

## **IIFCL Asset Management Company Limited (IAMCL )**

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 Fund Infrastructure Debt Fund aims to provide a domain for long term investment in India's Infrastructure sector to domestic and overseas investor.

### **1. Desired profile of the Consultant , IAMCL (on Contract Basis)**

Qualification	MBA /PGDM /CA /ICWA.
Essential Experience	Minimum 3 year of experience in Mutual Fund Industry
Age	The applicant should not have attained the age of 62 as on the date of advertisement
Tenure	This is a contractual position. The candidate selected as Consultant , IAMCL shall hold office on contract basis for a period of six months from the date of joining.
Remuneration	Lump sum Remuneration package of Rs. 50000/- ( CTC 50000 Fifty Thousand Rupees per month)

### **2. NATIONALITY /CITIZENSHIP**

Candidate must be a Citizen of India.

### **3. OTHER CONDITIONS:**

(I) The selected candidate is not allowed to take up any permanent /part-time employment during the tenure of this assignment, without prior permission of IAMCL.

(ii) The selected candidate has no right to claim employment as regular employee in IAMCL Selection in IAMCL does not offer any right of employment with IIFCL or any of its group companies.

(iv) Working knowledge of Computers including MS- Office is essential for the above post.

(v) 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 form 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 .

(vi) 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.

(vii) 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.

**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  
Classes

**ST** - Scheduled Tribe

**OBC** - Other Backward

**UR** - Unreserved

**Age Relaxations would be given as per following:-**

<b>S.No.</b>	<b>Category of Candidate</b>	<b>Age Relaxation</b>
<b>(a)</b>	Scheduled Caste (SC) and Scheduled Tribe (ST)	By 5 years
<b>(b)</b>	Other Backward Classes (OBCs) below Creamy Layer	By 3 years
<b>(c)</b>	Persons with Disabilities (PWD)	By 10 years (SC/ST) By 8 years (OBCs) By 5 years (Unreserved)
<b>(d)</b>	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
<b>(e)</b>	Children /family members of those who die3d in the 1984 riots	By 5 years
<b>(f)</b>	Permanent Government or PSU employees	By 5 years
<b>(g)</b>	Ex-Servicemen (for the posts as indicated above): Details given in Annexure A	5 years

--	--

**How to apply:**

(i) 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) Copy of last drawn salary, etc.
- d) Caste Certificate (in case of SC/ST and OBC),
- e) Certificate of Ex-Servicemen/PWD (in case applicable)

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

(ii) 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 -the date of advertisement 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.

iii) In case it is detected at any stage of recruitment that a candida does not fulfil 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.

**Eligible candidates may send in their application in the prescribed format placed below by registered post/speed post /courier to**

**IIFCL Asset Management Company Limited,**

***Registered Office: 5<sup>th</sup> Floor, Block-02, Plate A ,***

***NBCC Tower, East Kidwai Nagar, New Delhi - 110023***

**in a sealed cover clearly superscribed as “APPLICATION FOR THE POST OF .....( .....( 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.**

The application along with above documents should be sent to:

**Head Operation & Administration**

IIFCL Asset Management Company Limited,

***Registered Office: 5<sup>th</sup> Floor, Block-02, Plate A ,***

***NBCC Tower, East Kidwai Nagar, New Delhi - 110023***

**General conditions:-**

- i) 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 /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.
- ii) The Selection would be done by way of group discussion and /or interview. Merely satisfying the eligibility norms do 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. depending upon the number of applications.
- iii) Any request for change of address /change of centre for group discussion and /or interview shall not be entertained.
- iv) 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.
- v) 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.
- vi) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated at Delhi.
- vii) Canvassing in any form will be disqualification.
- viii) Communication shall be sent at the Present Address mentioned by the Candidate in the application form.

ix) Any changes /Modifications in the advertisement will be placed on Company's website. [www.iifclmf.com](http://www.iifclmf.com). Candidates applying for the post are advised to visit the website regularly for updates. Last date for Receiving Application is **21<sup>th</sup> August 20** for candidates from far-flung area is **25<sup>th</sup> August 20**

## **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 Defence issues certificate that they would be released on selection within three months from the date of receipt of offer of appointment.

**APPLICATION FOR THE POST OF CONSULTANT (ON CONTRACT), IAMCL**

1. Name of the Candidate :
2. Date of Birth :
3. Age as on :
4. Present /Last Post held :
5. Name of the Organization where present /last posted:
6. Present /last pay and Scale of Pay :
7. Details of Educational & Professional Qualification (in chronological order) :
8. Number of years of service :
9. Details of Experiences (Attach separate sheet, if required)

<b>SL. No.</b>	<b>Post Held</b>	<b>From To</b>	<b>Scale of Pay &amp; Basic Pay</b>	<b>Nature of duties</b>	<b>Experience in Mutual Fund Industry</b>	<b>Remarks /any other information relevant for the post</b>

10. Complete postal address

Permanent

Present

Tel (Office, Residence and Mobile)

Email

11. Whether any penalty imposed upon the applicant during the last 10 years. If Yes, details thereof.

12. Whether any disciplinary action or inquiry held /is going on against applicant as far his knowledge goes. If yes, details thereof.

13. I certify that the details furnished by me in column 1-12 are true and I am eligible for the post.

**( Name & Signature of the Candidate)**

**List of Enclosures:**