

IFCI INFRASTRUCTURE DEVELOPMENT LIMITED

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Website: www.iidlindia.com

CIN: U45400DL2007GOI169232

Advertisement No. IIDL/2016-17/02

IFCI Infrastructure Development Limited (IIDL), a wholly owned subsidiary of IFCI Limited (IFCI), was incorporated on October 10, 2007 under the Companies' Act, 1956 to venture into the real-estate and infrastructure sector as an institutional player. Besides re-development, modernization, ownership and management of properties owned by IFCI, IIDL strategically develops properties acquired as part of NPA resolution from various Banks/FIs or directly from Development Authorities. Currently, IIDL is executing and implementing projects in real-estate and infrastructure sector. In a short span of about nine years since inception, IIDL has ventured into residential, commercial and hospitality sectors in in different locations.

2. IIDL invites applications from Indian citizens for recruitment to posts of Assistant Manager and Deputy General Managers as per details hereunder:-

The position details along with pay and specifications are given below:

| Sl. No | Designation / Post | Domain | Qualifications, Experience Required and Age | Key Objective and Responsibility |
|---------------|---|--------------------|--|---|
| 1 | Assistant Manager-Company Secretary | Secretarial | Qualification: Graduation from a recognized University and Member of ICSI. Maximum Age: 35 Candidate should have minimum 03 yrs. of relevant post qualification work experience. | a) Convening board meetings/committee meetings. b) Organizing, preparing Notices, Agendas & taking Minutes of Board/General/ Committee meetings. c) Maintenance of records related to meetings. d) Compliance wrt to Company's Act and other applicable laws. e) Other jobs as may be assigned from time to time. |
| 2.i. | Deputy General Manager- Chief Finance Officer | Finance & Accounts | Qualification: Graduation from a recognized University and CA/ICWA. Maximum Age: 45 Candidate should have 10 years of relevant post qualification work experience. | a) Establish manage & control the finance & accounts activities to conform to generally accepted accounting principles & industry best practices. (real-estate/hospitality/infrastructure) b) Assist the management in creating strong policies, procedures & internal control. |

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|--------|---------------------------------------|----------|---|--|
| | | | | <p>c) Ensuring timely payments and collections from customers.</p> <p>d) Manage tax, regulatory & compliance function.</p> <p>e) Ensuring timely and accurate filing of all returns applicable under relevant acts.</p> <p>f) Ensuring smooth and timely audit like internal, statutory, CAG, cost etc. at IIDL and FSND.</p> <p>g) Scan the environment and work towards keeping the organization ready in advance to face the new challenges in the area of financial, accounting, taxation or disclosure requirements being brought by ICAI, Govt. or regulatory bodies for protecting stake- holders interest</p> <p>h) Conduct monthly Finance Review Meetings to monitor on a timely basis achievement of action plans, identify and highlight deviations, document corrective action and report performance of the same.</p> <p>i) Work closely with the project department and assist in developing the accounting procedures, systems and norms at the project sites and to ensure consolidation of accounts from at project level.</p> <p>j) Candidate should have familiarity with IND-AS/IFRS rules.</p> <p>k) Other miscellaneous work as and when may be assigned.</p> |
| ii. | Deputy General Manager- Head Projects | Projects | <p>Qualification: B.E./B.Tech (Civil/Electrical/ Mechanical) University/ Institute</p> <p>Maximum Age: 45</p> <p>Candidate should have 10</p> | <p>a) Responsible for overall project planning, execution and monitoring.</p> <p>b) Coordinate with external</p> |

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|--------|--------------------|--------|--|--|
| | | | years of relevant post qualification work experience | <p>vendors including contractors, architects, and consultants to expedite the construction process.</p> <p>c) Develop project control systems for day-to-day planning, monitoring and execution of the work plan, especially involving multiple contractors and multiple works at different stages.</p> <p>d) Manage the systems related to billing, payment certification and budget control.</p> <p>e) Managing a team of site engineers by managing, directing and monitoring progress at each phase.</p> <p>f) Drive execution of procurement activities in line with the policies of the company.</p> <p>g) Validating Quotes, bids and Tenders from various vendors and finalizing them.</p> <p>h) Provide technical advice regarding, design, construction, modifications and structural repairs.</p> <p>i) Should have good understanding of Quality assurance and quality control aspects.</p> <p>j) Liasoning with regulatory authorities/government bodies in context with ongoing/new projects for environmental clearances/ fire/electricity/DG etc.</p> <p>k) Ensuring the resource management (material, manpower and equipment).</p> <p>l) Other miscellaneous work as and when may be assigned.</p> |

3. Vacancy Position:

| Sl. No. | Designation/ Post | Grade | Vacancies |
|---------|--|-------|-----------|
| a. | Assistant Manager-Company Secretary | A | 1 |
| b. | Deputy General Manager - Chief Finance Officer | D | 1 |
| c. | Deputy General Manager - Head Projects | D | 1 |

4. Reservation:

| Name of the Post | No. of Post | Reservation of posts | | | |
|------------------------|-------------|----------------------|----|-----|----------|
| | | SC | ST | OBC | UR |
| Assistant Manager | 1 | - | - | - | 1 |
| Deputy General Manager | 2 | - | - | - | 2 |
| Total | 3 | - | - | - | 3 |

Note:-

- The vacancies of Persons with Disability (PWD) shall be filled-up against respective categories.
- Abbreviations-UR- Unreserved, SC- Scheduled Caste, ST-Scheduled Tribes, OBC- Other Backward Classes (Non Creamy Layer).

5. Compensation: The selected candidates would be placed in the scales of pay as under:

| Grade | Designation | Scale of Pay (Rs.) |
|-------|--|--|
| A | Assistant Manager (Company Secretary) | 11100-1000 (15)-26100-1100 (1)-27200 (17 years) |
| D | Deputy General Manager - Chief Finance Officer | 28350-1000 (5) -33350-1150 (4) -37950-EB-1150 (3) -41400 (13yrs) |
| | Deputy General Manager - Head Projects | |

Note: Initial Pay will be fixed as per extant rules in IIDL. In addition, benefits like Dearness Allowance, HRA, Gratuity, PF, Insurance, Mobile Phone expenses, LTA, Leave encashment etc. would be admissible as per rules.

6. Relaxations / Concessions:

- i. Relaxations for SC/ST/OBC (NCL-Non Creamy Layer)/ PwD/ Ex-servicemen/ J&K domicile category will be as per Govt. of India guidelines.
- ii. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the Competent Authority, in support of their claim. 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 Unreserved (UR).
- iv. Persons with Disability (PWD) will be person with 40% or more disabilities as prescribed under Government of India guidelines.
- v. 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 a self-certified translated copy of the same in either English or Hindi.
- vi. Relaxations for PWD candidates will be as per Government of India Guidelines.
- vii. Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- viii. Age relaxation by 5 years for Ex-Servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years military service and fulfilment of other conditions prescribed by Govt. of India.
- ix. Candidates from reserved category such as SC/ST/OBC (NCL) may apply against the unreserved post. However, age relaxation will not be allowed to such category candidates against unreserved post.
- x. The existing employees, who are on contract at present with IIDL, may also apply. IIDL management reserves the right to grant relaxation of 05 years in the maximum/upper age limit eligibility criterion to those existing contractual employees of IIDL who opt to apply as part of the recruitment process.

7. General Conditions:

- i. Non-submission of on-line application will not be entertained.
- ii. 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 / appropriate statutory authority.
- iii. Employees working in Central or State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs/PSUs/PSEs must apply through proper channel / upload NOC at the time of submission of online application. However in case of difficulty in producing the same, the candidate may submit the undertaking that they will not claim any pay protection/service transfer benefits in case of their selection and produce a relieving certificates from the existing employer, if selected, prior to joining the services of IIDL.

- iv. Incomplete applications or applications received late will be summarily rejected.
- v. All Computations of age / minimum experience requirement / qualification shall be done considering **31st March, 2016** as the cut-off date. The issuance of Certificate/mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
- 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 right to be called for interview / considered for selection process. IIDL at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.
- vii. The total number of projected vacancies indicated in this advertisement may increase /decrease/ be cancelled at the discretion of IIDL, if need so arises, without any further notice and without assigning any reason thereof.
- viii. The candidate will be required to serve in any part of the India as per the requirement of the organization. All posts are transferable at the sole discretion of the IIDL.
- ix. 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. In case, it is detected at any stage of recruitment 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.
- x. In case a candidate wishes to apply for more than one post, he / she may submit separate applications for each post(s).
- xi. IIDL reserves the right to conduct Group Discussion if required.
- xii. IIDL reserves the right to call the candidates for any post and not necessarily to the post applied for. Mere eligibility will not entitle a candidate to be called for interview. The decision of IIDL in this regard will be final and no correspondence in this regard will be entertained.
- xiii. E-mail Id/ phone number/present address given in the application should be valid and functional for at least 6 months from the date of submission of application.
- xiv. IIDL reserves the right to restrict the number of shortlisted candidates for interview on the basis of qualifications and experience higher than the minimum prescribed.
- xv. Canvassing in any form will disqualify candidate(s).
- xvi. IIDL reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.
- xvii. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or any application 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.
- xviii. IIDL will not be responsible for any loss of application/ 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 IIDL. No request in this regard will be entertained.
- xix. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
- xx. Applications which are without **SELF-ATTESTATION** copies of all testimonials will be summarily rejected.
- xxi. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying. Candidates seeking reservation benefits available to SC/ST/OBC/PWD must ensure that they are entitled to such reservation as per Rules.
- xxii. IIDL is a separate company registered under Companies Act, 1956 the appointees shall have no lien or claim with IFCI or any of its other subsidiary companies for employment/appointment/absorption with IFCI or any of its subsidiary companies at any stage.
- xxiii. If at any stage it is detected that, any FIR/ criminal case lodged/ pending against the candidate and it was found at an later stage that any information has been concealed by the candidate, even after gaining employment with the Company, your candidature/ appointment in the Company will be rendered ineligible/ cease to exist and the same will be treated void ab-initio without prejudice to any other action against you by the Company.
- xxiv. The candidates are advised to keep a copy of application form along with the DD for future reference.
- xxv. The candidates belonging to SC/ST/PWD category, as the case may be called for interview will be eligible for reimbursement of Travelling Allowance .The reimbursement will be given for onward journey for distances beyond 30 KM (one-way) by the shortest route by Second Class Rail or by bus (ordinary) and for return journey (beyond 30 KM) from his home-town to the place of interview and back. 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 IIDL.
- xxvi.** In case of any query/help required while filling online application form, the candidate may address the query to **helpdesk@iidlindia.com**.

8. Cost of Application:

The cost of application of Rs.500/ - is to be paid by the candidates belonging to General and OBC Category (NCL) by Demand Draft (DD) drawn on a scheduled commercial bank in favor of "IFCI Infrastructure Development Limited" payable at New Delhi. DD is to be submitted along with the hard copy of application form. SC, ST and PWD candidates are exempted from application fee. Payment once made will not be refunded under any circumstances.

9. Document submission:

Candidates fulfilling the above eligibility criteria may apply through **on-line application** process at IIDL website: www.iidlindia.com. However, after submission of on-line application, the candidates are required to take print out of on line application submitted, sign the same and send the same through Speed Post/Courier along with DD and all requisite documents/copies of certificates, duly self-attested within 10 days from the closing date for on-line submission. The documents to be submitted along with signed hard copy of application and DD are:

- i. Matriculation/Secondary Certificate as proof of date of birth.
- ii. Complete set of mark-sheet/degree certificate in support of qualifications.
- iii. Proof of Complete experience along with pay-scale/CTC for each position held.
- iv. Caste Certificate in format prescribed by Government of India (if applicable)
- v. Disability Certificate/Domicile of J&K during 1.1.1980 to 31.12.1989/Ex-Serviceman issued by competent authority (if applicable).
- vi. Copy of Pan Card.
- vii. Address Proof.
- viii. Detailed Resume.

Note: Candidates are advised to write their name, post applied for...and Registration number on the back of the Demand Draft.

The envelope should be superscribed Advertisement No. IIDL/2016-17/02, Post Applied for..... and should be sent at the following address:

**Managing Director
IFCI Infrastructure Development Limited
IFCI Tower, 6th floor,
61 Nehru Place, New Delhi - 110019**

Candidates exempted from payment of fees are also required to take print out of on line application submitted and send the same through Speed Post/Courier with all requisite documents/copies of certificates.

10. Important dates:

| | |
|---------------------------------------|--|
| Opening Date of on-line Application: | October 05, 2016 (From 10:30 am onwards) |
| Closing date of on-line Application : | October 26, 2016 (Upto 5:30 pm) |
| Last Date of Document Submission : | November 07, 2016 (Upto 5:30 pm) |

11. How to apply Online:

Candidates have to apply only online through the Company's website i.e. **www.iidlindia.com** from October 05, 2016 to October 26, 2016. No other means/mode of application will be accepted.

12. Guidelines for Scanning & Uploading the Photograph & Signature and Certificates/ Documents:

Before applying online a candidate must possess a scanned image of his/her photograph, signature and other required certificates as per the specifications given below:

(a) Photograph Image:

- Photograph must be a recent passport size colour picture, against a light-coloured, (preferably white) background.
- Look straight at the camera with a relaxed face.
- If the picture 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 is 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 head wear is allowed but it must not cover your face.
- Upload jpeg or jpg file only, **sized less than 20 kb.**

(b) Signature Image:

- The applicant has to sign on white paper in Black ink.
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the attendance sheet at the time of the interview should match with the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Upload jpeg or jpg file only, **sized less than 20 kb.**

(c) Certificates/ Documents:

- Scanned Copy for the proof of date of birth: Upload jpg, jpeg or pdf file only, sized less than **100 kb**.
- Scanned Copy of qualifying educational certificates (10th onwards): Upload pdf file only, **sized less than 500 kb**. Upload only the passing certificate or degree or the final mark sheet in a single pdf file.
- Scanned Copy of present employment certificate. Upload only the current or last employer certificate (in case not employed currently). Upload pdf file only, **sized less than 100 kb**.
- Scanned copy of proof confirming domicile of J & K during 1/1/1980 to 31/12/1989 Upload pdf file only, **sized less than 100 kb**.
- Scanned Copy of caste certificate: Upload pdf file only, **sized less than 100 kb**.
- Scanned Copy of Disability certificate: Upload pdf file only, **sized less than 100 kb**.
- Scanned copy of proof confirming status of Ex-serviceman: Upload pdf file only, **sized less than 100 kb**.
- Resume: Upload pdf, doc or docx file only, **sized less than 100 kb**.

13. Please Note:

- In case the photograph, signature and other requisite certificates/ documents are unclear, the application may be rejected.
- Candidate may edit and re-upload the photograph/ signature and other requisite certificate/ document in such case.
- After filling the details in the employment details (section no 4) of online application form kindly click the add button before proceeding to the section no. 5 Please note that clicking on the Add button is mandatory after completing your experience information.

14. Pre-Requisites for applying online:

- Scan your photograph, signature, proof of date of birth, qualifying educational certificates (10th onwards), present/last employment certificate, caste certificate (if applicable), disability certificate (if applicable), proof confirming status of Ex-serviceman (if applicable), proof confirming domicile of J & K during 1/1/1980 to 31/12/1989 (if applicable) and Resume.
- The name of the candidate or his/her father/husband, etc. should be spelt correctly in the application as it appears in the certificates/mark sheets.
- Candidates should have a valid E-mail id which should be kept active till the declaration of final result. This is essential for him/her in getting communication/interview advice, etc. by E-mail. **Candidates are also advised to keep checking their spam/junk mail box, in addition to inbox folder. No change in E-mail id will be entertained during the entire process of the recruitment.**

15. Procedure for applying Online:

- Candidates satisfying the conditions of eligibility as on March 31, 2016 are first required to visit our website www.iidlindia.com >Career >Current Openings >Select the post and click on apply.
- Select the category, whether UR/OBC/SC/ST. Candidates belonging to SC/ST/PWD category are exempted from paying the cost of application.
- UR and OBC candidates are required to pay the cost of application.
- PwD candidates belonging to SC/ST category can apply directly upon selection of the category. If PwD candidate belongs to UR/OBC, on selection of the category, please select whether a PwD candidate- Yes and start filling the online application form displayed below.
- Candidates will have to enter their basic details and upload the photograph, signature, qualifying educational certificates (10th onwards), present/last employment certificate, caste certificate (if applicable), disability certificate (if applicable), proof confirming status of Ex-serviceman (if applicable), proof confirming domicile of J & K during 1/1/1980 to 31/12/1989 (if applicable) and Resume in the online application form as per the specifications given under "**Guidelines For Scanning & Uploading The Photograph, Signature And Certificates/ Documents:**"
- Candidates are advised to carefully fill and verify the details filled in the online application before clicking the submit button as no changes/corrections can be made after submission.
- The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of cost of application so collected shall be entertained.
- To avoid last minute rush, candidates are advised to pay the cost of application and submit along with the documents at the earliest.
- IIDL does not assume any responsibility for the candidates not being able to submit their applications within the prescribed last day application on account of aforesaid reasons or any other reason, whatsoever.

16. Mode of Payment for Cost of Application:

Candidates have to make the payment of requisite cost of application through Demand Draft only drawn in favour of "**IFCI Infrastructure Development Limited**" payable at **New Delhi**. DD is to be submitted along with the hard copy of application form. SC, ST and PWD candidates are exempted from application fee. Payment once made will not be refunded under any circumstances. Candidates are advised to write their name, post applied for and Registration no. on the back side of the Demand Draft.

17. Procedure for Uploading the Photograph, Signature and Certificates/Documents:

- There will be separate links for uploading Photograph, Signature and Certificates/Documents.
- Click on the respective link for uploading.
- Browse and carefully select the location where the file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button.

18. Your Online Application will not be registered unless you upload all the requisite documents, photo and signature as specified.

19. Confirmation of application:

On successful submission of online application, the applicant will receive a confirmation mail at the registered **E-mail ID**.

