

## INDIAN RAILWAY FINANCE CORPORATION LIMITED

### Advt. No. 03/-2020

Indian Railway Finance Corporation Limited (“IRFC” or “Company”) was incorporated on 12<sup>th</sup> December, 1986 as a wholly Govt. owned Company under the Administrative control of Ministry of Railways. The Company is a Public Finance Institution engaged in supporting creation of infrastructure in Railway Sector in India. Its main business activity has been leasing of Rolling Stocks (Locomotives, Passenger Coaches and Freight Wagons) to Indian Railways. The Company raises financial resources from diverse financial markets using a variety of instruments to fund acquisition of these assets. IRFC is Schedule ‘A’ Organization and has consistently been rated as EXCELLENT by Govt. of India in the achievement of its MOU targets. As of March 31<sup>st</sup>2020 the turnover of the Company is Rs.13838.46 Crore and net worth is Rs.30962.43 Crore.

IRFC invites online applications from the dedicated, committed and self-motivated young professionals for the following posts:

S. No.	Post and Scale of Pay/No. of Posts	Essential Qualification	Experience	Upper Age Limit
01.	<b>Private Secretary (NE7)</b>  <b>Scale of Pay</b> Rs. 28,000-98,000  <b>Total Posts: 01 (One)</b> (UR-01)	1. Bachelor Degree in any stream from a recognized University.  2. Should be possessing a short-hand / typing speed in English: (i) 80-100 w.p.m in short-hand (ii) 60 words per minutes in typing  3. Should have proficiency in Computers (MS Word, Excel and Power Point).	15 years of experience working as secretariat staff of senior officers in reputed organization having turn over not less than Rs. 100 crore.	40 years

02	<p><b>Private Secretary (NE5)</b></p> <p><b>Scale of Pay</b> Rs. 21,000-74,000/-</p> <p><b>Total Posts: 01 (One)</b> (UR-01)</p>	<p>1. Bachelor Degree in any stream from a recognized University.</p> <p>2. Should be possessing a short-hand / typing speed in English:</p> <p>(i) 80-100 w.p.m in short-hand (ii) 60 words per minutes in typing</p> <p>3. Should have proficiency in Computers (MS Word, Excel and Power Point).</p>	<p>6 years of experience working as secretariat staff of senior officers in reputed organization having turn over not less than Rs. 100 crore.</p>	40 years
03.	<p><b>Hindi Translator (NE6)</b></p> <p><b>Scale of Pay</b> Rs. 24,000 – 85,000</p> <p><b>Total Posts: 01 (One)</b> (UR-01)</p>	<p>Post Graduate in Hindi with English as subject at the Graduation level (55% marks in both Graduation and Post Graduation) with Diploma in Translation from Hindi to English and vice-versa</p>	<p>10 years experience in reputed organization having turn over not less than Rs. 100 crore.</p> <p><b>Or</b> Minimum 3 years experience in translation work from English to Hindi and vice-versa in Government/CPSEs.</p>	40 years
04	<p><b>Assistant (Finance) (NE5)</b></p> <p><b>Scale of Pay</b> Rs. 21,000 – 74,000</p> <p><b>Total Posts: 03 (Three)</b>  (UR - 01, (01 post reserved for Ex-Servicemen), SC-1, and OBC(NCL) – 01</p>	<p>Bachelor Degree in <b>Commerce</b> stream from a recognized University.</p> <p><b>Or</b> Graduate with Intermediate examination passed CA/CMA from the Institute of Chartered Accountants of India/Institute of Cost Accountants of India</p>	<p>05 years experience in the field of accounts / audit in reputed organization having turn over not less than Rs. 100 crore.</p> <p>Should have proficiency in Computers (MS Word, Excel and Power Point).</p>	40 years

<b>05</b>	<b>Assistant (Administration) (NE5) Scale of Pay Rs. 21,000 – 74,000 Total Post 03 (three) (UR-3), (01 post reserved for PwBD-OH)</b>	Bachelor Degree in any stream from a recognized University	05 years experience in office administration in a reputed organization having turn over not less than Rs. 100 crore.  Should have proficiency in Computers (MS Word, Excel and Power Point).	40 years
-----------	---	--	--	----------

### 1. RELAXATIONS/CONCESSIONS:

- i. The criteria mentioned above are for general candidates; however, relaxation of age, experience, percentage of marks in qualification, etc., as per Govt. guidelines shall be applicable for the vacancies reserved for SC/ST/OBC/PwBD/EWS and Ex-Serviceman candidates .
- ii. Persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation. (Disability identified for the above post OA = One Arm, OL = One Leg, OH =Orthopedic Handicap, HH = Hard of Hearing, Deaf, LV = Low Vision, Blind, MD = Multiple Disabilities)

Disabilities identified for the above posts are as follows:-

<b>Discipline</b>	<b>Post identified suitable for PwBD</b>	<b>Type of disability</b>
Hindi Translator	Post at serial number 03	Suitable for OA, OL, HH, LV & MD
Finance	Post at serial number 04	Suitable for OA, OL, HH, LV & MD
Administration	Post at serial number 05	Suitable for OH

### iii. Age Relaxation

Maximum age limit is relaxable by 5 years for SC & ST category, 3 years for OBC-NCL category for reserved vacancies. Maximum age limit is relaxable by 10 years for 'PwBD from UR category', 13 years for 'PwBD from OBC-

NCL category' and 15 years for 'PwBD from SC / ST category', for all vacancies subject to suitability of post for the type of disability.

Maximum age limit is relaxable for 3 years for Ex-Servicemen subject to rendering minimum 5 years Military Service and fulfillment of other conditions prescribed by GOI.

Maximum age limit is relaxable for 5 years for candidates domiciled in J&K between 01-01-1980 and 31-12-1989. IRFC regular employees working in immediate lower scale of the post advertised shall be eligible for relaxation in age limit.

iv. **OTHERS CONCESSIONS:**

PwBD candidate can apply, against vacancies reflected above, for a post even if there is no vacancy reserved for PwBD but that post has been identified as suitable for PwBD. However, such candidate will be considered for selection to such post by General standard of merit.

Persons who are not covered under the scheme of reservation of SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 Lakh (Rs Eight Lakh only) are to be identified as EWSs for benefit of reservation. The candidate applying against Economically Weaker Section (EWS) quota should submit Income and Asset Certificate issued by the Competent Authority in the format prescribed in DOPT OM No. 36039/1/2019-Estt(Res) dated 31.01.2019. In case of Non compliance of the conditions stipulated in the aforesaid OM, the claim for reservation status under EWS will not be entertained and candidature / application of such candidates, if full filling all the eligibility conditions for General (UR) Category will be considered under General (UR) vacancies only

- (v) Candidates belonging to reserved categories while applying against unreserved post(s) are required to submit the category certificate in the prescribed format of Government of India in support of their claim. If the category certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self certified translated copy of the same in either English or Hindi.
- (vi) The candidate belonging to OBC category, (i) the name of cast and community of the candidate must appear in the 'Central List of Other Backward Class' (ii) the candidate must not belong to creamy layer (iii) the candidates need to furnish their OBC Certificate as per the format prescribed by Government of India and it must not be more than 6 (six) months old.

- (vii) Relaxation in minimum post qualification experience for the vacancies reserved for SC/ST and PwBD candidates is
  - a. A maximum one year if prescribed experience is three to five years
  - b. Maximum two years if prescribed experience is six to ten years

## **2. SELECTION PROCEDURE:**

- a) A written test / Computer based test may be conducted for all the post specified above. The test will comprise of questions on the Aptitude & Reasoning, General English, General Awareness, Quantitative Aptitude / Professional Ability. **The centers of written/CBT test for all the post(s) shall be in Delhi and NCR only.** There will be no interview for the above notified post(s).
- b) **Skill Test:** The candidates applying for the post for serial number 1,2 and 3 above after qualifying the Written/CBT Test, has to undergo for a skill test in Short-Hand and Typing and Translation.
- c) **The Minimum Qualifying marks in written test / CBT shall be as under:**
  - (i) For General / OBC(NCL): Minimum 50% marks
  - (ii) For SC/ST/PwBD (for Reserved Vacancies) – Minimum 40 % Marks
- d) In case of tie of marks obtained by more than one candidate, the resolution will be done in the following order:
  - (i) The candidate with earlier/older Date of Birth, will be placed higher i.e. the candidate in age seniority will be placed higher.
  - (ii) In case of tie as mentioned at (a) above, the candidate with higher percentage pass marks in qualifying examination, as per eligibility criteria, will be placed higher.
- e) Appointment of successful candidates will be subject to verification of original documents relating to age, Qualification, Caste, Experience & Medical fitness certificate issued by the Medical Authorities as prescribed under the rules of IRFC

## **3. GENERAL TERMS AND CONDITIONS:**

- (i) All qualifications should be from Universities/Institutions recognized and approved in India by AICTE / UGC / Appropriate Statutory Authority.
- (ii) Candidates belonging to Government / Semi-Government Organization / PSUs should send their application through proper channel. However, in case application has not been routed through proper channel, a **No Objection Certificate (NOC)** from present employer should be produced **at the time of Written Test.** However, in the event of difficulty in forwarding the

application through proper channel/getting NOC from their parent department, they may submit an undertaking at the time of **written test** that they will produce proper relieving order from their organization, in case selected; otherwise they will not be allowed to join. In both cases, pay protection will be given.

- (iii) Incomplete Application(s) or applications received late will be summarily rejected.
- (iv) The cutoff date for reckoning maximum age limit / minimum experience requirement / qualification (whichever applicable) shall be last date of receipt of application **i.e. 16.02.2021**.
- (v) The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/her the right to be called for interview / considered for selection process.
- (vi) The total number of projected vacancy indicated in this advertisement may increase /decrease/ or to be cancelled at the discretion of IRFC Management, if need so arises, without any further notice and without assigning any reason thereof.
- (vii) While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified date and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her services are liable to be terminated without any notice.
- (viii) Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or any application in response there to can be instituted only in Delhi and courts / tribunal / forums at Delhi only shall have sole and exclusive jurisdiction to try any such case / dispute.
- (xi) In case any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- (xii) The original testimonials/documents along with one self-attested copy will have to be produced by the candidates at the time of Selection.
- (xiii) No person shall be eligible for appointment if he/she has been convicted in a court of law for any offence involving moral turpitude.
- (xiv) The candidate should submit only single application for one vacancy and application once submitted cannot be altered. A valid e-mail ID and mobile number are essential for submission of application. IRFC will not be responsible for bouncing of any e-mail sent to the candidates. However, a candidate can apply for any number of vacancies.
- (xv) No correspondence will be entertained from the candidates not selected for interview /appointment.
- (xvi) Canvassing in any form will be a disqualification

#### 4. PROCEDURE FOR APPLYING:-

- 1 Before applying candidates should ensure that they satisfy all the necessary conditions and requirement of the position.
- 2 No fee is required to be paid for applying to the above post.
- 3 Application will be received through online only and all further communication will be made to the applicants through Email / IRFC website only. Interested candidates fulfilling the above laid down eligibility criteria are requested to apply online in the registration format available **in the career section of IRFC website [www.irfc.nic.in](http://www.irfc.nic.in)** All the documents mentioned below may be uploaded.
- 4 A copy of this Application form is to be printed, signed and furnished along with self-attested copies of the following documents in the given order only (from top to bottom):
  - (a) Scanned image of colour photograph and signature of applicant
  - (b) Proof of Date of Birth (class X certificate)
  - (c) Qualification Certificates of (X<sup>th</sup>, XII<sup>th</sup>, Diploma / Graduation / Post-Graduation/**Inter CA/CMA**)
  - (d) Category certificate SC / ST / PwBD/OBC /Ex. Servicemen, (if applicable).
  - (e) Domicile of J & K during 01-01-1980 and 31-12-1989 (if applicable).
  - (f) Proof of Identity & Address ( Voter ID, or Aadhaar Card.)
  - (g) PAN Card
  - (h) Proof of different periods of experience as claimed in your application.
  - (i) NOC if applicable for working in Government/CPSEs and equivalent. For others working in other than Government/CPSEs and Equivalent, a certificate from employer stating that the turnover of the firm is more than 100 crores.
  - (j) Any other document in support of your candidature.

In case of Technical enquiry/ clarification, relating to the filling of ON-LINE APPLICATION, please feel free to contact the Support contact Number **9319275557 (Monday–Friday from 10:30 Hrs to 18:00 Hrs) and Helpdesk Email ID: [helpdesk.irfc2021@gmail.com](mailto:helpdesk.irfc2021@gmail.com)**

#### IMPORTANT DATE(S)

<b>Start Date of Online Registration</b>	20.01.2021 (1100 Hrs.)
<b>Last Date of Online Registration</b>	16.02.2021 (1800 Hrs.)
<b>Date of Computer Based Test (CBT)</b>	To be informed later