

## ADVERTISEMENT FOR CALLING APPLICATIONS FOR ENGAGEMENT OF INDIVIDUAL CONSULTANTS (IC) - FULL TIME ON CONTRACTUAL BASIS

**IIFCL Projects Limited** (IPL), is a wholly owned subsidiary of India Infrastructure Finance Company Limited (IIFCL), a Government of India Enterprise. IPL was established in February 2012, with the main objective of providing Financial & Infrastructure Advisory services to various Central & State Government and its affiliates, Local Bodies and Private Developers. The Company has also been engaged in Capacity Building and Policy Advocacy services. The company caters to the demand for advisory services to projects across the spectrum of infrastructure sector including roads, highways, ports, airports, power including renewable, tourism, urban infrastructure like water supply & sewerage projects, solid waste management etc. IPL is currently engaging with several State Governments for providing infrastructure advisory services.

IPL invites applications from eligible individuals with requisite experience in the field of infrastructure for engagement as **Individual Consultants (IC) – Full Time** on contract basis through open market. These IC's are expected to be stationed at its Head Office in Delhi and/or any branch office and/or across various States wherein IPL is working or intends to work under mandate.

Details of the positions and terms & conditions as well as period of engagement, eligibility, experience, etc. are as under:

### 1. SPECIALISATIONS

Applicants having experience in the following areas as per the Individual Consultant (IC) code may apply:

IC CODE	POSITION	GRADE CODE	LOCATION	ROLE
01	CONSULTANT	I/ II / III	DELHI	FINANCE EXPERT
02	CONSULTANT	I/II	AIZWAL/ SHILLONG	INFRASTRUCTURE DEVELOPMENT EXPERT
03	CONSULTANT	I/II	CHENNAI	INFRASTRUCTURE CONSULTANT
04	CONSULTANT	II / III	DELHI	FINANCE SPECIALIST

05	CONSULTANT	III	DELHI	TEAM LEADER
06	CONSULTANT	I/II	DELHI	PROJECT & CONTRACT MANAGEMENT EXPERT/ SUPPORT
07	CONSULTANT	I/II	DELHI	PROCUREMENT EXPERT/SUPPORT
08	CONSULTANT	I/II	DELHI	FINANCIAL & COSTING EXPERT/ SUPPORT
09	CONSULTANT	I/II	DELHI	MIS & IT EXPERT/ MIS SUPPORT/ IT SUPPORT
10	CONSULTANT	I/II	DELHI	INVESTMENT EXPERT/ MANAGER
11	CONSULTANT	I/II	DELHI	DIGITAL PUBLIC INFRASTRUC TURE EXPERT/ SUPPORT
12	CONSULTANT	I/II	DELHI	PROGRAM CONTROL MANAGER
13	CONSULTANT	I	DELHI	PROJECT ASSOCIATE
14	CONSULTANT	I/ II / III	DELHI/ SHILLONG	TOURISM SPECIALIST

Candidates are required to explicitly state the 'IC Code' and 'Grade Code' against which they are applying as asked for at page no 1 of Detailed application format.

## 2. REMUNERATION

Remuneration of the Individual Consultant(s) shall be made within the corresponding band as per the following grades based on number of years of post-qualification relevant experience.

Grade Code	Grade	Post – Qualification Relevant Experience in years	Maximum Age as on 31.03.2025	Remuneration Range* (INR per month)
I	Consultant Grade I	3 - 8	45	80,000 - 1,45,000
II	Consultant Grade II	8 – 15	50	1,45,000 – 2,65,000
III	Senior Consultant	15 and above	62	2,65,000 - 3,30,000

\* The remuneration for the selected candidates shall be decided based on his/her expectations, experience, and expertise. The decision of IPL shall be final and binding in this regard.

### 3. TA/DA

The Consultants shall be allowed to undertake tours as required by their duties for which TA/DA and Hotel Accommodation shall be paid/ reimbursed as per company policy.

### 4. ACADEMIC QUALIFICATIONS AND PROFILE

#### IC CODE 01:- CONSULTANT – FINANCE EXPERT

<u>Qualification</u>	<u>Post Qualification Experience</u>
<b><u>Essential:</u></b> MBA(Finance)/ MBE /MFC/ 2 years PGDM (Finance) or PGDBM (Finance)/ CA/CFA/ CWA/FRM/ PRM	Post qualification experience in areas of Project Appraisal/Credit Appraisal/Financial Analysis/ Credit Monitoring of Commercial Credit, Debt/Equity Syndication for Infrastructure Projects or Risk Analysis/Risk Management while working for Financial Institutions/Commercial Banks/ NBFCs/ Merchant Bankers/ Investment Bankers/Finance Department of Corporates/ Financial Research, Consultancy Firm & Advisory Company.

**IC CODE 02:- INFRASTRUCTURE DEVELOPMENT EXPERT**

<b><u>Qualification</u></b>	<b><u>Post Qualification Experience</u></b>
<b><u>Essential: -</u></b> Bachelor's in engineering/ Bachelors in Technology/ Bachelors in Architecture/ Bachelors in Planning	Post qualification experience in Infrastructure project implementation, Review of applicable regulations, Engineering drawing, technical specifications/ Preparation of DPR/ Supervision during installation, testing, and commissioning phases and ensuring compliance with approved plans, Compliance with Safety Protocols, Manuals and Regulatory Compliance.  <b>Desirable Experience:</b> Any experience of Ropeway and or tourism project implementation in India shall be preferred

**IC CODE 03:- INFRASTRUCTURE CONSULTANT**

<b><u>Qualification</u></b>	<b><u>Post Qualification Experience</u></b>
<b><u>Essential:</u></b>  M.E/M.Tech/M.Plan/ MBE /MFC/ MBA/ 2years PGDM/ CA/ B.E./B.Tech/ Bachelor of Economics or equivalent	Post qualification Experience in preparation of Revenue Model/ Financial Modelling and Feasibility Reports/ Detailed Project Report for Projects especially PPP Projects/ Project Structuring/ Transaction Advisory, Bid Process management services to Government Entities for infrastructure Projects.

**IC CODE 04:- FINANCE SPECIALIST**

<b><u>Qualification</u></b>	<b><u>Post Qualification Experience</u></b>
<b><u>Essential: -</u></b>  MBA(Fin)/ PGDM (Fin) or PGDBM (Fin)/ MMS (Fin) CA/CWA/ MA (Eco) /M.Com /MBE/MFC	Post qualification experience in preparation and or review of Feasibility Reports/ Financial Model/Revenue models/ Project Financial Analysis/Credit Analysis/ risk allocation/ Market or Demand Assessment for Infrastructure Projects or PPP Project Structuring.

**IC CODE 05:- TEAM LEADER**

<b><u>Qualification</u></b>	<b><u>Experience</u></b>
<p><b><u>Essential: -</u></b> Master's degree in Management/Planning/ Postgraduate in Engineering/ CFA from a national/international premier institute</p>	<p>20+ years of experience in Infrastructure project development/programme implementation and management of similar scale and nature with Government of India/ funded assignments. At least 5 years in a leadership position at State/National level with preferable experience of working on international projects. Discretion - less experience between 15-20 years may be considered for suitable candidate</p>

**IC CODE 06:- PROJECT & CONTRACT MANAGEMENT EXPERT/ SUPPORT**

<b><u>Qualification</u></b>	<b><u>Experience</u></b>
<p>Role 1 <b><u>Essential:-</u></b> Master's in technology or equivalent field/ Bachelors in Technology with specialization in Project Construction Management/ MBA or equivalent from a national/international premier institute.</p> <p>-----</p> <p>Role 2 <b><u>Essential:-</u></b> Graduation from any engineering discipline from a reputed institute.</p>	<p>Minimum 10 Years of experience in the infrastructure project management field. Must have experience in Infrastructure project development/construction/DPR preparation, with preference to experience of similar scale and nature of projects with Government of India/ funded assignments/Central/ State governments Experience of working on international projects and knowledge of the PIB (public investment Board) process will be preferred.</p> <p>-----</p> <p>5 Years of experience in the infrastructure project development sector. Knowledge of the PIB (public investment Board) process will be preferred.</p>

**IC CODE 07:- PROCUREMENT EXPERT/SUPPORT**

<b><u>Qualification</u></b>	<b><u>Experience</u></b>
<p>Role 1</p> <p><b><u>Essential:</u></b> Master's degree, or equivalent, in Business Administration, Economics, Engineering or other related fields from a national/ international premier institute</p> <p>-----</p> <p>Role 2</p> <p><b><u>Essential:</u></b> Master's in engineering/ finance/ MBA (Finance)/ equivalent</p>	<p>Minimum 10 years of experience in managing procurement activities Must have experience of tendering process, preparation of bid/ tender documents like EOI, RfQ/RfP, Concession Agreements, contract drafting etc. Must have in depth knowledge of procurement regulations of government and multilateral development banks. Experience of working on international projects, GeM procurement portal and awareness on internal working of government departments while carrying out e-procurement process/ tendering process through GeM portal shall be preferred</p> <p>-----</p> <p>3 Years of experience in the infrastructure sector procurement related activities. Experience on GeM procurement portal and awareness on internal working of government departments while carrying out e-procurement process/ tendering process through GeM portal shall be preferred</p>

**IC CODE 08:- FINANCIAL & COSTING EXPERT/ SUPPORT**

<b><u>Qualification</u></b>	<b><u>Experience</u></b>
<p>Role 1</p> <p><b><u>Essential:</u></b> MBA in Finance (Full time) from a national/ international premier institute/ CA/CFA /CMA.</p> <p>-----</p>	<p>Minimum 10 years of experience in Infrastructure projects development and management. Must have experience in financial analysis/ financial assessment/ funded projects/credit appraisal/credit monitoring/costing or budget management. Experience in programmes/projects financed by international development organizations and Knowledge of the PIB (public investment Board) process will be preferred.</p> <p>-----</p>

<p>Role 2</p> <p><b>Essential:</b></p> <p>Postgraduate in Finance/MBA (Finance)/ CA/ CMA/ CFA from a reputed university.</p>	<p>3 years of experience in financial analysis/ financial assessment/ cost estimation and other financial and costing related activities in the infrastructure project development sector. Knowledge of the PIB (public investment Board) process will be preferred</p>
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**IC CODE 09:- MIS & IT EXPERT/ MIS SUPPORT/ IT SUPPORT**

<u>Qualification</u>	<u>Experience</u>
<p>Role 1</p> <p><b>Essential:</b></p> <p>Masters/Post graduate diploma in management in IT/ Computer Science/Finance /Management from premier national/international institute.</p> <p>-----</p> <p>Role 2</p> <p><b>Essential:</b></p> <p>Postgraduate in Finance/ MBA (Finance)/ CA/CMA/CFA from reputed university</p>	<p>Minimum 10 years of experience as maintaining of dashboard/portal/data management and/or monitoring. Prior experience of similar nature in the National/State level programme shall be preferred.</p> <p>-----</p> <p>3 years of experience in project management.</p> <p>-----</p>
<p>Role 3</p> <p><b>Essential:</b></p> <p>Bachelors in IT/ Computer Science from premier national/ international institute</p>	<p>-----</p> <p>Minimum 3 years of experience in systems and software development/ dashboard development/ website development of comparable programs/ projects.</p>

**IC CODE 10:- INVESTMENT EXPERT/ MANAGER**

<u>Qualification</u>	<u>Experience</u>
<p>Role 1</p> <p><b>Essential:</b></p> <p>Masters/Post graduate degree in Finance/ Business management from premier national/ international institute</p> <p>-----</p>	<p>Minimum 10 years of work experience in overseeing debt funding and/ or private equity tie-ups in infrastructure development in India or other developing economies. Experience of working on international projects will be preferred.</p> <p>-----</p>

Role 2 <b>Essential:</b> Masters in Finance/ CA/ Post Graduate / MBA or equivalent	5 years of professional experience in overseeing debt funding and/ or private equity tie-ups in infrastructure development in India or other developing economies.
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**IC CODE 11:- DIGITAL PUBLIC INFRASTRUCTURE EXPERT / SUPPORT**

<u>Qualification</u>	<u>Experience</u>
Role 1 <b>Essential:</b> Master's /Post Graduate degree in Finance/Business management from premier national/international institute ----- Role 2 <b>Essential:</b> Master's /Post Graduate degree in Finance/Business management from premier national/international institute	Minimum 10 years of work experience in the field of Digital Public Infrastructure viz Digital ID/Payment interface (eg UPI)/Data Exchange platform or Project of similar nature. Experience of working on Government/Regulator projects will be preferred. ----- Minimum 3 years of work experience in the field of Digital Public Infrastructure viz Digital ID/Payment interface (eg UPI)/Data Exchange platform or Project of similar nature. Experience of working on Government/Regulator projects will be preferred

**IC CODE 12:- PROGRAM CONTROL MANAGER**

<u>Qualification</u>	<u>Experience</u>
<b>Essential:</b> Master's in engineering/finance/ MBA (Finance)/ equivalent	5 Years' experience of professional experience with a reputable organization. Good communication and strong Microsoft Office skills. Written and Oral skills are critical; Ability to rapidly write reports and make presentations with clear, concise, and impactful messages is essential.

**IC CODE 13:- PROJECT ASSOCIATE**

<u>Qualification</u>	<u>Post Qualification Experience</u>

<p><b>Essential:</b> CA/ LLB/ MBA (Finance)/ PGDM/PGDBM (Finance)</p>	<p>Min 3 years of post-qualification experience in credit appraisal, credit analysis, pre and post loan sanction activities, loan book management, loan documentation, infrastructure project financing, debt syndication for infrastructure projects</p> <p>Of the above, any experience of working for a Central/State Government client shall be preferred.</p>
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**IC CODE 14:- TOURISM SPECIALIST**

<u>Qualification</u>	<u>Post Qualification Experience</u>
<p><b>Essential:</b> Graduation/Post Graduation /Diploma/Certificate in Tourism, Travel, Hospitality, or related discipline</p>	<p>The candidate must have post qualification experience in working on advisory for Tourism projects /Preparation or Formulation of Tourism policies/ Preparation of Destination Development/ Development of tourism circuit/Feasibility study for tourism project/ Facilitating Govt Agencies towards identifying Investors or Developers for Tourism projects or activities/ Identification and or Implementation of Tourism activities</p> <p><b>Desirable Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in preparation and or implementation of Tourism Policies/Tourism master Plans/Tourism Strategy is preferable.</li> <li>• Experience of working in Project Management Unit for State/Central government will be added advantage.</li> <li>• Experience of working on Tourism Projects under PPP is desirable.</li> </ul>

**Note:**

- i. All qualifications should be recognized by UGC/AICTE/AIU (GOI). Further, in case of qualification acquired from foreign (international) Institute/ University, the same may be treated at par with qualification offered by Indian Institutes/ Universities provided the candidates are able to produce equivalency certificate for such qualification from Competent Authority.

**5. NATIONALITY / CITIZENSHIP**

Applicants must be a Citizen of India.

## **6. SELECTION PROCEDURE**

The Selection would be done by way of Interview. Merely satisfying in eligibility norms does not entitle an applicant to be called for Interview. IPL reserves the right to call only the requisite number of candidates for the Interview after preliminary screening / shortlisting with reference to candidate's qualifications, experience, suitability, business requirement etc.

IPL will call only those candidates who match the requirements of the company for a grade, position as indicated in the application form. An applicant applying in a higher grade shall not make him/her automatically eligible for a grade lower to the one applied for, **Applicant has to apply separately for each IC Code and Grade Code.**

Shortlisted applicants shall be required to attend interview(s) in Delhi or online mode as may be decided by the Company in its absolute discretion. IPL shall not reimburse any expenditure incurred by the applicant for appearing for the said interview(s).

IPL reserves the right to appoint none, one or more IC in any of the aforesaid IC Code.

## **7. PERIOD OF ENGAGEMENT**

Initial engagement will be for a period of two years which may be extended by one year at a time upto a maximum tenure of five years i.e. 2+1+1+1 years for providing high quality services on specific projects as per the requirement of the verticals. However, continuation beyond first and subsequent year would be contingent on a satisfactory annual performance review based on clearly defined key performance indicators or and the requirements of the company.

## **8. NATURE OF ENGAGEMENT**

Engagement will be on a Contractual and Full-Time basis during which the selected candidate is not allowed to take up any appointment/engagement/assignment anywhere else.

## **9. MODE OF SUBMISSION**

Applications as per the given format along with copy of the 1) Detailed Advertisement Notice, 2) Terms and Conditions Sheet given in **Annexure 2** of the Application Form duly signed by the applicant as token of acceptance of the terms & conditions of the process and appointment should be sent by **post** only at the address given below:

**Assistant General Manager – Human Resources**

**IIFCL Projects Ltd**

Plate-A, 5<sup>th</sup> Floor, NBCC Tower, Block – 02

East Kidwai Nagar, New Delhi-110023

All pages of the application should be signed by the applicant and placed in an envelope.

The envelope should be **superscribed with the IC Code, Position, Grade Code, and location.**

Format for Outer label is given at **Annexure 3** of the Application Form.

## **10. SUBMISSION OF APPLICATIONS**

The applications complete in all respects should be reached on or before **29/04/2025** at the address given above. For the candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshadweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territories of Jammu & Kashmir, Ladakh, Lahual and Spiti district of Himachal Pradesh, the last date for receipt of applications will be - **06/05/2025**. Any application received after the last date will not be entertained by IPL.

## **11. GENERAL CONDITIONS**

- i) Any resultant dispute arising out of the advertisement shall be subject to the sole jurisdiction of the courts situated in Delhi only.
- ii) IPL reserves the right to modify/amend/revise/cancel any or all of the provisions of the selection process if need arises, without any further notice & without assigning any reason thereof.
- iii) IPL shall have the right to cancel the process of hiring of IC's at any time without thereby incurring any liabilities to the affected applicant.
- iv) IPL reserves the right to reject any or all applications without assigning any reason(s) thereto.
- v) In case it is detected at any stage of the process that an applicant does not fulfill 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 engagement, his/her services are liable to be terminated without any compensation thereof.
- vi) Candidates found to have engaged in canvassing of any kind may be disqualified.
- vii) The cut-off date for determining eligibility criteria, age limit etc. shall be 31.03.2025.
- viii) Candidates may regularly visit the IPL's website [www.iifclprojects.in](http://www.iifclprojects.in) for any addendum, corrigendum, clarification or updates during the process.



## IIFCL PROJECTS LIMITED (IPL)

(A wholly owned subsidiary of India Infrastructure Finance Company Limited (IIFCL), a 100% Government of India Enterprise.)

Registered Office: 5<sup>th</sup> Floor, Plate A, Office Block 2, NBCC Towers, East Kidwai Nagar, New Delhi-110 023

CIN: U74999DL2012GOI231473

Advt. No. – IPL/HR/2025/02

Date: 09.04.2025

### **DIRECT RECRUITMENT FOR THE POST OF OFFICERS IN GRADE B (MANAGER) AND GRADE A (ASSISTANT MANAGER) AT IIFCL PROJECTS LIMITED (ON REGULAR BASIS)**

IIFCL Projects Limited (IPL), is a wholly owned subsidiary of India Infrastructure Finance Company Limited (IIFCL), a Government of India Enterprise. IPL was established in February 2012, with the main objective of providing Financial & Infrastructure Advisory services to various Central & State Government and its affiliates, Local Bodies and Private Developers. The Company has also been engaged in Capacity Building and Policy Advocacy services. The company caters to the demand for advisory services to projects across the spectrum of infrastructure sector including roads, highways, ports, airports, power including renewable, tourism, urban infrastructure like water supply & sewerage projects, solid waste management etc.

IPL invites applications from eligible Indian citizens for filling up the post of Manager (Grade B) and Assistant Manager (Grade A) through open competition on all India basis.

#### **1. IMPORTANT INSTRUCTIONS TO CANDIDATES**

##### **(i) Candidates to Ensure their Eligibility for the Posts:**

Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. IPL would admit all the candidates applying for the post with the requisite fee/intimation charges (wherever applicable) based on the information furnished in the ONLINE application and shall determine their eligibility only at the stage of interview / joining. If at any stage, it is found that any information furnished in the ONLINE application is false/ incorrect or if according to IPL, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to appear for interview / joining, claim any reimbursement towards travelling and can be removed from service without notice if he/she has already joined IPL.

##### **(ii) Mode of Application:**

Candidates are required to apply ONLINE only through IPL's website [www.iifclprojects.in](http://www.iifclprojects.in) after carefully going through all the instructions contained in this application and general instructions given in this



advertisement. No other means/mode for submission of application is available.

**(iii) Important Dates**

Events	Important Date
<b>Opening of Online Registration Gateway / payment of fees</b>	16.04.2025
<b>Closing of On-line Registration Gateway /payment of fees</b>	14.05.2025
<b>Cut- off date for determining Eligibility Criteria with regard to age</b>	31.03.2025
<b>Cut-off date for determining Eligibility Criteria with regard to educational qualification / Post qualification Experience</b>	31.03.2025
<b>Tentative Date for Online Examination</b>	May/June 2025
<b>Tentative schedule of Interview</b>	May/June 2025
<b>Declaration of Final Result</b>	June/July 2025

**\*Note:** - IPL reserves the right to make changes to the above dates. Candidates are advised to check the official website of IPL for updates regarding above dates

(iv) **Help Facility:** In case of any problem in filling up the form, payment of Fee/Intimation charges, or in downloading of Admit card, queries may be made through the link <https://cgrs.ibps.in>.

(v) **Corrigendum:** Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the IPL's website ([www.iifclprojects.in](http://www.iifclprojects.in)).

**NUMBER OF VACANCIES**

IPL invites applications from eligible candidates for the post mentioned below:

Post	General / Unreserved (GEN/UR)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)\$	TOTAL*
Manager (Grade B)	01	01	01	01	04
Assistant Manager (Grade A)	03	--	---	01	04

**NOTES:**

(a) \*The number of vacancies mentioned above are provisional and can be increased/modified / cancelled within total vacancies, without any intimation, which will be at the sole discretion of IPL.

(b) \$ Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN) / Unreserved (UR)'.

(c) PwBD – Persons with Benchmark Disabilities as defined in the "The Rights of Persons with Disabilities Act, 2016"; A – Visually Impaired (VI) - Blindness and low vision; B - Hearing Impaired (HI) - Deaf and hard of hearing; C - Locomotor Disability (LD) - including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; D - Intellectual Disability (ID) - Autism, Intellectual



Disability, Specific Learning Disability And Mental illness and Multiple Disabilities (MD) – from amongst persons under A to D including deaf-blindness.

PwBD candidates may belong to any category i.e. Unreserved/SC/ST/OBC/EWS. Reservation for PwBD is horizontal and within the overall vacancies for the Post.

PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification, as may be decided by IPL.

- (d) Backlog vacancies, if any, reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available such backlog vacancies would be filled up by interchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities. In case where there is no suitable person with benchmark disability is available for filling up the reserved vacancy, IPL may fill up the vacancy by a person other than a person with benchmark disability.
- (e) Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwBD/EWSs/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits.
- (f) Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided, they must fulfil all the eligibility conditions applicable to unreserved category.

## SERVICE CONDITION / CAREER PROSPECTS

### a) Pay Scale –

#### Grade B: -

Selected Candidates will draw a starting basic pay of Rs. 55200/- p.m. in the pay scale of Rs. 55200 - 2850 (9) - 80850 - EB -2850 (2) - 86550 - 3300 (4) - 99750 (16 Years) applicable to Officers in Grade A and they will also be eligible for Dearness Allowance, Grade Allowance, Local Allowance, House Rent Allowance, Family allowance, Special Allowance etc. as per rules in force from time to time. The House Rent Allowance (HRA) of 15% of Basic Pay will be paid, if lease facility is not availed. Further, candidates selected for the post will be governed by 'the defined contribution New Pension Scheme (NPS)', or such other scheme as notified by Government of India from time to time.

#### Grade A: -

Selected Candidates will draw a starting basic pay of Rs. 44500/- p.m. in the pay scale of Rs. 44500 -



2500 (4) - 54500 -2850 (7) - 74450 - EB -2850 (4) - 85850 - 3300 (1) - 89150 (17 Years) applicable to Officers in Grade A and they will also be eligible for Dearness Allowance, Grade Allowance, Local Allowance, House Rent Allowance, Family allowance, Special Allowance etc. as per rules in force from time to time. The House Rent Allowance (HRA) of 15% of Basic Pay will be paid, if lease facility is not availed. Further, candidates selected for the post will be governed by 'the defined contribution New Pension Scheme (NPS)', or such other scheme as notified by Government of India from time to time.

- b) **Allowances and Perquisites(Grade B & A):** Besides Gross Salary as per the pay scale given above, the post indicated above shall carry other facilities like Leased accommodation facility (in lieu of HRA), Gratuity, leave fare concession, leave encashment, Reimbursement of medical expenses, meal card, mobile, residential telephone, newspaper, eye refraction, household expenses, mobile handset charges, children education, book grant, briefcase, allowance for furnishing the residence, interest free Festival Advance of up to one month's gross emoluments, Loans and Advances at concessional rates for car, housing, travel, personal computer/tablets etc. and other loans as per IPL Staff Service Regulations & Rules of the Company amended from time to time.

The approximate cost for the company Manager Grade 'B') and Assistant Manager (Grade 'A') is Rs. 23.5 lakhs approx and 19 lakhs approx respectively.

- c) **Increment (Grade B & A):** Candidates possessing JAIIB/CAIIB/professional qualification may be given additional one/two increments in the pay scale stated above / as per company's policy. The management may consider granting further maximum two increments in the scale of pay fixed for the Grade in which the appointment is proposed to be made, in the case of deserving candidates. Management reserves the right with reference to grant of additional increments on the above two counts.
- d) **Probation and posting / transfer (Grade B & A) -** The selected candidates would be on probation for a period of 2 years which is extendable up to maximum 4 years at the discretion of IPL. The selected candidates will be liable to be posted / transferred at discretion of IPL to any office / verticals / clients location / subsidiaries of IPL anywhere in India, as per discretion and requirement of IPL, from time to time and on such terms and conditions as may be decided by IPL. Therefore, only candidates willing to serve anywhere in India should apply.



**ELIGIBILITY CRITERIA:**

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. at the time of interview and any subsequent stage of the recruitment process as required by the IPL. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for the Post, appearing for and being shortlisted in the online examination and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in the IPL. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

**1. NATIONALITY / CITIZENSHIP**

Candidate must be citizen of India.

**2. AGE LIMIT (As on March 31, 2025)**

i) Grade B :-

Candidates must not have attained the age of 40 years on March 31, 2025.

ii) Grade A :-

Candidates must not have attained the age of 30 years on March 31, 2025.

iii) **RESERVATIONS / RELAXATIONS / CONCESSIONS**

Reservations / Relaxations / Concessions would be given to SCs/STs/OBCs (Non-Creamy Layer)/EWSs/ Person with Benchmark Disability (PwBD)/Ex-Servicemen candidates as per guidelines issued by Govt. of India from time to time.

**Relaxation in upper age limit would be available as under:-**

S.No.	Category of Candidate	Age Relaxation
1.	Scheduled Caste (SC) / Scheduled Tribe (ST)	5 Years
2.	Other Backward Classes (OBCs) - Non- Creamy Layer	3 Years
3.	Persons with Disabilities (PwBD) – Unreserved / EWS Candidates) <i>Persons with Benchmark Disabilities (PwBD) as defined under “The Rights of Persons with Disabilities Act, 2016”.</i>	10 Years
	PwBD (OBC Candidates)	13 Years
	PwBD (SC/ST Candidates)	15 Years



<b>4.</b>	Ex-Servicemen (as per the provisions of Ex-Servicemen (Re - employment in Central Civil Services and Posts Rules, 1979, as amended from time to time) Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who 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 one year from the cut-off date of February 28, 2025) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment. In the case of ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on February 28, 2025 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.	<b>5 Years</b>
<b>5.</b>	Employees of IPL shall also be eligible to apply for the advertised post subject to their fulfilling the eligibility criteria	<b>By 5 years</b>

**NOTE:**

- (a) An ex-serviceman who has once joined a Govt. job on the civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his ex-servicemen status for the purpose of re-employment in Govt. ceases.
- (b) There is no reservation for Ex-Servicemen in Officers' cadre.
- (c) The age relaxation of 5 years applicable to eligible employees of IPL shall be over and above the age relaxation already provided to their respective category i.e. SC/ST/OBC/PwBD.
- (d) Relaxation in upper age is allowed on cumulative basis as per Govt. Guidelines.
- (e) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by IPL. Caste / Category Certificate shall be issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PWBD category candidates.
- (f) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General / Unreserved in the online application form. The candidate should possess a valid OBC certificate with a non-creamy layer clause

**3. MINIMUM EDUCATIONAL / PROFESSIONAL QUALIFICATION AND POST**



**QUALIFICATION WORK EXPERIENCE (AS ON MARCH 31, 2025)**

S No	Post	Tentative No of Posts	Essential Minimum Educational/ Professional Qualification	Minimum Post-Qualification Experience
1.	Manager (Grade 'B')	4	Post- Graduate/Graduate in any discipline /MBA /PGDBM/B.Tech/Chartered Accountant (CA)/Cost Accountant (CWA)/LLB	2 years in Financial Advisory/PPP structuring/ Contract Management/Public Procurement/Syndication/ Project Finance/ Project Management/ Project Appraisal/ Bid Process Management/ Corporate Strategy/Legal Advisory/ Policy Advocacy/Credit Rating/Fund Raising/ Risk Analysis/ Technical Report Writing/ DPR in financial sector/ Banks/ Financial Institutions/ PSUs/ reputed corporates and overall experience of minimum 7 years.
2.	Assistant Manager (Grade 'A')	4	Post- Graduate/Graduate in any discipline /MBA /PGDBM/B.Tech/Chartered Accountant (CA)/Cost Accountant (CWA)/LLB	Minimum post qualification experience of 2 years in Finance Institution or commercial Bank  OR Minimum post qualification experience of 2 years in Financial Advisory/PPP structuring/ Contract Management/Public Procurement/ Syndication/ Project Finance/ Project Management/ Project Appraisal/ Bid Process Management/ Corporate Strategy/Legal Advisory/ Policy Advocacy/Credit Rating/Fund Raising/ Risk Analysis/ Technical Report Writing/ DPR in financial sector/ Financial Institutions/PSUs
<b>TOTAL</b>		<b>8</b>		

(a) At Graduation Level, any such course that is taken after Class XII and is at least having 3 years' duration / candidates possessing professional or technical qualifications which are recognized by the Government as equivalent to professional or technical graduation will be eligible.

(b) Wherever Post Graduation / Master's Degree / Diploma is mentioned as criteria for educational



qualification, the course should be at least of 2 years' duration.

- (c) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by UGC / AICTE / Govt. / approved by Govt. Regulatory Bodies.
- (d) The candidate must possess a valid Mark-sheet / Degree Certificate that he/she is a Graduate / Postgraduate, as applicable on the day he / she registers and indicates the percentage of marks obtained in Graduation while registering online. Candidates whose results are awaited are not eligible to apply.
- (e) Candidates should possess excellent communication skills, analytical skills and drafting skills and should be proficient in the use of computers and information technology.
- (f) The vacancies mentioned against each post will be filled based on the requirements of IPL and the suitability of the Applicants. IPL reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience. Further, the management reserves the right to vary the no. of vacancies overall.
- (g) A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications, only the latest valid (completed) application will be retained, and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- (h) The post qualification experience will only be considered to determine the minimum experience.
- (i) In case a certificate of degree/diploma does not specify the field of specialization, the candidate will have to produce a certificate from the concerned university / college specifically mentioning the specialization.
- (j) In case where experience in a specific field is required, the relevant experience certificate must contain particularly that the candidate had experience in that specific field.
- (k) The above are suggested number of vacancies which may be increased or decreased at the sole discretion of IIFCL Projects Limited at any time.

#### **SELECTION PROCEDURE (Grade B & A)**

Selection for the aforementioned posts will be done through ONLINE Examination (Phase – I) and Interview – Technical and Behavioural (Phase II).

#### **Phase I - Online Examination (Objective Type)**

This will comprise a single Paper for 200 marks. Depending on the number of candidates, the examination may be held in multiple shifts and on some other days also. A candidate, however, must appear for examination in only one shift on the given day. The date, time and venue on which a candidate has to appear for the examination will be specified in the Admission Letter (AL) to be downloaded by the candidate from our website ([www.iifclprojects.in](http://www.iifclprojects.in)).



Structure of Written Examination will be as follows:

Test	Section of test	Type	No. of Questions	Max. Marks	Time
I	Reasoning	Objective	25	25	60 Minutes
	Quantitative Aptitude	Objective	25	25	
	English Language	Objective	25	25	
	Current Affairs related to Financial Sector	Objective	25	25	
	<b>Total (Test I)</b>		<b>100</b>	<b>100</b>	
II	<b>Domain Knowledge*</b> <ul style="list-style-type: none"> <li>• Project Finance</li> <li>• Corporate Banking, Treasury</li> <li>• General Management</li> <li>• Risk Management</li> <li>• Corporate Governance in Banking Sector</li> <li>• Accounting and Taxation</li> <li>• Indian Economy</li> <li>• Financial / Banking System in India – Structure and concerns, Financial Institutions.</li> <li>• Project appraisal, Syndication, Transaction Advisory, and Infrastructure Consultancy Services.</li> <li>• Latest RBI/SEBI Circulars, Guidelines on NBFCs, Project Finance, NPA etc. Annual reports of RBI, SEBI, IIFCL Projects Limited etc.</li> </ul>	Objective	50	100	60 Minutes
	<b>Grand Total (Test I + Test II)</b>		<b>150</b>	<b>200</b>	

**NOTE: \*the syllabus is indicative and not exhaustive. The syllabus should not be considered as the only source of information while preparing for the examination. Keeping in view the nature of examination, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the examination should also prepare themselves for answering questions that may be asked on the current/latest developments/Acts taking place under the subject(s) although those topics may not have been specifically included in the syllabus.**

A total time of 120 minutes will be given for answering. However, separate time will be allotted for each test (I and II). Other detailed information regarding the examination will be given in an Information



Handout, which will be made available for the candidates to download along with the admission letter for examination from the IPL's website.

The questions in Test I are of 1 mark each, whereas questions in Test II will be of 2 marks each. There shall be negative marking ( $1/4^{\text{th}}$  of marks assigned to the question) for Phase I (Online Examination).

Candidates have to secure minimum marks in aggregate, as may be prescribed by IPL. However, IPL reserves the right to waive / modify the minimum qualifying marks without any prior intimation.

### **Phase II - Interview (Technical and Behavioural)**

Candidates will be shortlisted for the interview, based on marks obtained in Phase-I (Written Examination). The minimum aggregate cut off marks for being shortlisted for Interview will be decided by IPL in relation to the number of vacancies. Further, the number of candidates to be called for interviews will be decided by IPL. Roll No. and/or name of the candidates shortlisted for interviews will be published on IPL's website.

Interview will be of 100 marks. Candidate may opt for interview either in Hindi or English.

Final Selection will be through merit list which will be prepared by adding marks secured by candidates in Written Examination (Phase I) and Interview (Phase II) as applicable as per extant rules.

### **NOTE:**

- IPL may decide to conduct Group Discussion, the Psychometric test etc. as an additional tool to assess the suitability of the candidates.
- The weightage of Online Examination (Phase I) and Interview (Phase II) will be 40:60, respectively. Final Selection will be through merit list which will be prepared by adding marks secured by candidates in Online Examination and Interview. A candidate should qualify both in the online examination and interview and be sufficiently high in the merit to make into the Final selection list
- IPL reserves the right to draw wait lists of candidates and consider such wait listed candidate(s) for meeting actual requirement. Offer / Appointment Letters could be issued in phases as per the requirement of IPL.
- IPL reserves the right to modify the selection procedure and / or structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the e-Call Letters from the official website of IPL ([www.iifclprojects.in](http://www.iifclprojects.in))
- Merely satisfying eligibility norms do not entitle a candidate to be called for the selection process The Selection would be done by way of Preliminary Screening, written examination, Technical / behavioural interview. IPL reserves the right to call only the requisite number of candidates for the written examination and interview only after preliminary screening / short listing with reference to candidate's qualifications, experience, suitability, etc. The decision of IPL shall be final and binding.
- Candidates are to apply online at the link on website of IPL.
- Candidates to ensure that the data they have filled regarding work experience, age, education qualification etc. is correct. In case it is found that any such data provided is incorrect, candidature is liable to be cancelled and no representation in this regard would be entertained. The candidates would



be screened based on their eligibility for the post.

**Online Examination:**

Online examination (Phase I) will be conducted in various cities across India. The tentative list of Examination centres for the Online Examination is given below:

Sr. No.	Name of the Centres	Sr. No.	Name of the Centres
1.	Ahmedabad/ Gandhinagar	12.	Kolkata/Greater Kolkata
2.	Bengaluru	13.	Lucknow
3.	Bhopal	14.	Mumbai/Navi Mumbai/Thane/Greater Mumbai/MMR region
4.	Bhubaneswar	15.	Nagpur
5.	Chandigarh/Mohali	16.	New Delhi – NCR
6.	Chennai	17.	Patna
7.	Dehradun	18.	Raipur
8.	Guwahati	19.	Ranchi
9.	Hyderabad	20.	Thiruvananthapuram
10.	Jaipur	21.	Visakhapatnam
11.	Jammu		

**Notes:**

- (i) IPL reserves the right to cancel any of the centres and/ or add some other centres depending upon the response, administrative feasibility etc. IPL also reserves the right to allot the candidate to any Centre other than the one he/she has opted for.
- (ii) Candidates have to indicate their preferred Centre for online examinations in the online application form.
- (iii) The examination will be conducted online in venues given in the respective call letters. Kindly check your Centre for the examination as the same may have been changed due to official convenience.
- (iv) No request for a change of Centre/venue/date/session for Examination shall be entertained.
- (v) If sufficient number of candidates does not opt for a particular Centre for Online examination OR if the number of candidates is more than the capacity available for online exam for a Centre, IPL reserves the right to allot any other Centre to the candidate.
- (vi) The candidate will appear for the examination at an Examination Centre at his/her own risks and expenses whatsoever, shall not be entertained by the company. IPL shall also not be responsible for any injury or losses etc. of any nature to the candidate.
- (vii) Choice of Centre once exercised by the candidate will be final.
- (viii) Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by IBPS.

If sufficient number of candidates do not opt for a particular Centre for the “Online” examination, IPL



reserves the right to allot any other adjacent Centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a Centre, IPL reserves the right to allot any other Centre to the candidates.

If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less, or some technical disruption takes place at any Centre or for any candidate.

### **Guidelines related to Call Letter/ Documents/ Examination Centre etc.:**

Candidates who have been shortlisted in the Online Examination will subsequently be called for an Interview. Interviews would be held at the IPL office located at New Delhi. However, IPL reserves the right to cancel any of the Examination/Interview Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. IPL also reserves the right to allot the candidate to any Centre other than the one he/she has opted for.

(i) The details regarding the time date and address of the venue of the Pre – Recruitment Training / Online Examination(s) / Interview (as applicable) to the shortlisted eligible candidates will be intimated through Call Letters / E-mail / SMS. The intimation of online download of Call Letters will be sent to candidates at the appropriate time. Candidates are required to download their Online Examination(s)/ interview (as applicable) call letters from the IPL's website ([www.iifclprojects.in](http://www.iifclprojects.in)). No separate communication, i.e. either by post or otherwise would be issued to the candidates. Other instructions, if any, in this regard would also be displayed on the website. Candidates will not be allowed to appear/ attend for the Pre-Recruitment Training / Online Examination / Interview (as applicable) without the Call letter. Candidates are, therefore, advised to visit IPL's website at regular intervals for information regarding date of the online examination.

(ii) The Centre, address of the venue, time & date of Online Examination / Interview (as applicable) will be informed to the shortlisted candidates in the call letter. Please note that any request regarding change in date, Centre etc. of Online Examination / interview (as applicable) will not be entertained. However, IPL reserves the right to change the date/ venue/ time/ Centre etc. of Online Examination(s)/ interview (as applicable) or hold supplementary process for particular date/ session/venue /Centre/set of candidates at its discretion, under unforeseen circumstances, if any.

(iii) While appearing for the Online Examination / Interview (as applicable), the candidate should produce valid prescribed documents as mentioned in the advertisement. In the absence of documents candidature of the candidates shall be cancelled. IPL takes no responsibility to receive/ connect any certificate/remittance/ document sent separately.

### **PRE-RECRUITMENT TRAINING (PRT)**

As per GoI guidelines, Pre-recruitment training (PRT) would be conducted for SC/ST/OBC(NCL)/PwBD candidates. Accordingly, PRT would be arranged by IPL for willing SC/ST/OBC(NCL)/PwBD candidates (only for those who have successfully cleared Phase I) free of cost in online mode. Candidates who desire



to avail of the training programme may indicate their willingness while filling the online application form. Any subsequent request shall not be entertained. Further, no other mode of request shall be entertained.

Please note that undergoing the training will not confer any right to the candidate to be called for the Examination or for recruitment in IPL's services.

Please also note that, by merely attending the PRT no candidate acquires any right to be selected.

**LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE):**

The following documents **in original and self-attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.

- (i) Printout of the valid Interview Call Letter.
- (ii) Valid system generated printout of the online application form registered.
- (iii) Duly authenticated Exam call letter (with authenticated copy of ID proof). Candidates who do not bring the authenticated/ stamped call letter of examination and authenticated/ stamped photocopy of ID proof at the time of Interview will not be allowed to appear for the Interview.
- (iv) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB).
- (v) Photo Identify Proof as indicated in Sr. No (xiv) below of the advertisement.
- (vi) Proof of permanent address as indicated in Sr. No (xv) below of the advertisement
- (vii) Marksheets and certificates/degree for Graduation or Post-graduation etc. Proper document from University/ Institute for having declared the result on or before February 28,2025 has to be submitted.
- (viii) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC / EWS category candidates.
- (ix) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to Creamy Layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-Creamy Layer clause should be issued during the current Financial Year (FY). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. At the time of interview, OBC candidates should bring the caste certificate containing the Non-Creamy Layer clause issued during that Financial Year 2024-25. Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General / Unreserved in the online application form.

**Note:** For OBC applicants, only the castes/ sub-castes figuring in the Central List will be considered. Accordingly, OBC Caste/Sub-caste figuring in the concerned State list but not in Central List (Govt. of India) will not be considered under OBC category.



- (x) Disability certificate in the prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category. If the candidate has used the services of a Scribe at the time of online exam the duly filled in details of the scribe in the prescribed format.
- (xi) Income and Asset Certificate issued by the Competent Authority in the prescribed format as stipulated by Government of India in case of EWS category. At the time of interview, EWS candidate should bring Income and Asset Certificate during that Financial Year 2024-25 on the basis of gross annual income of Financial Year 2023-24 in the format prescribed by Government of India. Candidates may please note that they should be in possession of “Income and Assets Certificate” as mentioned above issued on or after 01.04.2024 and before the date of document verification at the time of interview. No request for extension of time for production of ‘Income and Asset Certificate’ beyond the date of interview shall be entertained.
- (xii) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
- (xiii) Candidates serving in Government/quasi govt. offices/Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a “No Objection Certificate” from their respective employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- (xiv) Experience certificates, if any: Experience certificate / Relieving letter or Experience certificate cum relieving letter from the previous and / or current employers clearly indicating the Date of Joining and Date of Relieving, Designation, place of posting, details of experience etc. for each of the previous employment (s). In case the same is not mentioned in either the experience certificate or Relieving letter, a bonafide experience certificate is required mentioning the experience of the candidate along with the duration with exact dates, full name, full address and telephone numbers of employers designation held with Department, nature of duties handled / Job Profile etc. Any adverse remark from the previous employer (s) or any act of misconduct / wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.
- (xv) Integrity Certificate from present/last employer.
- (xvi) For candidates serving in Govt./PSUs/Autonomous institutions/other Govt. bodies: Vigilance clearance including certification that no disciplinary proceedings/ criminal proceedings are either pending or contemplated against the applicant from present/last employer.

Or

Other candidates: A self-affidavit duly notarized confirming that no disciplinary proceedings/criminal proceedings are either pending or contemplated against the applicant from present/last employer.

- (xvii) Any other relevant documents in support of eligibility.

**Notes:** - Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant Eligibility documents as mentioned above. Non-production of relevant eligibility documents at the time of the interview shall make the candidate ineligible for further processes of recruitment.



No documents shall be directly sent to IPL/IBPS by candidates before or after the interview.

The Competent Authority for the issue of the certificate to SC/ST/OBC/PwBD/EWS is as notified by Government of India) from time to time. Candidates belonging to SC/ST/OBC/PwBD/EWS categories have to submit certificates in support of it at the time of interview.

Candidates to submit certificates in support of SC/ST/OBC/PwBD/EWS/Ex-Servicemen categories in the format prescribed by Government of India at the time of interview etc. Certificates of SC/ST/OBC/PwBD/EWS/Ex-Servicemen categories in format other than prescribed by Government of India shall be rejected.

(xviii) **Identity Proof:** (at time of examination) In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar/ E-Aadhar card with a photograph/ Employee ID/Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If the identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.

1. Ration Card and Learner's Driving License will not be accepted as valid id proof for this process.
2. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

(xix) **Proof of Permanent Address** (required at time of interview only): (i) Telephone bill (ii) Bank account statement (iii) Letter from any recognized Public Authority (iv) Electricity bill (v) Ration card (vi) Letter from employer (subject to satisfaction of IPL) (vii) A rent agreement indicating the address of the candidate duly registered with State Government or similar registration authority (any one document which provides information to the satisfaction of IPL will suffice). Whereas the ID proof also contains permanent address, separate proof of permanent address is not required

**Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview.**

#### **HOW TO APPLY (Grade B & A)**

Candidates can apply online only from IPL's website and no other mode of application will be accepted.



## IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) **Scan their :**

- Photograph (4.5cm × 3.5cm)
- Signature (with black ink)
- Left thumb impression (on white paper with black or blue ink)
- A hand written declaration (on a white paper with black ink) (text given below)  
Ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the handwritten declaration is as follows –

*“I, \_\_\_\_\_(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid and subject to satisfactory document verification by IPL. I will present the supporting documents as and when required. If at any stage of the selection process it is found that I do not satisfy any of the conditions for the post, my candidature is liable to be cancelled and no further queries will be entertained by IPL in this regard and IPL shall not be liable in any way whatsoever.”*

(v) The above-mentioned handwritten declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. IPL may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

## PROCEDURE FOR APPLYING ONLINE

### A. APPLICATION REGISTRATION:

1. Candidates to go to the IPL’s website [www.iifcprojects.in](http://www.iifcprojects.in) - click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.



3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded, and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on the 'Submit' button.

## B. PAYMENT OF FEES

Candidates will have to pay an application fee as follows:

Category	Fee	Remarks
SC/ST/ PwBD	Rs. 100/-	Intimation Charges
Others (including UR/EWS/OBC)	Rs. 600/-	Examination Fee and Intimation Charges

**Note: Application once made will not be allowed to be withdrawn. Application Fee once paid will NOT BE refunded under any circumstances nor can it be held in reserve for any other examination/interview or selection. The Application Fee shall also NOT BE refunded in case the application is rejected / not considered by IPL.**

**Transaction charge, if applicable, shall be borne by the candidate. GST applicable on the Application Fee/ Intimation Charges shall be borne by the candidates. Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected. Fee are required to be paid only in the manner prescribed in this advertisement.**

## ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be



completed by following the instructions.

2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
8. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. **There is facility to print application form containing fee details after payment of fees.**

**To avoid last minute rush, candidates are advised to pay the application fees and register online at the earliest.**

### **C. Guidelines for Scanning and Upload of Documents**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the handwritten declaration as per the specifications given below.

#### **Photograph Image: (4.5cm × 3.5cm)**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than



50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

### **Photograph Capture:**

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

#### Do’s and Don’ts of Photo Capture

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don’ts:

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

### **Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with a Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb. Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature left thumb impression and the handwritten declaration should be of the applicant and not by any other person.



- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.

#### Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

#### Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / handwritten declaration"
- Browse and select the location where the Scanned Photograph / signature / left thumb impression / handwritten declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and handwritten declaration as specified.

#### Note:

- (1) **In case the face in the photograph or signature or left thumb impression or the handwritten declaration is unclear / smudged the candidate's application may be rejected.**
- (2) **After uploading the Photograph / signature / left thumb impression / handwritten declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the handwritten declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the handwritten declaration, prior to submitting the form.**
- (3) **Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not**



uploaded properly, candidate will not be allowed to appear for the exam.

- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

#### **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by IPL
  - (c) for termination of service, if he/ she has already joined the Company.

#### **Use of MOBILE PHONES and other electronic devices BANNED:**

- i. The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination/ interview is strictly prohibited. Any infringement of these instructions shall entail disciplinary action, including ban from future examinations.
- ii. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.



- iii. Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safekeeping of the same cannot be assured. IPL will not be responsible for any loss in this regard.
- iv. Use of calculators is not permitted in Phase I Examination

#### **SPECIFIC CONDITIONS (GRADE B & A):**

- 1) Appointment shall be subject to Service and Conduct Rules of IPL.
- 2) 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 in writing. During the period of first 11 months, only Casual Leave as may be due may be permitted to avail. Leave of any other kind availed will have the effect of extending probation period by the period of such leave availed.
- 3) 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, and completion of all other pre-recruitment formalities to the complete satisfaction of IPL.

#### **GENERAL GUIDELINES (GRADE B & A)**

- 1) Candidate who is eligible and desires to apply for the post should submit an ON-LINE application with requisite fee/ intimation charges (wherever applicable). No other means/mode of application will be accepted.
- 2) Candidates should satisfy themselves about their eligibility for the post applied for. Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/EWS/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. At the time of the interview, they should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits. Candidates not in possession of requisite certificate at the time of interview will not be allowed to appear in interview. SC/ST/OBC(NCL) candidates belonging to states where caste certificate issued by the Competent Authority is valid only.
- 3) Before filling in the application form, the candidates must ensure that they fulfil all the eligibility criteria with respect to age, educational qualification, work experience etc. **as on February 28, 2025** 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.
- 4) 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, interview, assessment, prescribing minimum qualifying standards in both the Examination and Interview, in relation to number of vacancies, communication of the result and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal



enquiries shall be entertained by IPL in this regard.

- 5) 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.
- 6) IPL reserves the right to raise/ relax the minimum eligibility standard, etc., in order to restrict the number of candidates to be called for interview to commensurate with the number of vacancies. No separate communication / notification shall be issued in this regard.
- 7) Printout of the online application form and any other document (in original or copy thereof) SHOULD NOT BE SENT to IPL.
- 8) IPL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any other reason.
- 9) Any request for change of address / change of centre for written examination and / or interview shall not be entertained.
- 10) IPL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IPL shall be final.
- 11) IPL has the right to reject/cancel, entirely or partially, the selection process/advertisement at any stage without assigning any reason and the decision of IPL shall be final in this regard.
- 12) Application once made will not be allowed to be withdrawn and the Application cum processing fee/ postal charges once paid will NOT BE refunded on any account nor would be held in reserve for any future examination or selection.
- 13) Sufficient copies of the recent passport size, colour photograph (without dark glasses) which is pasted on the 'ONLINE' call letter, should be retained for subsequent recruitment formalities. Candidates are advised not to change their appearance till the entire recruitment process is over. Failure to produce the same photograph subsequently may lead to disqualification
- 14) The candidates will have to appear/ attend for the Pre-Recruitment Training / Online examination / Personal Interview at their own cost and risk. IPL shall not be responsible for any injury / loss etc. of any nature to any candidate.
- 15) Candidates will have to appear for the interview (as applicable) at their own expense. However, eligible outstation SC/ST/Persons with Disabilities category candidates called for interview will be reimbursed to and fro IIIrd AC rail ticket (mail/express only) or bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). Request for local conveyance will not be entertained. A candidate, if found ineligible for appearing in interview will not



be reimbursed for any travel fare. No reimbursement will be made for non-submission or late submission, after the date of the interview. In case a candidate travels by higher mode of travel, the reimbursement will be as per IIIrd AC rail fare of mail express train only.

- 16) At the time of interview, the candidate will be required to provide details regarding criminal cases(s), vigilance cases pending against him/ her, if any. IPL may also conduct independent verification, inter alia, including verification of police records etc. IPL reserves the right to deny the selection/appointment depending upon such disclosures and/ or independent verification.
- 17) For currently employed Govt. / Public Sector / Autonomous Bodies employees, candidates have to produce “**No Objection Certificate**” from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview.
- 18) Selected Candidates, who are already in service of Government / Quasi –Government organizations, Public Sector Banks / Undertakings as well as private organisations must produce a ‘**proper relieving letter / discharge certificate in original**’ from their present Employer at the time of reporting for duty, failing which they shall not be allowed to report for duty. Therefore, candidates, who are already in service of Government/Quasi -Government organizations, Public Sector Banks / Undertakings, may like to obtain prior permission / No objection certificate from their present employer before applying in IPL as per rules / regulations of their present employers in this regard.
- 19) Any notice/communication meant for the candidates displayed on the IPL’s website or sent by Registered/Speed Posts or conveyed to the email id mentioned in the application at the time of registration with IPL, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.
- 20) In case of any corrigendum issued on the above advertisement and further announcements, it will be published only on IPL’s website ([www.iifclprojects.in](http://www.iifclprojects.in)).
- 21) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at New Delhi.
- 22) Canvassing in any form will lead to disqualification.
- 23) Any changes /modifications/notices with reference to this recruitment advertisement will be placed on the Company’s website only. Candidates applying for the post are advised to visit the website ([www.iifclprojects.in](http://www.iifclprojects.in)) regularly for updates.

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