

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.

IAMCL invites applications for the posts of Head Operation & Administration, Analysts and Assistant Manager (IT) on Contractual Basis as per the details given below:

Head Operation & Administration on Contract Basis:

<u>Post Code</u>	<u>Age</u>	<u>Qualification</u>	<u>Post Qualification Experience</u>	<u>Terms and Remuneration/Pay</u>
01 <u>Head Operation & Administration</u>	Max. 67 years	<u>Essential Qualification</u> Graduation/ Post Graduation in Commerce <u>Desirable Qualification</u> MBA/PGDM with specialization in finance.	Minimum 10 years of experience in All India Financial Institution/ Public / Private Sector Banks / NBFCs / Asset Management Company/Insurance Companies etc.	Head Operation & Administration shall hold office for a period of three years from the date of Joining office or till the attainment of age of 70 years, whichever is earlier. Further performance assessment shall be done every year. Remuneration- An all-inclusive pay of Rs. 1.75 Lacs per month on cost to company basis.

Two Analyst (Manager) on Contract Basis:

<u>Post Code</u>	<u>Age</u>	<u>Qualification</u>	<u>Post Qualification Experience</u>	<u>Terms and Remuneration/Pay</u>
02 <u>Analyst (2 positions)</u>	Max. 40 years	<u>Essential Qualification</u> Graduation in Commerce Stream <u>Desirable Qualification</u> CA/CS/ICWA/ CFA/MBA(Finance)	<u>Desirable:</u> Upto one year or more experience in All India Financial Institution/ Banks/Asset Management Company/Asset Reconstruction Company (ARC)/NBFC/ Insurance Companies etc.	Each Analyst shall hold office for a period of Three years from the date of Joining office. Further extension of Two years on sole discretion of the Company based on business need and performance assessment at the time of extension if required. Fixed Remuneration- A consolidated all-inclusive pay of Rs. 1 Lacs per month on cost to company basis.

Assistant Manager on Contract Basis

<u>Post Code</u>	<u>Age</u>	<u>Qualification</u>	<u>Post Qualification Experience</u>	<u>Terms and Remuneration/Pay</u>
03 Assistant Manager-IT	Max. 30 years	<u>Essential Qualification</u> B.Tech (IT)/ BE(IT)/ MCA or similar qualification	Minimum 1 year of experience in Public / Private Sector Banks / NBFCs / Asset Management Company/Asset Reconstruction Company / Insurance Companies etc. <u>Desirable experience</u> Have worked in Mutual Fund Industry	Assistant Manager shall hold office for a period of Three years from the date of Joining office. Further extension of Two years on sole discretion of the Company based on business need and performance assessment at the time of extension if required. Remuneration- An all- inclusive pay of Rs. 75 Thousand per month on cost to company basis.

GENERAL CONDITIONS:

- a) The minimum experience of requisite period as indicated above must be in Officer Cadre.
- b) All qualification should be recognized by UGC/AICTE/AIU (GOI).
- c) Additional weightage may be given to candidates having additional qualifications apart from the one mentioned above.
- d) 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 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.
- e) IAMCL reserves the right to raise / modify the eligibility criteria in minimum educational qualification and/or minimum work experience and IAMCL's decision in this regard will be final.
- f) IAMCL reserves the right to decrease or increase the number of posts to be filled up, reject/ cancel entirely or partially the selection/ advertisement at any stage on any grounds and decide not to engage any applicant.
- g) IAMCL has the right to reject any application/ candidature at any stage without giving any reasons and IAMCL's decision in this regard will be final.

HOW TO APPLY:

- (i) Application from eligible officers who are interested for the above position should be forwarded, duly verified along with the following documents:
- Application along with email ids/mobile numbers in the prescribed Performa (Annexure A).
 - Reports (APAR/CR Dossier) of last five years.
 - Integrity Certificate.
- (ii) Vigilance clearance including certification that no disciplinary proceedings/criminal proceedings are either pending or contemplated against the applicant from present/last employer.

Or

A self-affidavit duly notarized confirming that no disciplinary proceedings /criminal proceedings are either pending or contemplated against the applicant.

- (iii) A write-up on the significant contributions made by the applicant during his/her present/past assignments and his/her suitability for the post.
- (iv) Documents in support of claims made in application.
- (v) Contact details of three references.
- (vi) Eligible candidates may send in their application in the prescribed format placed below by registered post/speed post /courier to Head – Operation & Administration, IIFCL Asset Management Company Limited, 5th Floor , NBCC Towers , Office Block - 02 , Plate A , East Kidwai Nagar , New Delhi - 110023 in a sealed cover **super scribed as “APPLICATION FOR THE POST OF (Post code (Mention the post applied for & post code).** 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 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 self-attested documents should be sent to:

Head Operation & Administration

IIFCL Asset Management Company Limited,
5th Floor, NBCC Tower, Office Block - 02, Plate A, Kidwai Nagar East
New Delhi -110023

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

Last date for Receiving Application:

Last date for Receiving Application is by 5:00 p.m. on 22nd March,2022.

Annexure - A

**APPLICATION FOR ENGAGEMENT FOR THE POST OF..... (ON
CONTRACT BASIS) IN IAMCL**

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

Sl. No.	Post Held on Regular Basis	From To	Scale of Pay & Basic Pay	Nature of duties	Experience in finance/banking	Remarks/any other information relevant for the post

11. Complete postal address

Permanent

Present

Tel (Office, Residence and Mobile)

Email

12. Whether any penalty imposed upon the applicant during the last 10 years. If Yes, details thereof.
13. Whether any disciplinary action or inquiry held/is going on against applicant as far his knowledge goes. If yes, details thereof.

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

List of Enclosures:

(Name & Signature of the Candidate)