

INDIAN RAILWAY FINANCE CORPORATION LIMITED

Advt. No. 01/-2018

Start date of online registration: 02.10.2018

Last date of online registration: 31.10.2018

Indian Railway Finance Corporation Limited (“IRFC” or “Company”) was incorporated on 12th December, 1986 as a wholly Govt. owned Company under the Administrative control of Ministry of Railways. The Company is a Public Finance Institution engaged in supporting creation of infrastructure in Railway Sector in India. Its main business activity has been leasing of Rolling Stocks (Locomotives, Passenger Coaches and Freight Wagons) to Indian Railways. The Company raises financial resources from diverse financial markets using a variety of instruments to fund acquisition of these assets. IRFC is Schedule ‘A’ Organization and has consistently been rated as EXCELLENT by Govt. of India in the achievement of its MoU targets. As of March 31st 2018, the turnover of the Company is Rs. 11018.51 crore and net worth is Rs.13565.21 crore.

In order to augment manpower resources, IRFC is looking for dedicated, committed and self-motivated professionals for the post of General Manager and Deputy General Manager Finance, as detailed below:

| Position / Grade | Scale of Pay (Rs) | Total Posts | Reservation | Qualification | Experience | Age Limit |
|-------------------------------|-------------------|-------------|-------------|---|---|-----------|
| General Manager (Finance)- E7 | 100000-260000 | (One) | unreserved | Graduate with professional qualification of CA/CMA From the Institute of Chartered Accountant of India / the Institute of Cost Accountants of India. OR Full time MBA/Post Graduate Diploma in | Minimum 18 years Post Qualification experience in the field of Resource mobilization overseas/domestic market, Project Appraisal, Ind As, GST& Risk Management in Central /State PSU /Bank / Financial Institution/NBFC / RBI/reputed organization as Executive, out of | 46-51 Yrs |

| | | | | | | |
|--------------------------------------|-------------------|-------|------------|--|---|--------|
| | | | | Business Administration/Management of 2 years duration with specialization in finance with a minimum of 70% marks from a reputed university/Institute. | which 2 years in immediate lower grade / scale in IDA Pay Scale of 90000-240000 or equivalent. Must have strong management, leadership, communication, analytical and interpersonal skills. For candidates working in private sectors may please refer to the Note (i) as below | |
| Deputy General Manager (Finance) –E4 | 70,000 – 2,00,000 | (One) | Unreserved | Graduate with professional qualification of CA/CMA From the Institute of Chartered Accountant of India / the Institute of Cost Accountants of India. OR Full time MBA/Post Graduate Diploma in Business Administration/Management of 2 years duration with specialization in finance with a minimum of 70% marks from a reputed university/Institute. | Minimum 09(Nine) years Post Qualification experience in the field of Resource mobilization from overseas/ domestic market dealing with RBI, Corporate Accounts & Taxation, Project Appraisal & Risk Management in Central /State PSU /Bank / Financial Institution/NBFC / RBI/reputed organization as Executive, out of which 2 years in immediate lower grade / scale in IDA Pay Scale of 60,000 – 1,80,000/ or equivalent. For candidates working in private sectors may please refer to the Note (i) as below | 40 Yrs |

Note: (i) Candidates working in private sector should have worked minimum three years at minimum Pay plus allowance including incentive of Rs. 2,20,000 per month for post of General Manager and Rs.1,40,000/- p.m. for the post of Deputy General Manager.

1. RELAXATIONS/CONCESSIONS:

- (i) The criteria mentioned above are for general candidates; however, relaxation of age as per Govt. guidelines shall be applicable for PwBD and Ex-Servicemen candidates. Persons suffering from not less than 40% of the relevant disability shall alone be eligible

for the benefit of reservation. (Disability identified for the above postOA = One Arm, OL = One Leg, HH = Hearing Handicapped, LV = Low Vision)

- (ii) Maximum age limit is relaxable for 5 years for candidates domiciled in J&K between 01-01-1980 and 31-12-1989.
- (iii) Candidates belonging to reserved categories while applying against unreserved post(s) are required to submit the category certificate in the prescribed format of Government of India in support of their claim. If the category certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self certified translated copy of the same in either English or Hindi.
- (iv) IRFC regular employees working in immediate lower scale of the post advertised shall be eligible for relaxation in age limit.

2. SELECTION PROCEDURE:

Only short listed candidates who are found eligible based on the application submitted will be called for participating in the selection process. The final selection of the candidate shall be based on the performance in the interview. The names of the shortlisted candidates shall be displayed on the website of IRFC. Also, E-mails shall be sent to the shortlisted candidates for interview.

3. GENERAL TERMS AND CONDITIONS:

- (i) The qualification mentioned above for the post of General Manager and Deputy General Manager (Finance) should be full time. Minimum percentage of marks in the essential qualification(s) as indicated above shall be aggregate of all semesters/years to be calculated taking average of all semesters/years, irrespective of the weight age given to any particular semester/year by the Institute/University. Further wherever GPA/OGPA or grading system in a degree/Diploma is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by the Institute/University.
- (ii) All qualifications should be from Universities/Institutions recognized and approved in India by AICTE / UGC / Appropriate Statutory Authority.
- (iii) Candidates belonging to Government / Semi-Government Organization / PSUs/PSB should send their application through proper channel. However, in case application has not been routed through proper channel, a **No Objection Certificate (NOC)** from present employer should be produced **at the time of interview** failing which candidature of the candidate will not be entertained.
- (iv) Incomplete Application(s) or applications received late will be summarily rejected.
- (v) The cutoff date for reckoning maximum age limit / minimum experience requirement / qualification (whichever applicable) shall be last date of receipt of application **i.e.31.10.2018**. Post qualification executive experience on a post shall be counted only from the date of assumption of charge and training period shall not be counted.
- (vi) The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/her the right to be called for interview / considered for selection process.
- (vii) The total number of projected vacancy indicated in this advertisement may increase / to be cancelled at the discretion of IRFC Management, if need so arises, without any further notice and without assigning any reason thereof.
- (viii) Single to and fro fare by shortest route as per Corporation rule will be paid to outstation candidates called for interview on production of ticket / proof of journey.
- (ix) While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified date and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment

that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her services are liable to be terminated without any notice.

- (x) A written test may be conducted in case the number of shortlisted applications against the above posts is large in number. Only such shortlisted candidates shall be called for the Interview.
- (xi) Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or any application in response there to can be instituted only in Delhi and courts / tribunal / forums at Delhi only shall have sole and exclusive jurisdiction to try any such case / dispute.
- (xii) In case any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- (xiii) The original testimonials/documents along with one self-attested copy will have to be produced by the candidates at the time of interview.
- (xiv) No person shall be eligible for appointment if he/she has been convicted in a court of law for any offence involving moral turpitude.

The following documents in the given order only (from top to bottom) may be uploaded:

- (i) Scanned image of Colour Photograph and Signature of the applicant
- (ii) High School Certificate for proof of Date of Birth
- (iii) Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters / years (Xth, XIIth, PG Diploma/Graduation/Post-Graduation/CA/CMA/MBA as applicable)
- (iv) SC/ST/OBC-NCL Certificate, if applicable as mentioned in Relaxation and Concessions column above.
- (v) PwD Certificate as per latest format (if applicable)
- (vi) Proof of Identity & Address (Passport, Voter ID, Driving License, UIAD Aadhaar Card.)
- (vii) Proof of different periods of experience as claimed in your Online Application (if applicable)
- (viii) Any other document in support of your candidature i.e. NOC if applicable and salary certificate/ITR of last three financial year in case candidate working with private sector.

4. PROCEDURE FOR APPLYING:

- (i) Before applying candidates should ensure that they satisfy all the necessary conditions and requirement of the position.
- (ii) No fee is required to be paid for applying to the above posts.
- (iii) Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the application format available in the career section of IRFC website www.irfc.nic.in. All the documents mentioned below under column uploading of photograph, signature/education and other relevant certificate may be uploaded.
- (iv) While submitting the online application the system would generate Application Sequence Number or registration number. Please note down this Application Sequence Number or registration number and quote it for all further communication with IRFC Ltd.

STEPS FOR APPLYING:

4.1 STEP-1 (SIGN UP):

- a) Candidates are now ready to apply on-line by visiting the IRFC website and going through the detailed instructions and online application at IRFC website: www.irfc.nic.in.
- b) Candidates may please Sign. up 1st for Registration. The Candidate should fill up all the information asked in the on-line form about him/her correctly and complete the Registration. and then login with registered E-mail ID and Password
- c) Before applying candidate make sure that they have prepared their Photo, Signature, Category (if applicable) and other relevant Certificates as per required format.
 - 1. Photo and Signature should be in .jpg or .png format.
 - 2. Educational documents and other relevant Certificates should be in .zip or .rar format. To avoid upload Error.

4.2 STEP- 2:

- a) Candidates are now ready to apply on-line by revisiting the On-line Application at www.irfc.nic.in
- b) After registration, candidate has to fill and complete Personal Details, Qualification/Experience Details, Upload photo/signature/ documents.
- c) On successful registration of on-line application, candidates are advised not to attempt for re-registration for the same post. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. Candidate is required to download the online form generated by the System, which may be retained for future reference.
- d) Instructions to upload Photo, Signature, Category (if applicable) and other relevant Certificates

Applicants should upload the scanned (digital) image of their photograph, signature and other relevant Certificates as per the process given below. The applicant should note that only *.jpg or *.jpeg formats are acceptable:

(i) Photograph:

- (a) Photograph must be a recent passport size colour photograph (not older than 03 weeks).
- (b) Make sure that the photograph is in colour, taken against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face. If the photograph 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.

- (c) Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-80kb in jpg/jpeg format only. Please ensure that the size of the scanned image is not more than 80kb.
- (d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning. Minimum resolution should be 200 dpi.

(ii) Signature Image:

- (a) The applicant has to sign on white paper with Black ink pen.
- (b) The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
- (c) Please scan the signature area only and not the entire page.
- (d) Dimensions of the image should be approximately 140X60 pixels. It will not be possible to accommodate larger images. Size of file should be between 10kb- 30k in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 30kb.

(iii) Category/Educational Qualification & other relevant Certificates:

- (a) Please scan the relevant certificates (issued by competent authority), should be clearly visible.
- (b) Size of file should be between 50kb-1000kb in jpg/jpeg/PDF format only. Ensure that the size of the scanned image is not more than 1000kb.

The candidate should now login to upload his/her Photograph, Signature and Certificate as per the instructions given in the following paragraphs:

(iv) Up-loading the photograph, signature, Category /Educational and other relevant certificates:

- (a) Browse and select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.
- (c) Click the 'Open/Upload' button. The photograph/signature/ certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.

For Technical queries/ clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact the Helpdesk on 011-24369766 - 69 (Monday-Friday) from 10 AM to 6 PM) and helpdesk Email ID : info@irfc.nic.in for redress

5 COMMUNICATION WITH IRFC:

All correspondence by / with the candidates in regard to status of application/examination if required shall be through e-mail only. All communication with IRFC should invariably contain the following:

| Sl. No. | Particulars | Details |
|----------------|-----------------------------------|----------------|
| (i) | IRFC/Application Sequence Number: | |
| (ii) | Name of Post Applied: | |
| (iii) | Name of the Candidate: | |
| (iv) | Mobile No: | |
| (v) | E-mail ID: | |
| (vi) | Grievance/Query in Brief: | |
