

IAMCL/ HR/2016/

3 June 2016

To,

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Ph. No.: -----

E-Mail ID: -----

Please affix
your latest
passport size
photograph
signed across

Dear Sir,

This is with reference to your application for the post of, in response to our advertisement published in the leading newspaper and our website. You are requested to appear for the Personal Interview on provisional basis subject to fulfilling the eligibility criteria as mentioned in the detailed advertisement on the date, time and Venue given below: –

Date: **27th June, 2016 (Monday)**

Time:

Name & address of Venue: **Corporate Office of IIFCL Asset Management Company Limited at 3rd Floor, 301-3012 Amba Deep Building, 14 Kasturba Gandhi Marg, New Delhi-110001**

1. Pre-Interview document verification to ascertain eligibility regarding age, category, qualification and experience etc. for the post as contained in the detailed advertisement would be undertaken.

In case it is noticed in pre-interview document verification stage that candidate does not fulfill any of the eligibility criteria as mentioned above. i.e **Age, Qualification, experience and category**, such candidate shall not be allowed for interview.

Accordingly, before coming for interview, candidates in their own interest are requested to ensure that they fulfill all the eligibility criteria specified for the post in detailed advertisement.

2. Kindly bring the following certificates and testimonials with you in original as well as their attested copies, failing which the candidate shall not be allowed to appear for interview.

- (a) **Date of Birth Certificate as entered in SSLC/ Matric Certificate.**
- (b) Mark List from SSLC examination onwards to the highest examination passed including technical and professional examination, of each year/Semester.
- (c) **Certificate(s) regarding essential qualification** and other relevant qualification acquired.

- (d) This Call letter with photograph affixed.
- (e) If presently or previously employed, for each position held, please bring a detailed specific and explicit **experience certificate** including details of full name, full address and telephone numbers of employers, period of experience with exact dates, designation held with organization chart/hierarchical structure, nature of duties handled, number of persons working under you, nature of projects handled etc. along with latest salary slip.
- (f) Please note that the **Caste mentioned in the Certificate produced by you should confirm to the Caste appearing in the Central Government List/Notification**. Caste Certificate even with the slightest discrepancy in the name, spelling of the Caste, etc., shall not be acceptable.
- (g) Candidate belonging to SC/ST/OBC (Non Creamy Layer) category should bring their latest certificate in the format of Govt. of India for appointment to the post of Government of India (format attached). Certificate not as per attached format will not be acceptable and the candidate will not be allowed to appear for the interview.
- (h) Physically Challenged candidates must bring Medical Certificate from Medical Board at the District level.
- (i) Candidates serving in Government/Public Sector organizations (including Banks/Financial Institutions) should bring No Objection Certificate (NOC) at the time of interview.
- (j) Any other relevant certificate/testimonial.

3. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as **DISQUALIFICATION**.

4. Request for interview at later date / different Venue/ time shall not be entertained.

5. SC/ST candidates shall be reimbursed rail fare as per eligibility contained in detailed advertisement.

6. Candidates are advised to visit our website www.iifclmf.com / www.iifcl.org under career / recruitment caption periodically for any updates.

Also note that this call letter does not constitute an offer of Employment.

Wishing you all the best.

भवदीय/Yours faithfully,

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Prasanna Panda
Chief Investment Officer