

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 length of service or 5 years whichever is less
(g)	Ex-Servicemen (for all posts as indicated above): 5 years Details given in Annexure A	

4. QUALIFICATIONS AND EXPERIENCE

Assistant Manager (Grade 'A')

Post Code: - I

<u>Age</u>	<u>Qualification</u>	<u>Post Qualification Experience</u>
Max. 30 years	Essential:- CA from ICAI Desirable:- Company Secretary from ICSI	Minimum 2 Years of experience in finance and accounting for preparation of Balance Sheet, analysis of Financial Statements and conversant with Companies Act 2013.

Post Code:- II

<u>Age</u>	<u>Qualification</u>	<u>Post Qualification Experience</u>
Max. 30 years	Essential : MBA (HR)	Minimum 2 Years of experience in HR and Administration work.

- (i) All qualification should be recognized by UGC/AICTE/AIU(GOI)
- (ii) Additional weightage may be given to candidates having additional relevant qualifications apart from the one mentioned in Para 4.
- (iii) IPL reserves the right to raise / modify the eligibility criteria in minimum educational qualification and/or minimum work experience.

5. NATIONALITY / CITIZENSHIP

Candidate must be a Citizen of India.

6. 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. IPL 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 IPL shall be final and binding.

7. PLACE OF WORK

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

8. SERVICE BOND:

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

9. GENERAL CONDITIONS:

- (i) Appointment shall be on probation for a period of two years of active service. Appointment will not deem to have been confirmed in the services of the Company unless specifically advised of confirmation. During the period of first 11 months, Casual Leave as may be due may be permitted to avail only. Leave of any other kind availed of will have the effect of extending probation period by the period of such leave availed.
- (ii) An application of a General candidate without the necessary Demand Draft shall not be considered

- (iii) 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 for reserved categories undertaken as prescribed by GOI guidelines.
 - d) Certificate of Ex-Servicemen(in case)
 - e) Copy of last drawn Salary, etc.

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

- (iv) Appointment of selected candidate will be subject to his / her being declared medically fit by a Medical Officer acceptable to IPL, 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 IPL.
- (v) Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies are advised to furnish “NO OBJECTION CERTIFICATE” at the time of group discussion / 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.
- (vi) 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.
- (vii) Appointment shall be subject to Service and Conduct Rules of IPL.
- (viii) Working knowledge of Computers including MS- Office is essential for all the above posts.
- (ix) IPL 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.
- (x) It is essential that the application is strictly in accordance with the prescribed format and properly and completely filled and contains no alteration / cuttings.
- (xi) 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.
- (xii) 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 31/01/2016** 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 IPL 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 IPL in this behalf.
- (xiii) 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.

- (xiv) Any request for change of address / change of centre for group discussion and / or interview shall not be entertained.
- (xv) IPL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IPL shall be final and binding.
- (xvi) IPL has the right to reject entirely or partially the selection/advertisement at any stage without assigning any reason and the decision of IPL shall be final in this regard.
- (xvii) 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.iifclprojects.com only. Candidates applying for the post are advised to visit the website regularly for updates.

10. HOW TO APPLY

Eligible candidates may send in their application in the prescribed format (by post) to **301-312, 3rd Floor, Ambadeep Building, 14, Kasturaba Gandhi Marg, New Delhi-110001** in a closed cover clearly super scribed as **“APPLICATION FOR THE POST OF ASSISTANT MANAGER 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 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.

11. APPLICATION FEE(Non Refundable)

By way of valid Demand Draft favouring ‘IIFCL Projects Ltd’ payable at New Delhi issued on or before 1st March and 8th March, 2016 as applicable.

Category	Total
General Candidates	Rs. 500/-

No application fee is payable by SC/ST/OBC/Women & PWD candidate.

12. LAST DATE FOR RECEIPT OF APPLICATIONS:

The applications with recent passport size photograph & self-attested copies of certificates should reach on or before **1st March, 2016** 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 **8th March, 2016**. Any application received after the last date will not be entertained by IPL

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 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.

