

## Indian Railway Finance Corporation Ltd.

UG Floor, East Tower, NBCC Place, Bhisam Pitamah Marg,  
Pragati Vihar, Lodhi Road, New Delhi 110003

(Vacancy Notice 02/2024 dated 14-05-2024)

**Sub: Filling up of vacant post of 1 Executive Director (Commercial & Business Development) in Grade E-9 (Rs. 150000-300000/-) on deputation period for 3 years**

Indian Railway Finance Corporation Ltd. (IRFC) is a Schedule A/Miniratna Public sector Enterprise under administration control of Indian Railways. The company was set up in December, 1986 for mobilizing funds from domestic and overseas markets to meet the pre-dominant portion of Extra Budgetary Resources requirement of Indian Railways.

IRFC is looking for the services of a suitable officer of the level 14 in SAG for filling the post of Executive Director (Commercial and Business Development) on deputation from Indian Railways/other Ministries of Government of India for a period of 3 years at its Corporate Office at Lodhi Road, New Delhi.

The details of the post, eligibility criteria, job requirement, age limit and experience required for the post are indicated in **Annexure I**. The candidates may send an advance copy to reach in the office of IRFC, UG Floor, East Tower, NBCC Place, Bhisam Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi 110003, on or before 14-06-2024. However, their candidature will be subject to receipt of NOC, Vigilance Clearance, APAR from the parent department and application format annexed as **Annexure II**. For other necessary details, the candidates are advised to visit the IRFC Website [www.irfc.co.in](http://www.irfc.co.in).

### LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION

1. Application in prescribed format – Annexure II duly completed signed by the candidate and countersigned with seal by the Cadre/Appointing Authority.
2. Attested copies of APARs for the last 5 (Five) years duly attested on each page with seal by an officer with the rank of Under Secretary to the Ministry of Railway and other Ministries of Government of India or above.
3. Integrity Certificate
4. Vigilance Clearance
5. No Major or Minor Penalty certificate for the last 5 years of his/her service.
6. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.



(Ajay Swami)

GM (HR & Admin) & Fin



## Annexure I

**Post:** Executive Director (Commercial & Business Development) in Grade E9. The maximum age limit for appointment by deputation shall not exceed 55 years as on the closing date of receipt of application.

**Scale of Pay of the post:** The pay and Allowances as prescribed for grade E9 official of IRFC on the terms and conditions of IRFC HR Manual/DPE/Government of India Guidelines from time to time as admissible on deputation.

**Method of Recruitment:** On deputation from the Indian Railways / other Ministries of Government of India.

### **Eligibility Criteria:**

- Officer(s) of Senior Administrative Grade (SAG) in the Level-14 (Pay scale 144200 – 218200) working with Ministry of Railways / other Ministries of Government of India.
- The number of years of experience and nature of experience of the officer in the specific area as per requirement will be taken into consideration.

### **Selection Process:**

The selection of the candidate shall be based on performance in Interview/Power Point Presentation to the selection committee to gauge his/her ability, vision, financial skill and strategies for taking the Company forward.

### **Desirable Experience:**

The officer should have relevant experience in Finance, Account functions, Commercial & Business Development Activities etc.

### **Job Description:**

1. To create and implement business development strategies dovetailing with the Company's business expansion & growth strategy and development of long term Corporate strategic and Business plans.
2. Oversee Lending of infrastructure projects including technical and financial appraisal.
3. Lease Financing, project financing including consortium financing etc.
4. Coordination with senior government functionaries, Directors of other CPSEs and autonomous bodies/key stakeholders, conduct market research and analysis to create detailed business plans, building alliances and partnerships.



**General Information:**

1. Before applying the candidate must satisfy himself/herself that he/she is eligible to apply for the post and is meeting with the requirements and terms and conditions mentioned.
2. Candidates are required to go through the full text of advertisement and read all the conditions carefully while applying for the post and should ensure that he/she fulfils the eligibilities and other norms mentioned above as on the cut-off date and that the particulars furnished are correct in all respect. If at any stage of selection, it is detected that a candidate has furnished any incorrect/ false information or has suppressed any material fact(s) to become eligible, his /her candidature will stand automatically cancelled.
3. Application is to be submitted as per the attached format with documentary proof of education, work experience, last drawn salary etc. Incomplete applications will be rejected.
4. IRFC Limited reserves the right to cancel/ restrict/modify/ alter the process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
5. Candidates must produce the relieving order and last pay slip from their last served organization in the event of selection.
6. No vigilance case or adverse observation should be pending against the candidate identified for appointment as ED. Should have a clean track record and unquestionable integrity.
7. Candidate should possess valid email ID and contact number for any necessary communication.
8. Incomplete application or application received beyond the cut-off date will be summarily rejected.
9. IRFC reserves the right to relax/raise the experience, qualification & other qualifying criteria.
10. All the application forms along with requisite enclosures should reach Indian Railway Finance Corporation Ltd. office 14-06-2024 between 10:30 Hrs to 18:00 Hrs. Last date of accepting of application form is 14-06-2024. IRFC is not responsible for any delay in Application sent by post and No application shall be accepted after the last date for receipt of applications i.e.14-06-2024 between 10:30 Hrs to 18:00 Hrs.
11. Applications received on mail will not be accepted and considered by IRFC. Therefore, Candidates are requested to submit the applications only by post on or before 14-06-2024 **till 18:00 Hrs.**
12. In case of any enquiry/ clarification, relating to the above advertisement please feel free to contact at Number 011-24361480 (Monday to Friday 10:30 Hrs to 18:00 Hrs).



**Annexure – II**

**CURRICULUM VITAE PROFORMA**

Post Applied: \_\_\_\_\_

Advt. No. \_\_\_\_\_ Date: \_\_\_\_\_

1	Name in full (In Block letters)		Paste a passport size photograph in this space
2	Father's Name		
3	Date of Birth (DD-MM- YYYY)		
4	Present Designation		
5	Date of Entry in SAG		
6	Date of Retirement under Central Government Rules		
7	Age as on _____		
8	Correspondence Address (in BLOCK letters with PIN)		
9	Permanent Address (in BLOCK letters with PIN)		
10	Mobile Numbers		
11	E-Mail Addresses		
12	Aadhar number (If Available)		
13	PAN No. (If Available)		

14. **Educational Qualifications:**

Exam Passed	Year of Passing	Name of Board / University / Institute	Percentage of marks obtained



15. Details of Employment, in Chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Office/ Institution	Post Held	Period of Service			Scale of Pay and Basic Pay	Nature duties details)	of (in
		From	To	Total Period			

My total work experience is \_\_\_\_\_ years \_\_\_\_\_ month and my current pay scale is \_\_\_\_\_ since \_\_\_\_\_.

16. Area of Experience (in Brief)

(i) Brief Nature of Assignments undertaken:
(ii) Major Achievements during last 3 years:

17. Details of computers/ERP proficiency :

18. Name of the parent Office / Organization/Department :

19. Total emoluments per month now drawn :

20. Whether belongs to SC/ST/OBC :

21. Details of Previous Deputation/foreign assignment :

22. Whether debarred from deputation? If Yes, Please furnished details :

23. Whether cooling off period completed? If yes, Date of return from previous deputation with details, wherever applicable. :



24. APAR Ratings for last 5 years :

YEAR	RATING

25. Punishments, if any in career :

26. Remarks (The candidates may indicate Information with regard to: :

- i. Awards/Scholarship/Official Appreciation
- ii. Affiliation with the Professional bodies/Institutions/Societies and
- iii. Any other information

(Note: Enclose a separate sheet if the space is insufficient.)

27. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional Academic Qualifications; (ii) Professional Training; and (iii) Work Experience over the above prescribed in the Vacancy Circular/Advertisement :

28. List of Enclosures :

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)

**Declaration**

I declare that I have read the detailed vacancy advertisement uploaded on IRFC's website very carefully. The information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

**Signature of Candidate**

