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### **Detailed Advertisement**

#### **Advertisement No.: IFCI/2024-25/10**

IFCI Ltd. (erstwhile Industrial Finance Corporation of India established in 1948 as India's first Development Financial Institution), is an NBFC-ND-SI and a Government of India Undertaking. IFCI has contributed significantly to the Indian economy through its continuous support to projects in all the three spheres of growth & development – manufacturing, infrastructure & services and agriculture allied sectors. IFCI has also been working on various schemes from the Government of India as Project Management Agency/Verification Agency.

IFCI invites online Resume/Biodata from Indian citizens, for engagement on contract basis, initially for a period of three (3) years, extendable on mutual agreement, for the following positions:

#### **I. The eligibility criteria for various positions are given below:**

<b>Eligibility Criteria and Key Objectives &amp; Responsibilities</b>
<p><b>Title of the Position:</b> Director (On Contract)</p> <p><b>No. of Positions:</b> 01 (UR)</p> <p><b>Qualification:</b> Chartered Accountant (CA) holding membership from the ICAI or B. Tech./B.E with MBA(Finance)/equivalent from a recognized University.</p> <p>For candidates who joined Public Sector Banks (PSBs)/Public Sector FIs as Probationary Officer/Scale I/II or equivalent posts and worked there for minimum duration of 20 Years, the required Qualification would be Graduate in any Discipline.</p> <p><b>Experience Required:</b> Should have at least 20 years of post-qualification experience in Financial Function/Financial Sector/Consulting/dealing with Public Sector Banks/Government Departments/Ministries. Candidates having substantial experience in Consulting/Advisory services shall be preferred. The candidate should have strong business development, marketing &amp; negotiation skills and project management skills. Should possess the ability to lead and work with diverse teams, should be able to inspire, communicate and motivate members in the team to achieve results and focus on driving performance.</p> <p><b>Maximum Age:</b> 57 years as on 31/01/2025</p>

**Key Objectives and Responsibilities:**

- The role will have the mandate to bring in expertise in consulting/advisory services and provide leadership in managing various schemes awarded by the Govt. of India to IFCI Ltd. as Project Management Agency.
- The incumbent will facilitate focused efforts to manage the schemes end-to-end in a seamless manner, keeping all client requirements, deliverables, timelines and quality as the focus at all times.
- The incumbent will also focus on sourcing new advisory business and increasing revenue generation from advisory services.
- The incumbent should be capable of liaising and interacting with senior government officials.
- The incumbent should be comfortable in taking the lead in a complex situation and be able to provide solutions.

**Title of the Position:** Director- Information Technology (IT) (On Contract)

**No. of Positions:** 01 (UR)

**Qualification:**

BE/B.Tech. (Computer Science Engineering/Information Technology) /M. Tech/ MCA or equivalent from a recognized university.

**Maximum Age:** 57 years as on 31/01/2025

**Experience Required:**

- Should have at least **20 years** of post-qualification experience in the sphere of Information Technology out of which 3 years should preferably be as Chief / Head of IT Department or similar role.
- The candidate should have experience in implementation and evaluation of IT systems and their specifications.
- The candidate should also have a sound understanding of IT infrastructure (hardware/software/hypervisors), networks, information security etc.
- Should have had experience in working with Oracle data base, Oracle Forms & Reports and PLSQL.
- Experience in Agile Product Development.
- Experience in PHP Laravel, GIT source code management and configurations of CI / CD pipelines is also required.
- Experience in Oracle Cloud /AWS will be an added advantage.
- The candidate should also have experience in controlling IT budget.
- Ensuring compliance with industry standards and regulatory requirements and rules.
- The incumbent should possess a sound knowledge of data visualization and reporting tools available.
- The candidate should possess strong stakeholder management skills.
- Ability to manage client expectations and successfully overcome barriers.

- The incumbent should have the ability to effectively communicate and rationalize technical and creative concepts and opportunities as solutions to business goals.

**Key Objectives and Responsibilities:**

- The role will have the mandate to oversee all technology operations (e.g., Applications, network, security, cloud Infrastructure & VMs) and align them according to business requirements.
- The incumbent will improvise the established IT framework and systems to support the implementation of strategies.
- The incumbent will also analyze the business requirements to determine their technological needs.
- The role also involves coordination with different verticals and department Heads to understand the evolving and dynamic business requirement.
- The incumbent will also be responsible for providing leadership to technology resources, requiring mentoring and performance improvement.
- The incumbent will also devise a strategy to enhance the business value of all IT assets and manage IT Budget.
- The role also involves providing assistance in building relationships with service providers and creating cost-efficient contracts.

**Title of the Position:** Associate Director (On Contract)

**No. of Positions:** 01 (OBC)

***Candidates are required to mention the category in the application/Resume.***

**Qualification:**

Chartered Accountant (CA) holding membership from the ICAI or B. Tech./B. E with MBA(Finance)/equivalent from a recognized University.

For candidates who joined Public Sector Banks (PSBs)/Public Sector FIs as Probationary Officer/Scale I/II or equivalent posts and worked there for minimum duration of 15 Years, the required Qualification would be Graduate in any Discipline.

**Maximum Age:** 55 years as on 31/01/2025.

**Experience Required:**

- Should have at least **15 years** of experience in Public Sector Banks/Financial Sector/Consulting/dealing with Government Departments/Ministries.
- Candidates having substantial experience in Consulting/Advisory services shall be preferred.
- The candidate should have Strong team building and interpersonal skills, project management skills, problem solving skills, should be able to communicate well and motivate the members in the team to achieve results.
- The candidate should have a strong customer service attitude, should be able to manage client expectations and successfully overcome barriers.

**Key Objectives and Responsibilities:**

- The role will be responsible for supervising the verification of applications, carrying out appraisals, monitoring progress of projects, managing examination of claims for disbursement of incentive and making appropriate recommendations to client committees. The role shall also manage all MIS requirements of clients.
- The incumbent will supervise teams and supplement the existing teams and skills available within IFCI. The incumbent shall facilitate focused efforts to timely execute and submit the client deliverables, with strict adherence to timelines, maintaining quality at all times.
- The role will have the mandate to bring in and develop subject matter expertise in advisory services pertaining to various schemes awarded by the Govt. of India to IFCI Ltd. as Project Management Agency.
- The incumbent should be adept at operating with the latest technology platforms and should have a fair understanding and exposure to working on web portals.
- The incumbent should be capable of liaising with Government departments/Ministries.
- The incumbent should be capable of interacting with various stakeholders related to the project and at different forms.

**Title of the Position-** Associate Director (Estates, Services & Administration) (On Contract)

**No. of Positions-** 01 (UR)

**Qualification:** B.E/B.Tech Civil/Mechanical/Electrical from a recognized University. Relevant master's degree is preferred.

**Maximum Age:** 55 years as on 31/01/2025

**Experience Required:**

Should have at least **15 years** of work experience in work related to the following:

- Knowledge of dealing with Estates/properties/buildings related matters in Corporates/Public Sector Organisations.
- Managing operation & maintenance of commercial and residential buildings.
- Co-ordination, supervision, testing, inspection of civil works related to office/residential building.
- Maintenance of pumps, A/C plants, hoists, passenger lifts, cranes, gas/water piping, Fire protection system, water treatment plant, etc.
- Vendor/Contractor/Service provider Management.
- Experience in procuring through GeM Portal shall be added advantage.
- Knowledge of CVC guidelines for procurement is desirable.

**Key Objectives and Responsibilities:**

- Oversee the management and maintenance of all estate properties, ensuring they are safe, secure, and well-maintained.
- Operation & maintenance of high-rise buildings, housing complexes, maintenance systems like HVAC, IBMS etc. & equipment like hydro pneumatic systems, firefighting systems, Ducting, Piping etc.

- Develop and implement estate management strategies, including space planning, infrastructure development, and sustainability initiatives.
- Coordinate with external contractors and service providers for repairs, renovations, and other estate-related projects.
- Operation & maintenance of electrical installations in multi-storied office/residential buildings having automatic lifts, Servo stabilizers, DG sets, HT/LT panel transformers, motorized switch gears, safety relays and other electrical systems.
- Develop and manage the estate and administration budget, ensuring effective allocation and utilization of resources.
- Monitor and control expenditures and prepare financial reports for senior management.
- To prepare tender documents, to check evaluation of bids, to prepare award of contracts, to carry out inspection/ monitoring of work and other procurement related activities.
- Liaise with internal and external stakeholders, including government agencies and service providers.
- Manage administrative functions, including office management, procurement, and logistics.
- Ensure compliance with organizational policies and regulatory requirements.
- Identifying, developing, implementing, and maintaining administrative and security processes, practices, and policies within the organisation to enhance operational efficiency.
- Supervise and mentor a team of estate and administrative staff, providing guidance, support, and professional development opportunities.
- Foster a positive and collaborative working environment.

**Title of the Position:** Senior Associate (On Contract)

**No. of Positions:** 02 (\*OBC-1, \*SC-1)

***Candidates are required to mention the category in the application/Resume.***

**Qualification:**

Chartered Accountant (CA) holding membership from the ICAI or B. Tech./B. E with MBA(Finance)/equivalent from a recognized University.

**Maximum Age:** 35 years as on 31/01/2025

**Experience Required:**

- Should have at least **06 years** of post-qualification experience in Financial Sector/Consulting etc. Experience in dealing with Government Departments/Ministries regarding various Consulting/Advisory assignments shall be an added advantage.
- The candidate should have knowledge of GST, Audit, Project Appraisal & Monitoring, Finance, Credit. Strong analytical, problem-solving, and financial modelling skills.
- Must be technology savvy and well exposed to advisory business.
- Proficiency in Microsoft Office (word, excel and PowerPoint) and other relevant software programs.
- Should have good drafting skills. Excellent communication and interpersonal skills.

**Key Objectives and Responsibilities:**

- Technical review of applications received under the various schemes.
- To appraise the application received, processing of applications and determining eligibility under the scheme.
- To monitor/verify investment made by the applicants under the scheme as also progress of the project.
- To verify claims, financial review, etc. as may be required for assessment of applications under the scheme.

**Title of the Position:** Senior Associate- IT (On Contract)

**No. of Positions:** 01 (UR)

**Qualification:**

BCA/BE/B.Tech. (Computer Science Engineering/Information Technology) /M.Tech/ MCA or equivalent from a recognized university

**Maximum Age:** 35 years as on 31/01/2025

**Experience Required:**

- Should have at least **06 years** of post-qualification experience in the sphere of Information Technology in managing web portal projects and web development, application development using Oracle Forms & Reports, PLSQL and or Oracle Apex. The candidate should have Familiarity with WebLogic configuration. Knowledge and hands on experience of Linux / Unix Operating systems. Experience in performance tuning of PL/SQL queries and database optimization. Familiarity with version control systems and development methodologies. Strong problem-solving skills, attention to detail, and ability to work independently and as part of a team. Excellent verbal and written communication skills. Experience in Financial Domain.

**Key Objectives and Responsibilities:**

- Design, develop, & maintain Oracle Forms & Reports and Oracle Apex applications to meet business requirements.
- Write, optimize, and debug complex PL/SQL code for data processing, validations, and database performance.
- Collaborate with business analysts, project managers, and other stakeholders to gather requirements and deliver high-quality solutions.
- Troubleshoot and resolve application issues, ensuring timely and efficient problem resolution.
- Perform database performance tuning and query optimization to enhance application performance.
- The applicant will be responsible for designing, developing, and maintaining applications independently that supports business processes, optimizing performance, and ensuring efficient data management.
- Create and maintain technical documentation, including user guides, functional specifications, and technical designs.

- Participate in the full software development life cycle (SDLC), including requirements analysis, design, testing, and deployment.
- Ensure data integrity and security by following best practices in database design and management.

**Title of the Position:** Associate (Advisory) (On Contract)

**No. of Positions:** 01 (UR)

**Qualification:** Chartered Accountant (CA) holding membership from the ICAI.

**Maximum Age:** 35 years as on 31/01/2025

**Experience Required:**

- Should have at least **03 years** of post-qualification experience in Financial Sector/Consulting etc. Experience in dealing with Government Departments/Ministries regarding various Consulting/Advisory assignments shall be an added advantage.
- Knowledge of GST, Audit & Finance.
- Excellent communication and interpersonal skills coupled with good drafting skills.
- Strong analytical and problem-solving skills.
- Must be technology savvy and well exposed to advisory business.
- Proficiency in Microsoft Office (word, excel and PowerPoint) and other relevant software programs.

**Key Objectives and Responsibilities:**

- Preliminary review of claim applications received under various schemes vis-à-vis Scheme Guidelines (eligibility criteria etc.)
- Checking of compliances through supporting documents as per Scheme Guidelines
- To verify / check the claim with supporting documents and determine eligible claim amount as per scheme guidelines.
- Physical Verification of assets through site visits.
- Preparation of Verification report, committee note etc.
- Presentation before the competent authority /committees.

*Note: Age relaxation in maximum age limit to Persons with Disabilities (PwD), SC & OBC candidates will be provided as per Govt. of India guidelines.*

## II. HOW TO APPLY:

Candidates fulfilling the above eligibility criteria may submit their Resume through email at [contract@ifcilttd.com](mailto:contract@ifcilttd.com).

**Please write "Title of the Position" in the subject of the e-mail.**

Kindly enclose the self-attested photocopies of the following documents in the email:

1. Proof of date of Birth
2. Educational Certificates
3. Relevant Experience certificates (containing areas and period of service)
4. In case of reserved category candidates, updated Caste Certificate may be provided.

**Note: LAST DATE FOR SUBMISSION THROUGH E-MAIL IS MARCH 05, 2025.**

## III. General Conditions:

1. Post qualification experience means the applicant should have working experience for the specified period after acquiring the prescribed educational/professional qualifications from a recognized and approved institution in India, by AICTE / UGC / ICAI etc. and other appropriate authority as the case may be.
2. The candidates working in Central or State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs/PSUs/PSEs may submit the requisite information without the documents mentioned below. In case the applicant is shortlisted for interview, following information/documents, about the applicant from the current employer should be provided on the date of interview:
  - i. No Objection Certificate (NOC) from the current employer stating that <Company Name> has no objection in his/her applying for the post of <Name of Post applied for> in IFCI Ltd and if selected for an appointment to the post applied for by him/her, will be allowed to join his/her new assignment.
  - ii. Certificate that the applicant is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
  - iii. Certificate of Integrity stating that "The Integrity of <Applicant Name> is beyond doubt".
3. All Computations of age shall be done considering **January 31, 2025**, as the cut-off date. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on any of these accounts.
4. The mere fact that a candidate has submitted the Resume/Biodata against the advertisement and apparent fulfilling of criteria as prescribed in the advertisement would not bestow on him/ her the right to be called for interview / considered for selection process. IFCI at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.



5. The total number of projected vacancies/Level offered indicated may increase / decrease / be cancelled at the discretion of IFCI, if need so arises, without any further notice and without assigning any reason thereof.
6. The advertised positions are for Head Office, IFCI Ltd located at New Delhi. However, the candidates can be transferred to any of its Regional Offices anywhere in India or Head Office/Subsidiaries / Associates.
7. The candidates belonging to SC or ST category, if called for interview physically, will be eligible for reimbursement of Travelling Allowance as per Govt. of India guidelines. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified, and no to & fro fare will be paid by IFCI.
8. Only Indian Nationals are eligible to apply. While applying for any post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. To ascertain eligibility IFCI may obtain additional information from candidate. In case, it is detected at any stage of engagement process, that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will 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.
9. E-mail Id/ phone number/present address given in the Resume/Biodata should be valid and functional for at least 6 months from the date of submission of Resume/Biodata.
10. IFCI reserves the right to restrict the number of shortlisted candidates for interview on the basis of qualifications and experience higher than the minimum prescribed.
11. Canvassing in any form will disqualify candidate(s).
12. IFCI reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.
13. Any legal proceeding in respect of any matter of claim or dispute arising out of this process in response thereto can be instituted only in Delhi and courts/tribunals/forums in Delhi only shall have sole and exclusive jurisdiction to try any such cause/dispute.
14. IFCI will not be responsible for any loss of communication letter/ e-mail sent, due to invalid / wrong e-mail id/ wrong postal address/postal delay etc., in case of, any communication made by IFCI. No request in this regard will be entertained. Further, any e-mail communication made by IFCI at the furnished email id will be considered as valid communication, even in case the same communication has not been sent/delivered by post physically.
15. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
16. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying.

17. Any query while applying for the positions may be addressed to **contract@ifcilttd.com**.
18. The short-listed candidates will be called for interview process, which will be carried out at New Delhi or may be held in online mode, as may be decided by IFCI. In case of online interviews, No TA/DA will be paid for attending the same to any category of candidate.
19. The selected candidate will be required to execute an Indemnity Bond, in a prescribed format, with surety for serving the IFCI at least for a period of one year and in the event of resignation from the post before this period, the candidate will be required to indemnify and pay to IFCI a sum of Rs. 1 Lakh (Rs One Lakh Only) besides serving notice period or payment in lieu thereof.

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