii) All persons who are eligible for age relaxation must produce the domicile certificate at the time of interview from the district Magistrate in the Kashmir Division within whose jurisdiction he / she had ordinarily resided or any other authority designated in this regard by Government of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 01-01-1980 to 31-12-1989.

(iv) **Ex-Servicemen (for all posts as indicated above):** 5 years relaxation is allowed in case of Ex-servicemen. (including ECOs/SSCOs) provided applicants 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 6 months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to military service or on invalidment. ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificate that they would be released on selection within three months from the date of receipt of offer of appointment.

## Annexure B

### Tentative List of Centres for written examination:

Sr. No.	Name of the Centres	Sr. No.	Name of the Centres
1.	Ahmedabad/ Gandhinagar	11.	Kolkata/Greater Kolkata
2.	Bengaluru	12.	Lucknow
3.	Bhopal	13.	Mumbai/Navi Mumbai/Greater Mumbai/MMR region
4.	Bhubaneswar	14.	Nagpur
5.	Chandigarh/Mohali	15.	New Delhi – NCR
6.	Chennai	16.	Patna
7.	Dehradun	17.	Raipur
8.	Guwahati	18.	Ranchi
9.	Hyderabad	19.	Thiruvananthapuram
10.	Jaipur	20.	Visakhapatnam
21.	Jammu		