



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/2025/04

Date: 15.01.2025

DIRECT RECRUITMENT FOR THE POST OF GENERAL MANAGERS ON CONTRACT BASIS AT IIFCL

India Infrastructure Finance Company Limited (IIFCL) is a wholly owned Government of India Enterprise 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 General Managers (Grade E) posts on Contract basis through open competition on all India basis.

IMPORTANT INSTRUCTIONS

(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 the application form 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	February 07, 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									
	General / Unreserved (GEN/UR)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)#	EWS	TOTAL*	Out of Total reserved for PwBD			
							A	B	C	D
General Manager (On contract basis)	01	-	-	01	-	02	-	-	-	-

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)'.

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.

ELIGIBILITY CRITERIA AND TERMS/CONDITIONS OF ENGAGEMENT

1. GENERAL MANAGER - FINANCE

Type of the Post	On Contract basis (Full time)
Period of Contract	Initial period of up to three (03) years from the date of joining, which may be reviewed/renewed for a further period of two (02) years so that the maximum tenure of the contract/period of deputation does not exceed five (05) years or till the superannuation age of 60 years whichever is earlier. The contract can be terminated at 3 months' notice from either side or Salary and allowances (if any) in lieu thereof.
Educational Qualifications	Essential: Chartered Accountant by the Institute of Chartered Accountants of India Desirable: Additional Degrees viz. MBA (Finance)/ CFA / Certificate in Financial Risk Management
Work Experience Requirements	17 years in executive capacity related areas in Financial sector/ Banks/ Financial Institutions/ PSUs/ reputed institutions, corporates and overall experience of minimum 22 years in the officer/executive cadre OR in same grade or a grade below in another Financial Institution/Bank/PSU Area of Experience: in overseeing financial operations, preferably accounting and taxation matters in banks/ large corporates / PSUs / FIs / financial services organizations, of which minimum of 05 years at a senior management level.
Pay	A consolidated all-inclusive remuneration of Rs. 4.5 lakhs (Rupees Four Lakh and Fifty Thousand Only) per month on Cost to Company (CTC) basis will be paid. Additionally, incentive as per extant policy of IIFCL is payable. The candidate will also be covered under Staff Welfare Schemes of IIFCL, as applicable from time to time.
Place of Posting	New Delhi. However, IIFCL reserves the right to change the place of posting or to depute to any of its subsidiaries at any time during the period of service anywhere in India/abroad.



Leave	Entitles to leaves as per existing guidelines / rules as applicable for contractual employees at IIFCL. Any absence beyond the permissible limit will be treated as leave without compensation
Job Profile	<p>1. Financial reporting:</p> <ul style="list-style-type: none">- Assisting CFO in preparation and finalization of financial statements of IIFCL.- Oversee statutory Audit Function in IIFCL and ensure timely completion of the audit.- Reporting of Audit Results as per SEBI requirement. Compliance to SEBI (LODR) requirements / Disclosures- Effective Budget Planning and control- Coordinating with RBI, C&AG and other auditors for audit related issues.- Support CFO in discharging various requirements as per SEBI guidelines from Financial Reporting perspective.- Keep Top Management updated about Profitability, NPA and other related projections.- Deal with matters relating to finalization of provisions, reserves and dividend.- Deal with all matters relating to Audit Report and related matters thereto.- Collaborate and extensively engage with the Top Management / Board of Directors in creating a strategic roadmap for the organization. <p>2. Tax Compliance:</p> <ul style="list-style-type: none">- Optimization of Tax Liability of IIFCL- GST and TDS Compliance <p>3. Accounting Systems:</p> <ul style="list-style-type: none">- Developing and maintaining accounting systems as per the Accounting Standards and RBI Guidelines. Review and develop the internal Accounting Policies.- Development and Maintenance of Internal Control over Financial Reporting <p>4. Any other function as given by Management from time to time.</p>

1. GENERAL MANAGER – COMPANY SECRETARY

Type of the Post	On Contract basis (Full time)
Period of Contract	Initial period of up to three (03) years from the date of joining, which may be reviewed/renewed for a further period of two (02) years so that the maximum tenure of the contract/period of deputation does not exceed five (05) years or till the superannuation age of 60 years whichever is earlier. The contract can be terminated at 3 months' notice from either side or Salary and allowances (if any) in lieu thereof.
Age Limit	Maximum 60 years as on cut-off date
Educational Qualifications	Essential: Qualified Company Secretary (CS) from the Institute of Company Secretaries of India (ICSI) Desirable: LL.B./CA/ICWA
Work Experience Requirements	17 years in executive capacity related areas in Financial sector/ Banks/ Financial Institutions/ PSUs/ reputed institutions, corporates and overall experience of minimum 22 years in the officer/executive cadre OR In same grade or a grade below in another Financial Institution/Bank/PSU. Area of Experience: The experience should be in SEBI/companies Act/RBI related compliance/filings and secretarial functions in banks/ large corporates / PSUs / FIs / financial services organizations, of which minimum of 05 years at a senior management level Candidates having experience of working in listed PSU will be preferred
Pay	A consolidated all-inclusive remuneration of Rs. 4.5 lakhs (Rupees Four Lakh and Fifty Thousand Only) per month on Cost to Company (CTC) basis will be paid. Additionally, incentive as per extant policy of IIFCL is payable. The candidate will also be covered under Staff Welfare Schemes of IIFCL, as applicable from time to time.
Place of Posting	New Delhi. However, IIFCL reserves the right to change the place of posting or to depute to any of its subsidiaries at any time during the period of service anywhere in India/abroad.
Leave	Entitles to leaves as per existing guidelines / rules as applicable for contractual employees at IIFCL. Any absence beyond the permissible limit will be treated as leave without compensation

Job Profile

- Corporate Governance and Secretarial Services.
- Corporate Laws Advisory and Representative Services;
- Arbitration and conciliation Services.
- Attending to all SEBI / RBI related compliance issues and other policies of IIFCL.
- Timely disclosure of all regulatory filings/ LODR.
- Board Meetings and Committee Meetings: Scheduling, preparation of agenda, minutes and follow-up for compliance.
- Providing compliances support and clarifications to all departments.
- Resolution of NSE/BSE/SEBI and other investor related complaints.
- Monitor and implement latest developments in Corporate Governance and other developments notified by SEBI/RBI/GoI from time to time affecting IIFCL's business operations.
- Providing advice to the management in secretarial matters.
- Liaison with Government of India, Bank Board Bureau/ FSIB and Reserve Bank of India on various administrative matters related to the Board functioning and procedures
- Any other work, in the area of expertise and in the interest of IIFCL as advised by the IIFCL from time-to-time.

NOTES:

- (a) 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.
- (b) 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.
- (c) Wherever Post Graduation is mentioned as criteria for educational qualification, the course should be at least of 2 years' duration.
- (d) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by UGC / AICTE / Govt. / approved by Govt. Regulatory Bodies.
- (e) 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.
- (f) Candidates should possess excellent communication skills, analytical skill and drafting skill and should be proficient in the use of computers and information technology.

- (g) The designations / name of the post mentioned above are only indicative. IIFCL reserves the right to change the name of post / designation at any time without prior notice on the requirement of IIFCL.
- (h) The vacancies mentioned against each 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.
- (i) 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.
- (j) The post qualification experience will only be considered for determining the minimum experience.
- (k) 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.
- (l) 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%	40%	40%	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 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 _____**”.

Last date for Receiving Application: The completed application form along with all relevant certified documents, as described above must reach IIFCL office on or before **February 07, 2025**. Applications received beyond the due date will be rejected and no communication will be sent to the candidate in this regard. IIFCL shall not be responsible for non-receipt of Application for whatsoever reason. Further, no request / representation in this regard will be entertained by IIFCL.

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.

A candidate can apply for only one post and 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) **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.
- (viii) **Experience certificates**, if any: 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.
- (ix) **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.
- (x) **Integrity Certificate** from present / last employer
- (xi) 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.

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 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) The Candidate must be citizen of India.
- 2) 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.
- 3) Candidates should satisfy themselves about their eligibility for the post applied for. 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.

- 4) 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 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.
- 5) 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, 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.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) Any request for change of address / change of centre for interview shall not be entertained.
- 10) IIFCL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IIFCL shall be final.
- 11) 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.
- 12) 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
- 13) Candidates will have to appear for the interview (as applicable) at their own expense. Request for local conveyance will not be entertained.

- 14) 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
- 15) 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.
- 16) 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.
- 17) 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.
- 18) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at New Delhi.
- 19) Canvassing in any form will lead to disqualification.
- 20) 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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