**ADVERTISEMENT FOR CALLING APPLICATION FOR THE POST OF HEAD-OPERATION & ADMINISTRATION (ON DIRECT RECRUITMENT BASIS)**

**IIFCL Asset Management Company Limited** (IAMCL) is a wholly owned subsidiary of IIFCL (A Govt. of India Enterprise). IAMCL is promoted with the objective to act as Asset Management Company of Infrastructure Debt Fund(s) set up through Mutual Fund route. IIFCL mutual aims to provide domain for long term investment to domestic and overseas investors in India’s infrastructure sector.

IAMCL invites applications for the post of Officer on direct basis as per details given below:

1. **NAME OF THE POST:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Post Code** | | |  | | --- | | **Post** | | |  | | --- | | **No. of Vacancies** | | **Age** |
| **Max** |
| 01 | **Head-Operation & Administration** | 1 | 40 |

1. **Remuneration**:- The remuneration will not be a constraint for right candidate. The compensation will be payable on Cost to Company (CTC) basis based on the profile of the candidate.
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.

**Abbreviations used:**

**SC** - Scheduled Caste **ST** - Scheduled Tribe **OBC** - Other Backward Classes

**UR** - Unreserved

**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) below 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)** | Permanent Government or PSU employees | By 5 years |
| **(g)** | Ex-Servicemen (for the posts as indicated above): 5 years  Details given in Annexure A | |

1. **QUALIFICATIONS AND EXPERIENCE**
2. **Head-Operation & Administration**

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| --- | --- | --- |
| **AGE** | **Qualification** | **Minimum Post Qualification Experience** |
| Max. 40 years | 2 year full time PGDM or MBA /CA | Minimum 7 Years of experience in Assets Management Company/Financing Company |

**Preference will be given to candidates having working experience in Debt Mutual Fund.**

**Note:**

(i) The minimum experience of requisite period as indicated in Para 4 above **must be in ‘Executive’ Level.**

(ii) All qualification should be recognized by UGC/AICTE/AIU(GOI)

(iii) Additional weightage may be given to candidates having additional relevant qualifications apart from

the one mentioned in Para 4.

(iv) Candidates, who are presently employed in Private Sector Banks / NBFCs & other institutions must

spell out clearly that his/her designation and scale in his Present Organization is equivalent to or above

of that mentioned in Para 4 written herein above. These candidates, are required to submit a copy of

the Organization Structure and Pay Scale of the present employment (duly signed by the candidate) to

justify their eligibility for a particular post, in the absence of which the application shall not be

considered .

(v) IAMCL reserves the right to raise /modify/relax the eligibility criteria in minimum educational qualification and/or minimum work experience.

1. **NATIONALITY / CITIZENSHIP**

Candidate must be a Citizen of India.

1. **SELECTION PROCEDURE:**

The Selection would be done by way of group discussion and / or interview. Merely satisfying in eligibility norms does not entitle a candidate to be called for Group Discussion/Interview. IAMCL reserves the right to call only the requisite number of candidates for the Group Discussion/ Interview after preliminary screening / short listing with reference to candidate’s qualifications, experience, suitability, etc. The decision of IAMCL in this regard will be final and binding. The appointment will be subject to acceptance of selected candidates’ profile by SEBI.

1. **PLACE OF WORK**

The place of work shall be presently at the Corporate Office of IAMCL at New Delhi. However, IAMCL reserves the right to post selected candidate to any of its offices in India.

1. **SERVICE BOND:**

Selected candidates have to undertake service bond obligation of Rs. 2 lac for serving IAMCL for a minimum period of 2 years after joining.

1. **OTHER CONDITIONS:**
2. Appointment shall be on probation for a period of one year of active service. Appointment will not deem to have been confirmed in the services of the Company unless specifically advised of confirmation.
3. An application of a General candidate without the necessary Demand Draft shall not be considered
4. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies are advised to furnish “NO OBJECTION CERTIFICATE” at the time of interview. However, in the event of difficulty in getting NOC from their parent department, they may produce the relieving order from their organization, in the event of their selection, at the time of reporting for joining.
5. Appointment shall be subject to Service and Conduct Rules of IAMCL.
6. Self-Attested Photocopies of all certificates /testimonials are to be provided with the application form including:-

a) Educational/ Professional Certificates (right from class Xth to the latest)

b) Experience Certificates (including Appointment & Relieving letters of all previous

employers)

c) Caste Certificate (in case of SC/ST and OBC),

d) Certificate of Ex-Servicemen/PWD (in case applicable )

e) Copy of last drawn Salary, etc.

No certificate in original is required to be attached with the application. IAMCL shall not be responsible for misplacement of such certificates.

vi Working knowledge of Computers including MS- Office is essential for the above post.

vii A candidate can apply for one post only. In case, a person applies for two or more posts, his /her candidature shall be rejected.

viii IAMCL takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Candidates in their own interest are advised to submit applications well in time before the last date to avoid possible delay in postal transit. Application received after due dates will be summarily rejected.

ix It is essential that the application is strictly in accordance with the prescribed format and properly and completely filled and contains no alteration / cuttings.

x Appointment of selected candidate will be subject to his / her being declared medically fit by a Medical Officer acceptable to IAMCL, satisfactory report about his / her character and antecedents by the Police Authorities, satisfactory report from his / her referees, verification of caste / tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of IAMCL.

xi Out stationed SC/ ST candidates called for GD and/or interview will be reimbursed fares equivalent

to Railway AC III Tier from his/her place of posting to the station of interview & return.

xii A Recent Passport Size Coloured Photograph should be firmly pasted on application form at the prescribed place and should be signed across by the candidate.

xiii Before filling in the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualification, work experience etc. as on **01.04.2015** 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 IAMCL 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 enquires shall be entertained by IAMCL in this behalf.

xiv 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 / certificate / documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

xv Any request for change of address / change of centre for group discussion and / or interview shall not be entertained.

xvi IAMCL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IAMCL shall be final and binding.

xvii IAMCL has the right to reject entirely or partially the selection/advertisement at any stage without assigning any reason and the decision of IAMCL shall be final in this regard.

xviii Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.

xviii Canvassing in any form will be a disqualification.

xix Communication shall be sent at the Present Address mentioned by the Candidate in the application form.

xx Any changes /modifications in the advertisement will be placed on Company’s website www.iifclmf.com only. Candidates applying for the post are advised to visit the website regularly for updates.

1. **HOW TO APPLY**

Eligible candidates may send in their application in the prescribed format placed below (by post) addressed to **THE BOX NO. DEL 231204, THE TIMES OF INDIA, 7, Bahadur Shah Zafar Marg, New Delhi-110002 in** a closed cover clearly **superscribed as “APPLICATION FOR THE POST OF …….….. (Post code and……… (Post applied) (mention the post code & post applied for).** No other means/ mode of application will be acceptable. An application not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained and will be treated as rejected.

**Further, only short listed candidates shall be informed of such short listing and called for interview/ group discussion. The decision of IAMCL in this regard will be final and binding.**

**11. APPLICATION FEE (Non Refundable) By way of valid Demand Draft favoring ‘IIFCL Asset Management Company Limited’ payable at New Delhi issued on or before 29th April, 2015.**

|  |  |
| --- | --- |
| **Category** | **Total** |
| General Candidates | Rs. 500/- |

**12. LAST DATE FOR RECEIPT OF APPLICATIONS:**

The applications with recent passport size photograph & self attested copies of certificates should reach on or before **29th April, 2015** at the address given above. For the candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshdweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J& K State, Lahual and Spiti district, the last date for receipt of applications will **be 6th May, 2015**. Any application received after the last date will not be entertained by IAMCL. The applications are to be sent by Ordinary post only.

**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-servicemen 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 under 3(d) of the detailed AD 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 In the Detailed AD):** 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 Defense issues certificate that they would be released on selection within three months from the date of receipt of offer of appointment.