



इंडियन रेलवे फाईनेन्स कॉर्पोरेशन लिमिटेड

(भारत सरकार का उपक्रम) (सी आई एन : U65910DL1986GOI026363)

पंजीकृत कार्यालय : यू.जी. फ्लोर, ईस्ट टॉवर, एन.बी.सी.सी. प्लेस, भीष्म पितामह मार्ग, प्रगति विहार, लोधी रोड, नई दिल्ली-110003

दूरभाष : 24369766-69, फैक्स : 24369770

INDIAN RAILWAY FINANCE CORPORATION LTD.

(A Government of India Enterprise) (CIN : U65910DL1986GOI026363)

Regd. Office : UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi-110 003

Phone : 24369766 - 69, Fax : 24369770, E-mail : info@irfc.nic.in, Website : www.irfc.nic.in

Advt. No. 01/2016-2017

IMPORTANT DATES

Start Date of Online Registration of Application **18.01.2017(10:00Hrs)**

Closing Date of Online Registration of Application **24.02.2017(18:00Hrs)**

Date of CBT/Written Examination **18.03.2017***

**Tentative Date*

Indian Railway Finance Corporation Limited was incorporated in 1986 as a wholly Govt. owned Company under the Administrative control of Ministry of Railways. The Corporation is a Public Financial 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 project assets to Indian Railways. The Corporation raises financial resources from diverse financial markets using a variety of instruments to fund acquisition of these assets. Indian Railway Finance Corporation is Schedule 'A' Organization and has consistently been rated as EXCELLENT by Govt. of India in the achievement of its MoU targets. Presently the turnover of the Corporation is Rs.7,506.24 crore and net worth is Rs.11,525.33 crore.

In order to augment manpower resources, IRFC is looking for dedicated, committed and self-motivated professionals with high degree of initiative and intuitive forward thinking for the following posts:-

Position/Grade	Scale of Pay	No of Post(s)	Reservation /Category	Qualification	Experience	Upper Age limit
1. Deputy General Manger (CS and Law)-E4	Rs.29100-54500/-	1	UR-1	1. Graduate with professional qualification of Associate / Fellow Membership of the Institute of Company Secretaries of India. and 2. Degree in Law with minimum of 55% marks from recognized Indian University	9 years Post Qualification experience in the field of Company Secretary in Central / State PSU / Banks / FIs / RBI / reputed organizations as Executive / Officer Cadre out of which 2 years should be in immediate lower grade / scale in IDA Pay Scale of 24900-50500. Experience in handling of legal matters is desirable. For the candidates working in Pvt. Sector may please refer to the note in the Advertisement.	40 Yrs

Position/Grade	Scale of Pay	No of Post(s)	Reservation /Category	Qualification	Experience	Upper Age limit
2. Manager (Finance)-E3	Rs.24900-50500/-	1	UR-1	Graduate with professional qualification of CA/CMA from the Institute of Chartered Accountants of India / 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.	6 years Post Qualification experience in the fields of Accounts / Taxation / Financial Planning / Project appraisal and financing in Central /State PSU / Bank / Financial Institution / RBI/ reputed organizations as Executive / Officer Cadre out of which 2 years should be in immediate lower grade / scale in IDA Pay Scale of 20600-46500. For the candidates working in Pvt. Sector may please refer to the note in the Advertisement.	36 Yrs
3. Assistant Manager (Finance)-E1	Rs.16400-40500/-	2	UR-2	Graduate with professional qualification of CA/CMA from the Institute of Chartered Accountants of India/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.	2 years Post Qualification experience in the field of Resource Mobilization (International and Domestic) / Corporate Accounts / Taxation / Bonds etc. in NBFC / Central / State PSU / Bank / Financial Institution / RBI/reputed organizations as Executive / Officer Cadre. The person should be working in the IDA Pay Scale: 12600-32500. For the candidates working in Pvt. Sector may please refer to the note in the Advertisement.	30Yrs
4. Assistant (Finance)-NE5	Rs.8500-19800/-	2	UR-1 OBC-1	Graduate with intermediate examination passed CA/CMA from the Institute of Chartered Accountants of India/Institute of Cost Accountants of India.	6 years experience in the fields of Accounts/ Audit in reputed organization having turn over not less than Rs. 50 crore. Should have proficiency in Computers (MS Word, Excel and Power Point).	32Yrs for UR. (35 Yrs for OBC)
5. Junior Assistant (HR/Admin)-NE4	Rs.6550-15150/-	1	ST-1	Graduate with one year Post Graduate Diploma in Human Resource/PM &IR from Govt. approved University/Institute.	5 years experience of working in Human Resource Department in reputed organizations having turn over not less than Rs. 50 crore. Should have proficiency in Computers (MS Word, Excel and Power Point).	(33 Yrs for ST)

Note: (i) Candidates working in private sector should have worked minimum three years at minimum Pay plus allowance including incentive of Rs.80,000/- p.m., Rs.65,000/- p.m. and Rs.45,000/- p.m. for applying to the post at the level of Deputy General Manager, Manager and Assistant Manager respectively. (ii) IRFC is an equal opportunity employer. Women candidates fulfilling the above job requirements are encouraged to apply.

1 RELAXATIONS/CONCESSIONS:

- (i) The criteria mentioned above is for general candidates, however, relaxation of age, experience, percentage of marks in qualification, etc. as per Govt. guidelines shall be applicable for the vacancies reserved for SC/ST/OBC/PwD and Ex-Serviceman candidates.
- (ii) The reserved category candidates are required to submit the caste / category certificate in prescribed format of Govt. of India, issued by the Competent Authority, in support of their claim. In addition, the OBC-NCL (OBC-Non Creamy Layer) candidates will be required to submit a valid cast certificate in the revised format applicable for the purpose of reservation for appointment to posts under Govt. Of India / Central Govt. PSU as contained in DoPT OM No. 36036/2/2013-Esstt(Res.) dated May 30, 2014 from a Competent Authority. Further, the OBC-NCL candidates will have to submit an undertaking at the time of Personal Interview, if called for, indicating that they belong to OBC-Non Creamy Layer.
- (iii) The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as General.
- (iv) If the SC / ST / OBC / PwD certificate has been issued in a language other than English / Hindi, then the candidates will be required to submit self certified translated copy of the same in either English or Hindi.
- (v) Maximum age limit is relaxable by 5 years for SC & ST category, 3 years for OBC-NCL category for reserved vacancies. Maximum age limit is relaxable by 10 years for 'PwD from UR category', 13 years for 'PwD from OBC-NCL category' and 15 years for 'PwD from SC / ST category', for all vacancies subject to suitability of post for the type of disability.
- (vi) Maximum age limit is relaxable for 5 years for candidates domiciled in J&K between 01-01-1980 and 31-12-1989.
- (vii) Maximum age limit is relaxable by 3 years for Ex-serviceman and commissioned officers (including ECOs/SSCOs) subject to rendering minimum 5 years military service and fulfillment of other conditions prescribed by GOI.
- (viii) Relaxed standard in minimum percentage of marks in qualification for the vacancies reserved for SC, ST & PWD candidates is pass grade.
- (ix) Relaxed standard in minimum post qualification experience for the vacancies reserved for SC, ST & PWD candidates is:-
 - a) A maximum of one year if prescribed experience is 3-5 years
 - b) A maximum of two years if prescribed experience is 6-12 years.
- (x) IRFC regular employees working in immediate lower scale of the post advertised shall be eligible for relaxation in age limit.
- (xi) Candidates working or have worked under outsourced agencies and deputed in IRFC on the work orders awarded by IRFC Ltd and their application are received through these agencies are exempted from the limitation of age subject to their having requisite qualification and experience.

2 SELECTION PROCEDURE:

A written test / Computer Based Test (CBT) may be conducted for post at Sr. No. 3, 4 & 5. The test will comprise of questions on the Aptitude & Reasoning, General English, General Awareness, Quantitative Aptitude / Professional Ability. The centre for the test shall be declared upon receipt of the applications from various states.

For posts at Sl. No. 1 & 2 selection will be through a process of interview of shortlisted candidates. However if the number of shortlisted candidates for the post of DGM / Manager are more than sixty, a written test/CBT shall be considered. Only those candidates qualified in written test/CBT shall be considered for interview.

3 SUITABILITY OF POSTS FOR PWD CANDIDATES:

Reservation and appointment to PwD shall be admissible in accordance with DOPT OM No. 36012/24/2009-Estt.(Res.) dated 03-12-2013. Persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation. Disabilities identified for the above posts are as follows:-

Discipline	Post identified suitable for PwD	Type of disability	Legend
Finance / CS	Posts at Sr. No. 1, 2, 3 & 4	Suitable for OA, OL, HH, LV	OA = One Arm, OL = One Leg, HH = Hearing Handicapped, LV = Low Vision
HR	Posts at Sr. No. 5	Suitable for OA, OL, LV	OA = One Arm, OL = One Leg, LV = Low Vision

4 GENERAL TERMS AND CONDITIONS:

- (i) All qualifications w. r. t. post at Sl. No. 2 & 3 should be full time. In respect of sl. No. 1, the Law degree should have been obtained other than through correspondence course.
- (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 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 test (CBT)/interview** failing which candidature of the candidate will not be entertained.
- (iv) Incomplete Online Application(s) 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. 24.02.2017**. 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 test / interview / considered for selection process.
- (vii) The total number of projected vacancies indicated in this advertisement may increase / decrease / 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. However, no journey fare shall be reimbursed in case, if called for Computer Based Test.
- (ix) While applying for any 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) In case number of applications are more, Company reserves the right to fix criteria to shortlist number of eligible candidates.
- (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) Experience Certificates, Salary Slips, Form 16 and Bona fide Certificates only are acceptable as proof of experience. Offer letters are not acceptable.
- (xiv) The original testimonials/documents along with one self-attested copy will have to be produced by the candidates at the time of interview.
- (xv) Candidates should submit only single application for one vacancy and application once submitted cannot be altered. A valid e-mail ID and Mobile No are essential for submission of the online application. IRFC will not be responsible for bouncing of any e-mail sent to the candidates. However, a candidate can apply for any number of vacancies.

5 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 registration format available in the career section of IRFC website www.irfc.nic.in. All the documents mentioned at Sr. No. 6 may be uploaded.
- (iv) While submitting the online application the system would generate **registration number**. Please note down this **registration number** and quote it for all further communication with IRFC Ltd.

6 STEPS FOR APPLYING:

6.1 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 will get the instructions page and they will have to accept the terms & conditions by clicking 'I Agree' Checkbox given below and pressing the 'Start' button.
- c) Applicants are needs to sign up first with their valid E-mail ID and Mobile No. with them while signing up.
- d) The One-time Password and login details will be sent to the registered Email ID provided by the candidate. The candidates are advised to verify the correctness of the Email ID before proceeding further.

6.2 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 Re-login 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 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 with unique registration number, which may be retained for future reference.

- e) 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) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.
- (b) 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. 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/CS/CA/CMA/MBA/LLB 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

For Technical queries/ clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact the Helpdesk on **Toll Free No: 1800-2669-062 (Monday-Sunday from 10 AM to 5 PM)** and **helpdesk Email ID : irfchelpdesk.2017@gmail.com** for redress.

7

COMMUNICATION WITH IRFC:

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

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