



# INDIA INFRASTRUCTURE FINANCE COMP. LTD.

(A Government of India Enterprise)

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

CIN: U67190DL2006GOI144520

Advt. No. IIFCL/HR/2024/04

Date: 06.12.2024

## **DIRECT RECRUITMENT FOR THE POST OF OFFICERS IN GRADE A (ASSISTANT MANAGER) AT IIFCL (ON REGULAR BASIS)**

**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 Manager (Grade A) through open competition on all India basis for various streams.

### **1. 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. IIFCL would admit all the candidates applying for the post with the requisite fee/intimation charges (wherever applicable) based on the information furnished in the ONLINE application and shall determine their eligibility only at the stage of interview / joining. If at any stage, it is found that any information furnished in the ONLINE 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, claim any reimbursement towards travelling and can be removed from service without notice if he/she has already joined IIFCL.

**(ii) Mode of Application:**

Candidates are required to apply ONLINE only through IIFCL's website [www.iifcl.in](http://www.iifcl.in) after carefully going 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
Opening of Online Registration Gateway / payment of fees	December 07, 2024
Closing of On-line Registration Gateway /payment of fees	December 23, 2024
Cut- off date for determining Eligibility Criteria with regard to age	November 30, 2024
Cut-off date for determining Eligibility Criteria with regard to educational qualification / Post qualification Experience	November 30, 2024
Tentative Date for Online Examination	January 2025*
Tentative schedule of Interview	January /February 2025*
Declaration of Final Result	January / February 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) **Help Facility:** In case of any problem in filling up the form, payment of Fee/Intimation charges, or in downloading of Admit card, queries may be made through the link <https://cgrs.ibps.in>.
- (v) **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)).

**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)\$	EWSs @	TOTAL*	A	B	C	D	
Assistant Manager (Grade A)	17	05	02	11	05	40	1	1	1	1	

**NOTES:**

- (a) \* Total Vacancies - includes vacancies earmarked for various streams (to be filled by candidates with professional qualifications as detailed later) with horizontal reservation i.e. these posts shall be filled across all categories. The candidates, recruited in any stream, may be posted to any department of IIFCL as per requirement, irrespective of their streams. The decision of IIFCL in this regard will be final.

Further, the number of vacancies mentioned above are provisional and can be modified / cancelled in any stream and/or within total vacancies, without any intimation, which will be at the sole discretion of IIFCL.

- (b) \$ 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)'.

- (c) @ 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 online application date, such EWS candidates should apply under "General (GEN) / Unreserved (UR)" category only.

- (d) # 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.

- (e) 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.
- (f) 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.
- (g) 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. 44500/- p.m. in the pay scale of Rs. 44500 - 2500 (4) - 54500 -2850 (7) - 74450 - EB -2850 (4) - 85850 - 3300 (1) - 89150 (17 Years) applicable to Officers in Grade A 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 Manager (Grade A) is Rs. 19 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 2 years which is extendable up to maximum 4 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, 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 registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for the Post, appearing for and being shortlisted in the online examination and/or in the subsequent 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 November 30, 2024)**

- i) A candidate must have attained the age of 21 years and must not have attained the age of 30 years on November 30, 2024.

#### **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 November 30, 2024) 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 November 30, 2024 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.	Children / family members of those who died in the 1984 riots	By 5 years

**NOTE:**

- 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.
- There is no reservation for Ex-Servicemen in Officers' cadre.
- The relaxation in upper age is allowed on cumulative basis as per Govt. Guidelines.
- 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.

- (e) 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 online 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 NOVEMBER 30, 2024)

S No	Stream / Post	Tentative No of Posts	Essential Minimum Educational/ Professional Qualification	Minimum Post-Qualification Experience
1.	Project Financing, Stressed Asset Management	4	Post-Graduate Degree / Diploma in Management with Specialization in Finance / Banking & Finance  OR Chartered Accountant (CA) / Certified Management Accountant (CMA/ ICWA)  <b>Desirable:</b> Chartered Financial Analyst (CFA)	<b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.  <b>Area of Experience:</b> work experience in handling project financing / Mid - large corporate credit appraisals / Stressed Asset Management and Recovery and related areas.  Experience related to infrastructure sector is desirable.
2.	Accounts	5	Chartered Accountant (CA) / Certified Management Accountant (CMA/ ICWA)	<b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.  <b>Area of Experience:</b> Accounting and Taxation related areas.

3.	Resource and Treasury	2	<p>Post-Graduate Degree/ Diploma in Management with Specialization in (Finance/ Forex/ Banking &amp; Finance)</p> <p>OR</p> <p>Chartered Accountant (CA) / Certified Management Accountant (CMA/ ICWA)</p> <p><b>Desirable:</b> CFA / Certification in Treasury / Forex</p>	<p><b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.</p> <p><b>Area of Experience:</b> In treasury functions / investment desk / asset liability management / back-office functions viz. settlements, reconciliation, valuation / forex &amp; derivatives. Experience in fund-raising / institutional resources mobilization.</p>
4.	Information Technology	2	<p>Bachelor's Degree in Engineering with specialization in IT/ Computer Science</p> <p>OR</p> <p>Bachelor's Degree in any discipline with a post graduate qualification in computer science/ computer application/ information technology.</p>	<p><b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.</p> <p><b>Area of Experience:</b> IT Applications/ Cyber Security Technologies/IT related functions. Experience in implementation in CBS / SAP in regulated financial services organization is desirable.</p>
5.	Legal	2	<p>Bachelor's Degree in Law (LLB)</p> <p><b>Desirable:</b> LLM</p>	<p><b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs / Law firms / Practising at Bar / Judicial Services or any other organization of repute.</p> <p><b>Area of Experience:</b> as a Law Officer in Banks/ financial institutions in public or private sector of repute / PSUs.</p> <p>Or as an Advocate (including as an</p>



				<p>associate in an Advocate's or solicitor's Office or Law firm) after being enrolled under the Advocates Act, 1961 (25 of 1961)</p> <p>OR</p> <p>Experience in Supreme Court of India / High Courts / other Courts and Tribunals or equivalent/ Ministry of Law (Govt. of India) / Statutory Legal Institutions (Govt. of India) / National Law Universities / recognized Research Institutions / Public Sector Undertakings / Semi-Government / other Government Bodies in the field of Law or related experience in the field of law.</p>
6.	Secretarial functions	1	Qualified Company Secretary (CS) from the Institute of Company Secretaries of India (ICSI)	<p><b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.</p> <p><b>Area of Experience:</b> as a Company Secretary or having experience in Company Secretarial Compliances, Corporate Governance, conducting Board Meeting and related works.</p>
7.	Corporate Social Responsibility	1	Post-Graduate Degree / Diploma in Corporate Social Responsibility (CSR) / Master in Social Work or equivalent.	<p><b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.</p> <p><b>Area of Experience:</b> handling CSR related activities.</p>
8.	Environment and Social Safeguard	2	Post-Graduate Degree / Diploma in Engineering, Environmental Mgmt., Environmental Sciences, M.Sc. OR	<p><b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.</p>

			Post-Graduation in Social Works / Sociology / Anthropology / Economics Development Services.	<b>Area of Experience:</b> working with environmental and social impact assessment and implementing environmental and social management plan, preparation of environmental and social safeguards documents and related works.
9.	Risk Management	2	Post-Graduate Degree / Diploma in Management with Specialization in Finance / Banking & Finance. OR Chartered Accountant (CA)  <b>Desirable:</b> FRM or equivalent Risk Management Certification	<b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.  <b>Area of Experience:</b> Risk management / ALM function /operational risk/credit risk/Market Risk / Credit Monitoring or related work.
10.	Procurement	1	Postgraduate degree/ diploma in any discipline.	<b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.  <b>Area of Experience:</b> in Administration/Procurement Deptt of any Central or State Govt / Govt Deptt. / PSUs / PSBs / any other Govt entity handling procurement and related activities, first-hand experience of working on GeM portal, having knowledge of General Financial Rules of GoI.
11.	Human Resource	2	Post-Graduation Degree/ Diploma in Management with Specialization in Human Resources / Industrial Relations/ Personnel Management.	<b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.

				<p><b>Area of Experience:</b> in handling core HR activities or functions like recruitment, salary management, training and developments, having knowledge about Reservation guidelines, Rosters etc.</p> <p>Experience in Govt. Deptt / PSU / PSBs is desirable.</p>
12.	Research and Analysis	1	Post-Graduation Degree / Diploma in Economics/ Statistics	<p><b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.</p> <p><b>Area of Experience:</b> exposure in Economic research, Banking and Financial Sector, policy formulation and analysis of macro trends or related research works.</p>
13.	Rajbhasha	1	<p>Post-Graduate Degree / Diploma in Hindi/Hindi Translation with English as a subject at the Bachelor's degree level;</p> <p>OR</p> <p>Master's Degree in English / Sanskrit / Economics / Commerce with Hindi as a subject at the Bachelor's degree level along with Post Graduation diploma in translation;</p> <p>OR</p> <p>Master's Degree in both English and Hindi/Hindi Translation,</p>	<p><b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.</p> <p><b>Area of Experience:</b> experience preferably in Government Department/ Public Sector Undertakings/ Banks/ Academic Professional Institutions in translation from English to Hindi and vice versa. Knowledge of shorthand /typing in (HINDI) and knowledge of rules and procedures of Government as regards official language</p>
14.	Compliance and Audit	1	<p>Postgraduate degree/ diploma in any discipline.</p> <p><b>Desirable:</b> CISA (Certified</p>	<p><b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. /</p>



			Information Security Auditor) or CIA or Certified Accounting & Audit Professional from IIBF	PSUs or any other organization of repute.  <b>Area of Experience:</b> Compliance and Audit related matters in RBI regulated entities. OR In areas of internal audit/ statutory audit/ accounting /data analytics/ forensic investigation/ information technology etc. or related field
15.	Corporate Communications	1	Post-Graduation degree / Diploma in Corporate Communication / Mass Communication / Advertising / Journalism or related fields.	<b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.  <b>Area of Experience:</b> experience in a corporate house / media organisation / advertising or public relations agency or related activities OR experience in creating content, planning & arranging media activities (Social / broadcast) for a Government agency/ department/ entity and management of Government Communication
16.	General	12	Postgraduate degree/ diploma in any discipline / Bachelor's Degree in Law (LLB) / BA+LLB (5 year) / Chartered Accountant (CA) / B Tech / B.E.	<b>Minimum Experience:</b> At least 01 year of post qualification experience in officer cadre in Banks / Financial Institutions / Central or State Govt. / PSUs or any other organization of repute.  <b>Area of Experience:</b> Preference will be given to candidates having relevant work experience in banking and finance industry.
	<b>TOTAL</b>	<b>40</b>		

- (a) Wherever Post Graduation / Master's Degree / Diploma is mentioned as criteria for educational qualification, the course should be at least of 2 years' duration.
- (b) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by UGC / AICTE / Govt. / approved by Govt. Regulatory Bodies.
- (c) The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a Graduate / Postgraduate, as applicable on the day he / she registers and indicate the percentage of marks obtained in Graduation while registering online. Candidates whose results are awaited are not eligible to apply.
- (d) Candidates should possess excellent communication skills, analytical skill and drafting skill and should be proficient in the use of computers and information technology.
- (e) 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. Further, the management reserves the right to vary the no. of vacancies in each stream / overall.
- (f) 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, only the latest valid (completed) application will be retained, and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- (g) The post qualification experience will only be considered for determining the minimum experience.
- (h) 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.
- (i) 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 ONLINE Examination (Phase – I) and Interview – Technical and Behavioural (Phase II).

### **Phase I - Online Examination (Objective Type)**

This will comprise a single Paper for 200 marks. Depending on the number of candidates, the examination may be held in multiple shifts and on some other days also. A candidate, however, must

appear for examination in only one shift on the given day. The date, time and venue on which a candidate has to appear for examination will be specified in the Admission Letter (AL) to be downloaded by the candidate from our website ([www.iifcl.in](http://www.iifcl.in)).

Structure of Written Examination will be as follows:

Test	Section of test	Type	No. of Questions	Max. Marks	Time
I	Reasoning	Objective	25	25	60 Minutes
	Quantitative Aptitude	Objective	25	25	
	English Language	Objective	25	25	
	Current Affairs related to Financial Sector	Objective	25	25	
	<b>Total (Test I)</b>		<b>100</b>	<b>100</b>	
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</li> <li>• Corporate Governance in Banking Sector</li> <li>• Accounting and Taxation</li> <li>• Indian Economy</li> <li>• Financial / Banking System in India – Structure and concerns, Financial Institutions.</li> <li>• Latest RBI/SEBI Circulars, Guidelines on NBFCs, Project Finance, NPA etc. Annual reports of RBI, SEBI, IIFCL etc.</li> </ul>	Objective	50	100	60 Minutes
	<b>Grand Total (Test I + Test II)</b>		<b>150</b>	<b>200</b>	

**NOTE: \*the syllabus is indicative and not exhaustive. The syllabus should not be considered as the only source of information while preparing for the examination. Keeping in view the nature of examination, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the examination should also prepare themselves for answering questions that may be asked on the current/latest developments/Acts taking place under the subject(s) although those topics may not have been specifically included in the syllabus.**

A total time of 120 minutes will be given for answering. However, separate time will be allotted for each test (I and II). Other detailed information regarding the examination will be given in an Information

Handout, which will be made available for the candidates to download along with the Admission letter for examination from the IIFCL's website.

The question in Test I are of 1 mark each, whereas question in Test II will be of 2 marks each. There shall be negative marking ( $1/4^{\text{th}}$  of marks assigned to the question) for Phase I (Online Examination).

Candidates have to secure minimum marks in aggregate, as may be prescribed by IIFCL. However, IIFCL reserves the right to waive / modify the minimum qualifying marks without any prior intimation.

### **Phase II - Interview (Technical and Behavioural)**

Candidates will be shortlisted for the interview, based on marks obtained in Phase-I (Written Examination). The minimum aggregate cut off marks for being shortlisted for Interview will be decided by IIFCL in relation to the number of vacancies. 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.

Interview will be of 100 marks. 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 Written Examination (Phase I) and Interview (Phase II) as applicable as per extant rules.

### **NOTE:**

- IIFCL may decide to conduct Group Discussion, the Psychometric test etc. as an additional tool to assess the suitability of the candidates.
- If there are no candidates under any of the streams or if no candidate gets eligibility under any of the streams or candidate not found suitable in a particular stream, such vacancy(ies) may be adjusted against other stream / may be cancelled as per sole discretion of IIFCL. The decision of IIFCL in this regard will be final.
- The weightage of Online Examination (Phase I) and Interview (Phase II) will be 40:60, respectively. Final Selection will be through merit list which will be prepared by adding marks secured by candidates in Online Examination and Interview. A candidate should qualify both in the online examination and interview and be sufficiently high in the merit to make into the Final selection list
- IIFCL reserves the right to modify the selection procedure and / or structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the e-Call Letters from the official website of IIFCL [www.iifcl.org.in](http://www.iifcl.org.in)
- 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, Technical / behavioural interview. IIFCL reserves the right to call only the requisite number of candidates for the written 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.

- Candidates are to apply online at the link on website of IIFCL.
- 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.

### Online Examination:

Online examination (Phase I) will be conducted in various cities across India. The tentative list of Examination centres for the Online Examination is given below:

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

### Notes:

- IIFCL reserves the right to cancel any of the centres and/ or add some other centres depending upon the response, administrative feasibility etc. IIFCL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidates have to indicate their preferred centre for online examination in the online application form.
- The examination will be conducted online in venues given in the respective call letters. Kindly check your centre for the examination as the same may have been changed due to official convenience.
- No request for change of centre/venue/date/session for Examination shall be entertained.
- If sufficient number of candidates does not opt for a particular Centre for Online examination OR if the number of candidates is more than the capacity available for online exam for a Centre, IIFCL, reserves the right to allot any other Centre to the candidate.



- (vi) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses whatsoever, shall not be entertained by the company. IIFCL shall also not be responsible for any injury or losses etc. of any nature to the candidate.
- (vii) Choice of Centre once exercised by the candidate will be final.
- (viii) Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by IBPS.

If sufficient number of candidates do not opt for a particular centre for "Online" examination, IIFCL reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, IIFCL reserves the right to allot any other centre to the candidates.

If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

#### **Guidelines related to Call Letter/ Documents/ Examination Centre etc.:**

Candidates who have been shortlisted in the Online Examination will subsequently be called for an Interview. Interviews would be held at IIFCL office located at New Delhi. However, IIFCL reserves the right to cancel any of the Examination/Interview Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. IIFCL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

(i) The details regarding the time date and address of the venue of the Pre – Recruitment Training / Online Examination(s) / Interview (as applicable) to the shortlisted eligible candidates will be intimated through Call Letters / E-mail / SMS. The intimation of online download of Call Letters will be sent to candidates at the appropriate time. Candidates are required to download their Online Examination(s)/ interview (as applicable) call letters from the IIFCL's website [www.iifcl.in](http://www.iifcl.in). No separate communication i.e. either by post or otherwise would be issued to the candidates. Other instructions, if any, in this regard would also be displayed on the website. Candidates will not be allowed to appear/ attend for the Pre-Recruitment Training / Online Examination / Interview (as applicable) without the Call letter. Candidates are, therefore, advised to visit IIFCL's website at regular intervals for information regarding date of the on-line examination.

(ii) The centre, address of the venue, time & date of Online Examination / Interview (as applicable) will be informed to the shortlisted candidates in the call letter. Please note that any request regarding change in date, centre etc. of Online Examination / interview (as applicable) will not be entertained. However, IIFCL reserves the right to change the date/ venue/ time/ centre etc. of Online Examination(s)/ interview (as applicable) or hold supplementary process for particular date/ session/venue /centre/set of candidates at its discretion, under unforeseen circumstances, if any.

(iii) While appearing for the Online Examination / Interview (as applicable), the candidate should produce valid prescribed documents given below. 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.

### **PRE-RECRUITMENT TRAINING (PRT)**

As per GoI guidelines, Pre-recruitment training (PRT) would be conducted for SC/ST/OBC(NCL)/PwBD candidates. Accordingly, PRT would be arranged by IIFCL for willing SC/ST/OBC(NCL)/PwBD candidates free of cost in online mode. Candidates who desire to avail of the training programme may indicate their willingness while filling the online application form. Any subsequent request shall not be entertained. Further, no other mode of request shall be entertained.

Please note that undergoing the training will not confer any right to the candidate to be called for the Examination or for recruitment in IIFCL's services.

Please also note that, by merely attending the PRT no candidate acquires any right to be selected.

### **LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE):**

The following documents **in original and self-attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted 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 interview will debar his candidature from further participation in the recruitment process.

- (i) Printout of the valid Interview Call Letter.
- (ii) Valid system generated printout of the online application form registered.
- (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 as indicated in Sr. No (xiv) below of the advertisement.
- (v) Proof of permanent address as indicated in Sr. No (xv) below of the advertisement
- (vi) Marksheets and certificates/degree for Graduation or Post-graduation etc. Proper document from University/ Institute for having declared the result on or before November 30, 2024 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.  
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 online application form.

- (viii) Disability certificate in the prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category. If the candidate has used the services of a Scribe at the time of online exam the duly filled in details of the scribe in the prescribed format.
- (ix) 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.
- (x) 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.
- (xi) 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 and travelling expenses, if any, otherwise admissible, will not be paid.
- (xii) 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). In case the same is not mentioned in either the experience certificate or Relieving letter, a bonafide experience certificate is required mentioning the experience of the candidate along with the duration with exact dates, full name, full address and telephone numbers of employers designation held with Department, nature of duties handled / Job Profile etc. 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.
- (xiii) Any other relevant documents in support of eligibility.

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

No documents shall be directly sent to IIFCL/IBPS by candidates before or after the interview.

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.

(xiv) **Identity Proof:** (at time of examination) In the examination hall, the call letter along with original and 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 to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.

1. Ration Card and Learner's Driving License will not be accepted as valid id proof for this process .

2. 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.

(xv) **Proof of Permanent Address** (required at time of interview only): (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

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

## HOW TO APPLY

Candidates can apply online only from IIFCL's website 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.**

## PROCEDURE FOR APPLYING ONLINE

### 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	Fee	Remarks
SC/ST PwBD	Rs. 100/-	Intimation Charges
Others (including UR/EWS/OBC)	Rs. 600/-	Examination Fee and Intimation Charges

**Note: Application once made will not be allowed to be withdrawn. Application Fee once paid will NOT BE refunded under any circumstances nor can it be held in reserve for any other examination/interview or selection. The Application Fee shall also NOT BE refunded in case the application is rejected / not considered by IIFCL.**

**Transaction charge, if applicable, shall be borne by the candidate. GST applicable on the Application Fee/ Intimation Charges shall be borne by the candidates. Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected. Fee are required to be paid only in the manner prescribed in this advertisement.**

### **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. 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.
8. 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.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. **There is facility to print application form containing fee details after payment of fees.**

**To avoid last minute rush, candidates are advised to pay the application fees and register online at the earliest.**

### **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/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice 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.**

### **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 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 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.
- 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 an ON-LINE application with requisite fee/ intimation charges (wherever applicable). 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/Ex-servicemen 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 November 30, 2024** 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, interview, assessment, prescribing minimum qualifying standards in both the Examination and 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) Printout of the online application form and any other document (in original or copy thereof) **SHOULD NOT BE SENT** to IIFCL.
- 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 written examination and / or 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) Application once made will not be allowed to be withdrawn and the Application cum processing fee/ postal charges once paid will **NOT BE** refunded on any account nor would be held in reserve for any future examination or selection
- 13) Sufficient copies of the recent passport size, colour photograph (without dark glasses) which is pasted on the 'ONLINE' call letter, 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
- 14) The candidates will have to appear/ attend for the Pre-Recruitment Training / Online examination / Personal Interview at their own cost and risk. IIFCL shall not be responsible for any injury / loss etc. of any nature to any candidate.
- 15) Candidates will have to appear for the interview (as applicable) at their own expense. However, eligible outstation SC/ST/Persons with Disabilities category candidates called for interview will be reimbursed to and fro IIIrd AC rail ticket (mail/express only) or bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). Request for local conveyance will not be entertained. A candidate, if found ineligible for appearing in interview

will not be reimbursed any travel fare. No reimbursement will be made for non-submission or late submission, after the date of the interview. In case a candidate travels by higher mode of travel, the reimbursement will be as per IIIrd AC rail fare of mail express train only.

- 16) 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
- 17) 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.
- 18) 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.
- 19) 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.
- 20) 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](http://www.iifcl.in).
- 21) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at New Delhi.
- 22) Canvassing in any form will lead to disqualification.
- 23) 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](http://www.iifcl.in)) regularly for updates.

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