

ADVERTISEMENT FOR CALLING APPLICATIONS FOR ENGAGEMENT OF SENIOR ADMINISTRATIVE OFFICER (ON CONTRACT) AND ADMINISTRATIVE OFFICER – INFORMATION SYSTEMS (ON CONTRACT)

IIFCL Projects Limited (IPL) is a lean Officer-oriented organization which is driven by experienced professionals at all levels and is a knowledge-based institution. IPL invites applications from interested candidates for various posts on Contract basis as detailed below:

01. SENIOR ADMINISTRATIVE OFFICER (SAO)

A.	Name of Post	Senior Administrative Officer (SAO)
B.	Post Code	01
C.	Type of the Post	Contractual on full time basis
D.	No. of Posts	01 (UR)
E.	Period of Contract	The appointment of Senior Administrative Officer (SAO) shall be for an initial period of three years which may be extended by two years at a time, up to the maximum age of 60 years of the selected candidate.
F.	Cost to Company	₹2.25 lakhs per month all inclusive
G.	Minimum Educational Qualifications	M.com/ MBA/ PGDBA/CA / ICWA / CS/ CFA/ CAIIB
H.	Lower and Upper Age Limit as on 30.04.2023	Lower - 42 years and Upper – 54 years
I.	Minimum post qualification Work Experience	Minimum 13 years of officer-level experience in various areas of Accounts, audit, taxation, HR, General administration, Facilities management, Board secretariat in Scheduled Commercial Banks / All India Financial Institutions / RBI /Insurance Companies / Non-Banking Finance Companies (NBFCs) and other Public/ Private Sector Organizations.
J.	Minimum Level of Grade served in past	Scale IV (i.e., Chief Manager) of any Public Sector Bank scale/ Position last held. OR Grade ‘C’ (Assistant General Manager) of any Public Financial Institution (governed by DA under CDA/ IDA/IBA pattern) OR An equivalent position in a PSU / Public sector autonomous body. OR An equivalent position in any private sector organization*.

**In the Case of the Candidate currently/ last employed in a private sector organization:*

It should be regulated by a financial regulator such as RBI / SEBI / IRDAI and/or Bond / equity shares listed on any Stock exchange.

Candidates are to submit documentary proof or a self-declaration for the same.

02. ADMINISTRATIVE OFFICER (AO) – INFORMATION SYSTEMS

A.	Name of Post	Administrative Officer (AO) – Information systems
B.	Post Code	02
C.	Type of the Post	Contractual on full time basis
D.	No. of Posts	01 (UR)
E.	Period of Contract	Appointment of Administrative Officer (AO) – Information systems shall be for an initial period of three years which may be extended by two years at a time.
F.	Cost to Company	₹1 lakh per month all inclusive
G.	Minimum Educational Qualifications	B.Tech (IT)/ BE(IT)/ MCA/MSc in computer science/application/ PGDCA/ MSC(IT)
H.	Lower and Upper Age Limit as on 30.04.2023	Lower - 30 years and Upper – 40 years
I.	Minimum post qualification Work Experience	<p>Minimum 05 years minimum Experience in analysis, implementation, management, and evaluation of IT Hardware/Software, Network Security, and their specifications/ procurement of information systems in Scheduled Commercial Banks / All India Financial Institutions / RBI /Insurance Companies / Non-Banking Finance Companies (NBFCs) and other Public/ Private Sector Organization.</p> <p><u>Desirable experience</u></p> <p>Cyber security experience will be a plus point.</p>
J.	Minimum Level of Grade served in past	<p>Scale II (i.e., Manager) of any Public Sector Bank scale/ Position last held.</p> <p>OR</p> <p>Grade ‘B’ (Manager) of any Public Financial Institution (governed by DA under CDA/ IDA/IBA pattern)</p> <p>OR</p> <p>Officer-level posts in any other PSU and/or any private organizations</p> <p>OR</p> <p>An equivalent position in a PSU / Public sector autonomous body.</p> <p>OR</p> <p>An equivalent position in any private sector organization*.</p>

**In the Case of the Candidate currently/ last employed in a private sector organization:*

It should be regulated by a financial regulator such as RBI / SEBI / IRDAI and/or Bond / equity shares listed on any Stock exchange.

Candidates are to submit documentary proof or a self-declaration for the same.

IPL 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. All the educational qualifications mentioned should hold a degree from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies. The candidate must possess valid Degree Certificate/ Professional qualification certificate stating that he/ she is a graduate/post-graduate/ B.Tech (IT)/ BE(IT)/Chartered Accountant/ICWAI/ CS/ CFA/ CAIIB etc. as on 30.04.2023 and indicate the percentage of marks obtained in Graduation/Post-graduation/professional qualifications.

1. NATIONALITY / CITIZENSHIP

Applicants must be a Citizen of India.

2. RESERVATIONS / RELAXATIONS / CONCESSIONS

Reservations / Relaxations / Concessions would be given to SCs/STs/OBCs(Non Creamy Layer)/Person with Disability (PWD)/Ex-Servicemen candidates as per guidelines issued by Govt. of India from time to time.

Age Relaxations would be given as per following: -

S. No.	Category of Candidate	Age Relaxation
(a)	Scheduled Caste (SC) and Scheduled Tribe (ST)	By 5 years
(b)	Other Backward Classes (OBCs) Non- Creamy Layer	By 3 years
(c)	Persons with Disabilities (PWD)	By 10 years (SC/ST) By 8 years (OBCs) By 5 years (Unreserved)
(d)	All persons who have ordinarily been domiciled in Kashmir division of J & K State during 01-01-1980 to 31-12-1989	By 5 years
(e)	Children / family members of those who died in the 1984 riots	By 5 years
(f)	Ex-Servicemen: (Details at Annexure 'A')	By 5 years

Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, only persons with benchmark disabilities are eligible for Reservation. “Person with benchmark disability” means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where disability has been defined in a measurable term, as certified by the certifying authority. The reserved categories of disabilities mentioned under this Act are namely:

- a. Blindness and low vision;
- b. Deaf and hard of hearing;
- c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

d. Intellectual disability including Autism Spectrum Disorder, Specific Learning Disability and Mental Illness.

e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

Notes: i. Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”. ii. 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. iii. 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 the Bank/ competent authority.

3. NO OBJECTION CERTIFICATE

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.

4. SELECTION PROCEDURE

Selection would be by way of shortlisting and Personal Interview to be held at New Delhi/virtual mode on a suitable date (to be informed in due course) before the Selection Committee. IPL will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview.

5. NATURE OF APPOINTMENT

Appointment will be on Contractual and Full-Time basis during which the selected candidate is not allowed to take up any appointment/engagement/assignment anywhere else.

6. HOW TO APPLY

- (i) Duly filled in application (in English or Hindi), as per the format available on the IIFCL’s website with a recent passport size photograph pasted thereon and Curriculum Vitae, bearing full signature of the candidate across the same with date, should be sent so as to reach the following address:

Deputy General Manager – Human Resources
IIFCL Projects Limited
Plate-A, 5th Floor, NBCC Tower, Block – 02,
East Kidwai Nagar, New Delhi-110023

The Application should bear the superscription “Application for the post of -----(as may be applicable). Last date for receipt of application is **02.06.2023 and 09.06.2023** for remote/far-flung areas and abroad.

Any application received after the last date will not be entertained by IPL.

- (ii) Applications should be accompanied by self-attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age, educational qualification (educational certificates/mark-sheets), work experience, etc., as mentioned in the application form. An application not accompanied by photocopies/ scanned copies (in cases of applied online) of relevant certificate(s) / documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.

7. OTHER CONDITIONS

- (i) Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, experience details, etc. **at the time of interview/ before joining. Failure to produce the same shall render the candidate ineligible for the recruitment process.**
- (ii) Candidates are advised that they should not furnish any particulars or information that are false, tampered/ fabricated or should not suppress any material information while applying for the post.
- (iii) 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 30th April, 2023 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. Decision of IPL 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 and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by IPL in this behalf.
- (iv) In case it is detected at any stage that a candidate does not fulfil any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled forthwith. If any of these shortcomings is / are detected even after the appointment, his/her services will be liable to be terminated forthwith.
- (v) IPL has the right to reject/cancel, entirely or partially, the selection process/advertisement at any stage without assigning any reason and the decision of IPL shall be final in this regard.
- (vi) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at New Delhi.
- (vii) Canvassing in any form will be a disqualification.
- (viii) The cut-off date for determining eligibility criteria, age limit etc. shall be 30.04.2023.

- (ix) IPL reserves the right to decide in all matters regarding eligibility, selection etc., and this would be final and binding on the applicants for the post. No representation or correspondence will be entertained by IIFCL in this regard. Canvassing in any form will lead to disqualification of candidature.

- (x) Any update/clarification/amendment regarding the advertisement would be published only on the IPL website <https://www.iifclprojects.in> . All applicants are advised to periodically check the website for updates regarding the advertisement and process thereafter.

Annexure - A

Notes: -

- (i) An **ex-serviceman** who has once joined a Govt. job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-servicemen status for the purpose of re-employment in Govt. ceases.
- (ii) The relaxation in upper age limit is allowed on cumulative basis as per Govt. Guidelines.
- (iii) All persons who are eligible for age relaxation must produce the domicile certificate at the time of interview from the district Magistrate in the Kashmir Division within whose jurisdiction he / she had ordinarily resided, or any other authority designated in this regard by Government of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 01-01-1980 to 31-12-1989.
- (iv) **Ex-Servicemen (for all posts as indicated above):** 5 years relaxation is allowed in case of Ex-servicemen. (Including ECOs/SSCOs) provided applicants 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 6 months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to military service or on invalidment. ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificate that they would be released on selection within three months from the date of receipt of offer of appointment.