

## INDIAN RAILWAY FINANCE CORPORATION LIMITED

Advt. No. 02/-2020

**Start date of online registration: 12.12.2020**

**Last date of online registration: 14.01.2021**

Indian Railway Finance Corporation Limited (“IRFC” or “Company”) was incorporated on 12<sup>th</sup> 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 31<sup>st</sup>2020 the turnover of the Company is Rs.13838.46 Crore and net worth is Rs.30962.43 Crore.

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

S. No.	Post and Scale of Pay/No. of Posts	Essential Qualification	Experience	Upper Age Limit
01.	<b>Group General Manager (Finance) (E-8)</b>  <b>Scale of Pay</b> Rs. 1,20,000-2,80,000/-  <b>Total Posts:-</b> 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. <b>OR</b> Full time MBA / Post Graduate Diploma in Business Administration / Management with specialization in finance with a minimum of 70% marks from a reputed university/Institute.	Minimum 20 (Twenty) 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. (E7), pay scale Rs. 1,00,000 – 2,60,000 (IDA pattern) <b>or Pay Matrix Level 14 (CDA) of 7<sup>th</sup> CPC .</b> For candidates working in other than Government / PSUs may please refer to the Note (i) as below	52 Years

02.	<p><b>Joint General Manager (Law) (E-5)</b>  <b>Scale of Pay</b>  Rs. 80,000– 2,20,000</p> <p><b>Total Posts:-</b>  01 (one)</p> <p>(UR–01)</p>	<p>LLB (3years) with Graduation in any stream (Regular Basis) from a recognized University or Institution with a minimum of 60% marks.</p> <p>OR</p> <p>5 years integrated Law course with a minimum of 60% marks. (Regular Basis).</p> <p>The candidate should have enrolled as an advocate with Bar Council. (candidates whose registration is kept in abeyance are also eligible)</p>	<p>Minimum 10(Ten) years Post Qualification experience with minimum 8 years as a Law Officer in Legal Department of Central /State PSU / Bank / Financial Institution/NBFC / RBI/reputed organization.</p> <p><b>Preference</b></p> <p>Having experience in covenanting, drafting of financing and security documents, guarantees and contracts, Land/Corporate due diligence with knowledge of company laws, transfer of property and contracts, RDDBFI Act. SARFAESI Act. Insolvency and Bankruptcy code.</p> <p>Working for 2 years in immediate lower grade i.e. E4, pay scale of Rs. 70,000 – 2,00,000(IDA pattern) <b>or</b> Pay Matrix Level 11 (CDA) of 7<sup>th</sup> CPC or above.</p> <p>For candidates working in other than Government / PSUs may please refer to the Note (i) as below</p>	45 Years
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<b>03.</b>	<b>Deputy General Manager (Finance) (E-4)</b>  <b>Scale of Pay</b> Rs. 70,000– 2,00,000  <b>Total Posts:-</b> 02 (Two)  (UR–02)	Graduate with professional qualification of CA/CMA From the Institute of Chartered Accountant of India / the Institute of Cost Accountants of India. <b>OR</b> Full time MBA / Post Graduate Diploma in Business Administration / Management with specialization in finance with a minimum of 70% marks from a reputed university/Institute	Minimum 07(Seven) years Post Qualification experience in Central /State PSU / Bank / Financial Institution/NBFC / RBI/reputed organization as Executive.  Preference shall be given to those candidates who possess adequate professional qualification experience in the area of Risk Management and Resource Mobilization.  Working for 2 years in immediate lower grade i.e. E3, pay scale of Rs. 60,000 – 1,80,000(IDA pattern) <b>or</b> Pay Matrix Level 9 (CDA) of 7 <sup>th</sup> CPC or above.  For candidates working in other than Government / PSUs may please refer to the Note (i) as below	43 years
<b>04.</b>	<b>Deputy Manager (Company Secretary) (E-2)</b>  <b>Scale of Pay</b> Rs.50,000– 1,60,000  <b>Total Posts:-</b> 01 (one)  (UR–01)	Graduate with professional qualification of CS From the Institute of Company Secretaries of India (ICSI)  Desirable: Preference shall be given to those who have Additional Qualification of LLB (3 Years) from recognized university or Institution with a minimum of 60% marks.	Minimum 2(Two) years Post Qualification experience in dealing with legal compliances matters in Central /State PSU / Bank / Financial Institution/NBFC / RBI/reputed organization as Executive.  Working for 2 years in immediate lower grade i.e. E1, pay scale of Rs.	38 Years

			40,000 – 1,40,000(IDA pattern) <b>or</b> Pay Matrix Level 7 (CDA) of 7 <sup>th</sup> CPC or above.  For candidates working in other than Government / PSUs may please refer to the Note (i) as below	
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**Note:** (i) Candidates working in other than Government /PSUs should be drawing the minimum CTC as mentioned against each. Documentary evidence in support may be by Salary Slip/or any other suitable document:

<i>Post</i>	<i>CTC should not be less than</i>
<i>Group General Manager (E8)</i>	<i>22 Lac</i>
<i>Joint General Manager(E5)</i>	<i>11 lac</i>
<i>Dy. General Manager (E4)</i>	<i>09 Lac</i>
<i>Dy. Manager(E2)</i>	<i>06 Lac</i>

#### **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. 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 post OA = One Arm, OL = One Leg, HH = Hearing Handicapped, LV = Low Vision, MD = Multiple Disabilities)

Disabilities identified for the above posts are as follows:-

<b>Discipline</b>	<b>Post identified suitable for PwBD</b>	<b>Type of disability</b>	<b>Legend</b>
Finance	Sl. no. 03	Suitable for OA, OL, HH, & MD	OA = One Arm, OL = One Leg, HH = Hearing Handicapped, , MD = Multiple Disabilities)
CS & Legal	Sl. no. 02 & 4	Suitable for OA, OL,	OA = One Arm, OL = One Leg.

PwBD candidate can apply, against vacancies reflected above, for a post even if there is no vacancy reserved for PwBD but that post has been identified as suitable for PwBD. However, such candidate will be considered for selection to such post by General standard of merit.

- (i) Maximum age limit is relaxable for 5 years for candidates domiciled in J&K between 01-01-1980 and 31-12-1989.
- (ii) 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.
- (iii) IRFC regular employees working in immediate lower scale of the post advertised shall be eligible for relaxation in age limit.
- (iv) The candidate belonging to OBC category, a cast certificate issued by the Competent Authority as applicable for appointment to the services in Government of India in proper format will be accepted. Please note that OBC certificate issued in current financial only will be accepted as a current proof of your not belonging to “creamy layer” in the OBC category.

## 1. SELECTION PROCEDURE:

- (i) The applications received shall be screened for eligibility. The candidates may be short listed for selection. The Company reserves the right to short list the number of candidates for interview out of eligible candidates in the ratio of 1:10.
- (ii) Only short listed 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 short listed candidates shall be displayed on the website of IRFC [www.irfc.nic.in](http://www.irfc.nic.in). Also, Email shall be sent to the short listed candidates for interview / power point presentation.

## 2. GENERAL TERMS AND CONDITIONS:

- (i) The qualification mentioned above 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**. 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.
- (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. 14.01.2021**. 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

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

1. Scanned image of Colour photograph and Signature of applicant.
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<sup>th</sup>, XII<sup>th</sup>, / Graduation / Post-Graduation/MBA / CA / CMA / CS / LLB as applicable)
4. Category certificate SC / ST / OBC (NCL) /Ex. Servicemen, if applicable as mentioned in Relaxation and Concessions column above.
5. PwBD certificate as per the latest format(if applicable)
6. Domicile of J & K during 01-01-1980 and 31-12-1989 (if applicable).
7. Proof of Identity & Address (Passport, Voter ID, Driving License, UIAD Aadhaar Card.)
8. PAN Card
9. Proof of different periods of experience as claimed in your application.( if applicable)

10. 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.

#### **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).

### **3. PROCEDURE FOR APPLYING:-**

- (1) Before applying candidates should ensure that they satisfy all the necessary conditions and requirement of the position.
- (2) No fee is required to be paid for applying to the above post.
- (3) Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the application format available in the career section at company website [www.irfc.nic.in](http://www.irfc.nic.in) . All the documents including photograph, signature/educational/experience and other relevant certificate may be uploaded.
- (4) 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.

### **4. STEPS FOR APPLYING:**

#### **4.1 STEP-1 (SIGN UP) – Registration**

- 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](http://www.irfc.nic.in) .He has first to click registration button for registration.
- b) Candidate has to login to apply application online.



## 4.2 STEP-2:

- a) Candidates are now ready to apply on-line by revisiting the On-line Application at [www.irfc.nic.in](http://www.irfc.nic.in)
- b) After registration, candidate has to fill and complete Personal Details, Qualification/Experience Details, Upload photo/signature/documents. The candidate after login should fill up all the information asked in the on-line form about himself/herself correctly, and complete the Registration.
- 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 registration 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 Photos, Signature, Category (if applicable) and other relevant certificates.

Applicants should upload the scanned (digital) image of their photographs, 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 possible to accommodate large 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 large images. Size of file should be between 10kb-30kb in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 30kb.

**(iii) Category/ Educational Qualification & other 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.
- c) Please ensure that all the educational / work experience / category certificate etc., should be in the "ZIP" directive

The candidate should now login to upload his/her Photographs, Signature and Certificates 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.
- b) 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. The following documents in the given order only (from top to bottom) may be uploaded:

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

1. Scanned image of Colour photograph and Signature of applicant.
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<sup>th</sup>, XII<sup>th</sup> / Graduation / Post-Graduation/MBA / CA / CMA / CS / LLB as applicable)

4. Category certificate SC / ST / OBC (NCL) /Ex. Servicemen, if applicable as mentioned in Relaxation and Concessions column above.
5. PwBD certificate as per the latest format(if applicable)
6. Domicile of J & K during 01-01-1980 and 31-12-1989 (if applicable).
7. Proof of Identity & Address (Passport, Voter ID, Driving License, UIAD Aadhaar Card.)
8. PAN Card
9. Proof of different periods of experience as claimed in your application.( if applicable)
10. 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.

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: [admin@irfc.nic.in](mailto:admin@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:

S. No.	Particulars	Details
1	Registration No. / Application / Sequence No	
2	Name of Post Applied	
3	Name of the Candidate:	
4	Mobile No. / E-Mail ID:	
5	Grievance / Query in Brief:	