

# INDIAN RAILWAY FINANCE CORPORATION LIMITED

## Advt. No. 04/2024 dated 13.11.2024

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) and Railway projects 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>, 2024 the turnover of the Company is Rs. 26,645 crore and net worth is Rs. 49,178 crores.

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

S. No.	Post and Scale of Pay/No. of Posts	Essential Qualification	Experience	Upper Age Limit
01.	Personal Staff Officer (PSO) to Chairman and Managing Director  Grade – (E3 or E4 or E5)  Scale of Pay E-3- Rs. 60,000-1,80,000/- E-4-Rs.70,000-2,00,000/- E-5-Rs.80,000-2,20,000/-  Total Posts: - 01 (One)  (UR-01)	Graduate in any stream.	Minimum 10 Years’ experience of having worked as Secretary to Directors/ Joint Secretary in Govt. with the ability to take decisions, make presentations on Power Point, plan tours in India/abroad, draw minutes of meetings, ability to monitor/coordinate various activities with senior level officers, preparation of MIS etc. Candidates worked with Board Level Officers of CPSES/officers of JS rank and above will be preferred.  Candidates applying for E-3 (Rs. 60,000-1,80,000/-) Grade of pay, should have minimum 02 years of	52 Years  The applicant should not be more than 52 years of age as on 01-01-2025

			<p>working experience in the immediate lower grade/scale of Rs.50,000 – 1,60,000/- or Pay Matrix Level 8 (CDA) of 7<sup>th</sup> CPC. Other candidate should be drawing CTC of at least Rs.25 lakhs p.a.</p> <p>OR</p> <p>Candidate applying for E-4 (Rs. 70,000-2,00,000/-) Grade of pay, should have minimum 02 years of experience working in the immediate lower grade/scale of Rs.60,000 – 1,80,000/- or Pay Matrix Level 9 (CDA) of 7<sup>th</sup> CPC. Other candidate should be drawing CTC of at least Rs.30 lakhs p.a.</p> <p>OR</p> <p>Candidate applying for E-5 (Rs. 80,000-2,20,000/-) Grade of pay, should have minimum 02 years' experience of working in the immediate lower grade/scale of Rs.70,000 – 2,00,000/- or Pay Matrix Level 11 (CDA) of 7<sup>th</sup> CPC. Other candidates should be drawing CTC of at least Rs.35 lakhs p.a.</p>	
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**Note:** Candidates working in other than Government /PSUs should be drawing the minimum CTC as stated above and should submit Documentary evidence in support by Form16/Salary Slip/or any other suitable document.

**1. RELAXATIONS and CONCESSIONS:**

- (i) Reservation / Relaxation / Concession to EWS /SC/ST/OBC (NCL) / PWD / Ex-Servicemen /J&K Domicile would be provided against reserved posts (where applicable) as per extant Government orders.

**2. Selection Procedure:**

- (i) The applications received shall be screened for eligibility. The candidates may be shortlisted for selection. The Company reserves the right to shortlist the number of candidates for interview out of eligible candidates at the ratio of 1:10.
- (ii) Only shortlisted candidates who are found eligible will be called for participation in the selection process. The final selection of the candidate shall be based on performance in interview / power point presentation to the selection committee. The names of the shortlisted candidates shall be displayed on the website of IRFC [www.irfc.co.in](http://www.irfc.co.in). Also, Email shall be sent to the shortlisted candidates for interview / power point presentation.

**3. GENERAL TERMS AND CONDITIONS:**

- (i) The qualification mentioned above should be recognized by Govt. of India.
- (ii) All qualifications should be from Universities/Institutions recognized and approved in India by AICTE / UGC / Appropriate Statutory Authority of Govt. of India.
- (iii) Candidates belonging to Government / Semi-Government Organization / PSUs/PSB 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 interview. 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 interview 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.
- (iv) Incomplete Application(s) or applications received late will be summarily rejected.
- (v) The cutoff date for reckoning maximum age limit / minimum experience requirement / qualification (whichever applicable) shall be last date of receipt of application **i.e 03.12.2024** Post qualification executive experience on a post shall be counted only from the date of assumption of charge and training period shall not be counted.
- (vi) 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.

- (vii) The total number of projected vacancy indicated in this advertisement may increase / to be cancelled at the discretion of IRFC Management, if need so arises, without any further notice and without assigning any reason thereof.
- (viii) Single to and fro fare by shortest route as per Company rule will be paid to outstation candidates called for interview on production of ticket / proof of journey.
- (ix) 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.
- (x) 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 interview.
- (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) No correspondence will be entertained from the candidates not selected for interview / appointment.
- (xv) 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. The following documents in the given order only (from top to bottom) may be enclosed with the application:**

1. Colour photograph to be pasted in the application form.
2. Proof of Date of Birth (class X certificate)
3. Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters / years (X<sup>th</sup>, XII<sup>th</sup>, PG Diploma / Graduation / Post-Graduation as applicable)

4. Category certificate SC / ST / OBC (NCL) / Ex. Servicemen / PwBD if applicable as mentioned in Relaxation and Concessions column above.
5. Domicile of J & K during 01-01-1980 and 31-12-1989 (if applicable).
6. Proof of Identity & Address (Passport/Voter ID/Driving License/UIAD Aadhaar Card.)
7. PAN Card
8. Proof of different periods of experience as claimed in your application. (if applicable)
9. Any other document in support of your candidature i.e. NOC if applicable and 12months salary certificate in case candidates working in other than Government/PSUs.
10. Any other document in support of your candidature.

**6. DOCUMENTS IN SUPPORT OF WORK EXPERIENCE:**

- a) Joining-Relieving Letter from Company/Organization.
- b) Experience /Service Certificate issued by Company/Organization. (Experience Certificates produced should clearly indicate date of joining and date of relieving from each organization were worked)
- c) Salary Certificate or ITR return or Form-16 issued by present / past employers(s).

**7. 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.co.in](http://www.irfc.co.in)
  - (iv) Enclosing all the documents as mentioned in clause 5 above.
- 8.** 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 **PSO to CMD** address to General Manager (F) & (HR & Admin), Indian Railway Finance Corporation Limited, Upper Ground Floor, East Tower, NBCC Place, Pragati Vihar, Lodhi Road, New Delhi – 110 003.
- 9.** All the application forms along with requisite enclosures should reach Indian Railway Finance Corporation Limited by **03.12.2024** however in respect of application received by post / speed post from the candidates residing in North-East, Jammu and Kashmir, Andaman and Nicobar Island or Lakshadweep, the last date for receipt of application shall be **10.12.2024**

In case of any enquiry/ clarification, relating to the above advertisement, please feel free to contact the Support contact Number 011-24361480 (Monday–Friday from 10:30 Hrs to 18:00 Hrs) and Helpdesk Email ID: [recruitment\\_helpdesk@irfc.co.in](mailto:recruitment_helpdesk@irfc.co.in)