

INDIAN RAILWAY FINANCE CORPORATION LIMITED

Advt. No. 04/2021 dated 28.12.2021

Indian Railway Finance Corporation Limited (“IRFC” or “Company”) was incorporated on 12th 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 31st 2021 the Turnover of the Company is Rs. 15770.47 Crore and Net Worth is Rs. 35913.38 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.	Hindi Translator (NE5) Scale of Pay Rs. 21,000 – 74,000 Total Posts: 01 (One) (UR-01)	Master’s Degree from a recognized University in Hindi with English as subject at the Graduation level OR Master’s degree from a recognized University in English with Hindi as a subject at the degree level AND Diploma or Certificate Course in Translation from Hindi to English and vice-versa or Two years experience in translation work from English to Hindi and vice-versa in Central / State Government / CPSE. Minimum 55% marks for all category in Graduation/Post Graduation.	2 years experience in translation work from English to Hindi and vice- versa in Central / State Government/CPSEs OR 3 years experience in a reputed organization having turnover not less than 100 crores. AND Diploma or Certificate Course in Translation from Hindi to English and vice-versa.	35 Years

02.	Assistant (Finance) (NE5) Scale of Pay Rs. 21,000 – 74,000 Total Posts: 02 (Two) (UR - 01 post reserved for Ex-Servicemen and SC-1)	Bachelor/Master Degree in Commerce stream with 55% marks from a recognized University. Or Graduate with Intermediate examination passed CA/CMA from the Institute of Chartered Accountants of India/Institute of Cost Accountants of India	05 years experience in the field of accounts / audit in reputed organization having turn over not less than Rs. 100 crore. Should have proficiency in Computers (MS Word, Excel and Power Point).	35 years
03.	Assistant (Administration) (NE5) Scale of Pay Rs. 21,000 – 74,000 Total Post: 01 (one) (UR- 01 post reserved for PwBD-OH)	Bachelor Degree in any stream with 55% marks from a recognized University Desirable: MBA (HR) from UGC recognized University/Institute	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).	35 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/ 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:-

Discipline	Post identified suitable for PwBD	Type of disability
Hindi Translator	Post at serial number 01	Suitable for OA, OL, HH, LV & MD
Finance	Post at serial number 02	Suitable for OA, OL, HH, LV & MD
Administration	Post at serial number 03	Suitable for OH

iii. **Age Relaxation**

Maximum age limit is relaxable by 5 years for SC & ST 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.

- (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) 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 may be conducted for all the post specified above. The written tests for the post of Assistant Finance and Administration in NE5 Grade will comprised of Multiple Choice of Questions (MCQ) on the Aptitude & Reasoning, General English, General Awareness, Quantitative Aptitude / Professional Ability. **For the post of Hindi Translator**, the written test will be in two parts i.e. **Paper I** will comprised of Objective Multiple Choice of Questions (MCQ) in General English and General Hindi and **Paper II** will comprised of Translation and Essay Writing.

- b) **The centers of written test for all the post(s) shall be in Delhi and NCR only.** There will be no interview for the above notified post(s).
- c) The Minimum Qualifying marks in written test shall be 33%.
- 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.
- (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. 28.01.2022.**
- (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.
- (ix) In case any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- (x) The original testimonials/documents along with one self-attested copy will have to be produced by the candidates at the time of Selection.
- (xi) No person shall be eligible for appointment if he/she has been convicted in a court of law for any offence involving moral turpitude.
- (xii) 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.
- (xiii) No correspondence will be entertained from the candidates not selected for interview /appointment.
- (xiv) Canvassing in any form will be a disqualification

4. COMPENSATION PACKAGE: Basic Pay, Dearness Allowance, House Rent Allowance, Perks & Allowances Transport Allowance. Performance Related Pay (Variable Based on Performance Rating), Medical Benefits including indoor medical benefits for self and dependent family members, employer contribution towards provident funds and gratuity, Superannuation Benefits (Pension and Post Retirement Medical Scheme), welfare schemes and other fringe benefits as per rules of the Company.

5. PROCEDURE FOR APPLYING:-

- (i) Before applying candidates should ensure that they satisfy all the necessary conditions and requirement of the position.
- (ii) No fee is required to be paid for applying to the above post.
- (iii) Application will be received through offline process only and all further communication will be made to the applicants through Email. Interested candidates fulfilling the above laid down eligibility criteria are requested to apply in the attached application format available **in the career section of IRFC website www.irfc.nic.in**.

The following self attested documents in the given order only (from top to bottom) may be attached with the application form:

- (a) One Colour photograph to be pasted in the Application form
- (b) Proof of Date of Birth (class X certificate)

- (c) Qualification Certificates of (Xth, XIIth, Certificate/ Diploma / Graduation / Post-Graduation/Inter CA/CMA)
 - (d) Category certificate SC / ST / PwBD/ 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.
6. All the eligible candidates are requested to forward their application in the format enclosing therewith the self attached documents as mentioned above in a cover subscribing “Application for the Post of _____” address to Joint General Manager (HR & Admin), 3rd Floor, Indian Railway Finance Corporation Limited, The Ashok, Diplomatic Enclave: 50-B, Chanakyapuri, New Delhi – 110021.
7. All the application forms along with requisite enclosures should reach Indian Railway Finance Corporation Limited by **28.01.2022** however in respect of application received by post / speed post from the candidates residing in North-East, Jammu and Kashmir, Andaman and Nikobar Island or Lakshadweep, the last date for receipt of application shall be **01.02.2022**.

In case of any enquiry/ clarification, relating to the above advertisement, please feel free to contact the Support contact Number **011-24100385 (Monday–Friday from 10:30 Hrs to 18:00 Hrs)** and Helpdesk Email ID: info@irfc.nic.in



Indian Railway Finance Corporation Limited
New Delhi

Before filling the application form candidates should invariably read the detailed vacancy notice no. 04/2021 dated 28.12.2021 in 'careers' section at IRFC's website www.irfc.nic.in

Application for the post of: _____

1	Name in full (In Block letters)	
2	Father's Name	
3	Date of Birth (DD-MM- YYYY)	

Paste a self
attested passport
size photograph in
this space

4	Age as on 28.01.2022 :	
5	Category (Gen/OBC/SC/ST/PwBD/ Ex-servicemen)	
6	Religion	
7	Correspondence Address (in BLOCK letters with PIN)	
8	Permanent Address (in BLOCK letters with PIN)	
9	Mobile Numbers	
10	E-Mail Addresses	
11	Aadhar number (If Available)	
12	PAN No. (If Available)	

- 13 **Qualifications:** (Give information for Matriculation, +2 level, Graduation and Professional qualifications only in chronological order) (May attach additional sheet in the same format, if space below is insufficient)

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

14 **Work Experience**

In chronological order (attach separate sheet in the same format, if required). May attach bio data with details of experience, if desired by candidate)

Post and scale of pay	Name & full address of Employer	Period of work experience			Brief nature of assignment
		From	To	Total duration (in Yrs. & Months)	

15. Whether you are working in a reputed organization having turn over not less than Rs. 100 crore. **YES/NO** (If Yes please attached a document in support of)

Declaration

I declare that I have read the detailed vacancy notice 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. I understand that if it is found that I have concealed any information or have provided the wrong information my candidature is liable to be cancelled / service is liable to be terminated forthwith without any notice.

Place : _____

Date : _____

Signature of Candidate

Important: Documents to be mandatorily attached with application:

- a) Self-attested copy of High School certificate for proof of Date of Birth
- b) Self attested Qualification Certificates of (Xth, XIIth, Certificate /Diploma /Graduation / Post-Graduation/Inter CA/CMA) as applicable
- c) Proof of different periods of experience as claimed in your application
- d) Self-attested Category certificate SC / ST / PwBD/ Ex. Servicemen, (if applicable), as mentioned in Relaxation and Concessions column above. In case of OBC candidate the certificate will be not older than 6 months.
- e) Self-attested copy of the appointment letter in support of appointment to the post in the organization in which currently working along with valid Identity card.
- f) Self-attested Proof of Identity & Address (Voter ID, or Aadhaar Card/PAN Card)
- g) PwD Certificate as per latest format (if applicable)
- h) 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
- i) Domicile of J & K during 01-01-1980 and 31-12-1989 (if applicable)
- j) Any other document in support of your candidature.
- k) One recent passport size colour photograph.
