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INDIAN RAILWAY FINANCE CORPORATION LIMITED

Advt. No. 05/2022 dated 16.05.2022

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) and Railway projects 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, 2021 the turnover of the Company is Rs. 15770.86 crore and net worth is Rs.35913.38 crore.

IRFC invites applications from the dedicated, committed and self-motivated young professionals for the following post:

S. No.	Post and Scale of Pay/No. of Posts	Essential Qualification	Experience	Upper Age Limit
01.	Executive Director (Finance) Grade – (E-9) Scale of Pay Rs. 1,50,000-3,00,000/- Total Posts: - 01 (One) (UR–01)	Graduate with professional qualification of CA/CMA From the Institute of Chartered Accountant of India / the Institute of Cost Accountants of India. **OR** MBA/Post Graduate Diploma in Business Administration / Management with a minimum of 70% marks from a reputed university/Institute.	Minimum 23 (Twenty-three) years Post Qualification experience in Central /State PSU / Bank / Financial Institution/NBFC / RBI/reputed organization as Executive. Working for 2 years in immediate lower grade i.e. (E8), pay scale Rs. 1,20,000 – 2,80,000 (IDA pattern) / Pay Matrix Level 14 (CDA) of 7th CPC or above For candidates working in other than Government / PSUs may please refer to the Note (i) as below	52 Years

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02.	Deputy Manager (Human Resource Management) Grade – (E-2) Scale of Pay Rs.50,000– 1,60,000/- Total Posts: - 01 (one) (UR–01)	MBA with specialization in Human Resource Management / Personnel Management. Post Graduate Degree in HR / Personnel Management with minimum 70% marks from a reputed university / institute.	Minimum 2(Two) years Post Qualification experience in dealing with Human Resource Management Activities. Working for 2 years in immediate lower grade i.e. E1, pay scale of Rs. 40,000 – 1,40,,000(IDA pattern) or Pay Matrix Level 8th (CDA) of 7th CPC or above. For candidates working in other than Government / PSUs may please refer to the Note (i) as below	38 Years
3	Assistant Manager (Finance)-E1 Scale of pay Rs.40,000-1,40,000/- Total Posts: - 01 (one) Reserved for (SC–01)	Graduate with professional qualification of CA/CMA From the Institute of Chartered Accountant of India / the Institute of Cost Accountants of India. Note: Application of Candidates who have passed CA/CMA in the year 2020 or till the date of advertisement will be considered.		35 years

Note: *Candidates at serial no. 1 and 2 working in other than Government /PSUs should be drawing the minimum CTC of Sr. No. 1 will be Rs. 30 lacs, and for Sr. No. 2, Rs. 6 Lac. Documentary evidence in support may be by Form16/Salary Slip/or any other suitable document:*

1. RELAXATIONS and CONCESSIONS:

(i) Reservation / Relaxation / Concession to EWS /SC/ST/OBC (NCL) / PWD / Ex-Servicemen /J&K Domicile would be provided against reserved posts (where applicable) as per extant Government orders.

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(ii) Maximum age limit is relax-able for 5 years for candidates domiciled in J&K between 01-01-1980 and 31-12-1989.

(iii) IRFC regular employees working in immediate lower scale of the post advertised shall be eligible for relaxation in age limit.

2. Selection Procedure:

(i) The applications received shall be screened for eligibility. The candidates may be shortlisted for selection. The Company reserves the right to shortlist the number of candidates for interview out of eligible candidates at the ratio of 1:10.

(ii) Only shortlisted candidates who are found eligible will be called for participation in the selection process. The final selection of the candidate shall be based on performance in interview **/** power point presentation to the selection committee. The names of the shortlisted candidates shall be displayed on the website of IRFC www.irfc.co.in. Also, Email shall be sent to the shortlisted candidates for interview / power point presentation.

3. GENERAL TERMS AND CONDITIONS:

(i) The qualification mentioned above should be full time and recognized by Govt. of India. 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 of Govt. of India.

(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. However, in the event of difficulty in forwarding the application through proper channel/getting NOC from their parent department, they may submit an undertaking at the time of interview that they will produce proper relieving order from their organization, in case selected, otherwise they will not be allowed to join. In both cases, pay protection will be given.

(iv) Incomplete Application(s) or applications received late will be summarily rejected.

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(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. 20.06.2022.** 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 Company 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) 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.

(xi) In case any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.

(xii) The original testimonials/documents along with one self-attested copy will have to be produced by the candidates at the time of interview.

(xiii) No person shall be eligible for appointment if he/she has been convicted in a court of law for any offence involving moral turpitude.

(xiv) No correspondence will be entertained from the candidates not selected for interview /appointment.

(xv) Canvassing in any form will be a disqualification.

4. Compensation Package: Basic Pay, Dearness Allowance, House Rent Allowance, Perks & Allowances Transport Allowance. Performance Related Pay (Variable Based on Performance Rating), Medical Benefits including indoor medical benefits for self and dependent family members, employer contribution towards provident funds and

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gratuity, Superannuation Benefits (Pension and Post-Retirement Medical Scheme), welfare schemes and other fringe benefits as per rules of the Company

5. The following documents in the given order only (from top to bottom) may be enclosed with the application:

1. Colour photograph to be pasted in the application form.
2. Proof of Date of Birth (class X certificate)
3. Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters / years (X^{th}, XII^{th}, PG Diploma / Graduation / Post-Graduation/MBA / CA / CMA as applicable)
4. Category certificate SC / ST / OBC (NCL) /Ex. Servicemen /PwBD if applicable as mentioned in Relaxation and Concessions column above.
5. Domicile of J & K during 01-01-1980 and 31-12-1989 (if applicable).
6. Proof of Identity & Address (Passport/Voter ID/Driving License/UIAD Aadhaar Card.)
7. PAN Card
8. Proof of different periods of experience as claimed in your application. (if applicable)
9. Any other document in support of your candidature i.e. NOC if applicable and 12months salary certificate in case candidates working in other than Government/PSUs.
10. Any other document in support of your candidature.

6. DOCUMENTS IN SUPPORT OF WORK EXPERIENCE:

a) Joining-Relieving Letter from Company/Organization.
b) Experience /Service Certificate issued by Company/Organization. (Experience Certificates produced should clearly indicate date of joining and date of relieving from each organization where worked
c) Salary Certificate or ITR return or Form-16 issued by present / past employers(s).

7. 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 post.

(iii) Application will be received through offline process only and all further communication will be made to the applicants through Email. Interested candidates fulfilling the above laid down eligibility criteria are requested to apply in the attached application format available **in the career section of IRFC website** www.irfc.co.in

(iv) Enclosing all the documents as mentioned in clause 5 above

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8. All the eligible candidates are requested to forward their application in the format enclosing therewith the self-attached documents as mentioned above in a cover subscribing "Application for the Post of _____" address to Joint General Manager (HR & Admin), 3rd Floor, Indian Railway Finance Corporation Limited, The Ashok, Diplomatic Enclave: 50-B, Chanakyapuri, New Delhi – 110021.

9. All the application forms along with requisite enclosures should reach Indian Railway Finance Corporation Limited by **20.06.2022** however in respect of application received by post / speed post from the candidates residing in North-East, Jammu and Kashmir, Andaman and Nikobar Island or Lakshadweep, the last date for receipt of application shall be **27.06.2022**

In case of any enquiry/ clarification, relating to the above advertisement, please feel free to contact the Support contact Number 011-24100385 (Monday–Friday from 10:30 Hrs to 18:00 Hrs) and Helpdesk Email ID: info@irfc.co.in

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Indian Railway Finance Corporation Limited
New Delhi

Before filling the application, form candidates should invariably read the detailed vacancy/Advisement No. 05/2022 dated 16.05.2022 in 'careers' section at IRFC's website www.irfc.co.in

Application for the post of: _____

1	Name in full (In Block letters)		Paste a self attested passport size photograph in this space
2	Father's Name		
3	Date of Birth (DD-MM- YYYY)		

4	Age as on **20.06.2022**:	
5	Category (Gen/OBC/SC/ST/PwBD/ Ex-servicemen)	
6	Religion	
7	Correspondence Address (in BLOCK letters with PIN)	
8	Permanent Address (in BLOCK letters with PIN)	
9	Mobile Numbers	
10	E-Mail Addresses	
11	Aadhar number (If Available)	
12	PAN No. (If Available)	

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13 **Qualifications:** (Give information for Matriculation, +2 level, Graduation and Professional qualifications only in chronological order) (May attach additional sheet in the same format, if space below is insufficient)

Exam Passed	Year of Passing	Name of Board / University / Institute	Percentage of marks obtained

14 **Work Experience**

In chronological order (attach separate sheet in the same format, if required). May attach bio data with details of experience, if desired by candidate)

Post and scale of pay	Name & full address of Employer	Period of work experience			Brief nature of assignment
		From	To	Total duration (in Yrs. & Months)	

15. Area of Experience (in Brief)

(i)	Brief Nature of Assignments undertaken:
(ii)	Major Achievements during last 3 years:

Declaration

I declare that I have read the detailed vacancy advertisement uploaded on IRFC's website very carefully. The information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed. I understand that if it is found that I have concealed any information or have provided the wrong information my candidature is liable to be cancelled / service is liable to be terminated forthwith without any notice.

Place : _____

Date : _____

Signature of Candidate