



IFCI VENTURE CAPITAL FUNDS LIMITED
(A Subsidiary of IFCI Ltd.)
(A Government of India Undertaking)

Registered Office: IFCI Tower, 61 Nehru Place
New Delhi -110019
Tel: 011-41732000/41732583/41732516
Email: recruitment2019@ifciventure.com
Website: www.ifciventure.com

CIN: U65993DL1988GOI030284

RECRUITMENT OF OFFICER(S) IN LEGAL AND FINANCE & ACCOUNTS DEPTT.

Advertisement No.: IVCF/HR/2019/01

Detailed Advertisement

IFCI Venture Capital Funds Ltd. (registered with RBI as NBFC-NDSI) was established in 1975 with a view to widen the entrepreneurial base by providing startup capital for setting up Green Field projects. IFCI Venture, apart from managing PE/VC Funds is also engaged in corporate lending activity and has provided funding to over 500 entrepreneurs.

I. The scale of pay and specifications of the post are given below:

S. No.	Designation/ Post	No. of Vacancies	Qualifications, Experience Required and Age
01	Assistant Manager (Accounts)	01 (UR)	<p>Qualifications:</p> <ul style="list-style-type: none">• Essential qualifications- Chartered Accountant• Additional requirement - experience in preparing financials as per IND AS <p>Experience required:</p> <ul style="list-style-type: none">• A minimum post qualification work experience of at least 1 year• Knowledge of direct, indirect tax, regulatory policies and guidelines for financial sector and other statutory compliances like TDS, GST, IT filings./ RBI returns.• Knowledge of IND-AS provisions and applicability.• Good understanding of General Ledger accounting on Tally and ERP• Coordinating with the statutory auditors and other internal/ CAG auditors for the purpose of audit.• Preparation of Related party reco and Bank reconciliations.• Manage petty cash transactions.• Experience in resource raising, treasury management• NBFC work experience will be an added advantage• Result oriented, strategic thinker and planner and willing to take up new challenges <p>Age: Maximum Age : 30 years</p>
02	Assistant Manager (Legal)	01 (UR)	<p>Qualifications:</p> <ul style="list-style-type: none">• Essential qualifications- LLB <p>Experience required:</p> <ul style="list-style-type: none">• Post qualification work experience of minimum one year.• Drafting, scrutinizing and vetting of legal documents.• Co-ordination with external advocates and statutory authorities.• Prepare legal reports and case status on monthly basis for the management.• Good understanding and knowledge of Banking/SRFA&ESI/Companies Act and other laws.

			<ul style="list-style-type: none"> • Good communication and drafting skills. • Ensure statutory and legal compliance pertaining to organization. Age: <ul style="list-style-type: none"> • Maximum Age : 30 years
03	Manager (Legal)	01 (UR)	Qualifications: <ul style="list-style-type: none"> • Essential qualifications- LLB Experience required: <ul style="list-style-type: none"> • Post qualification work experience of minimum four years. • Drafting, vetting and finalization of notices, reply to notices, legal documents, interalia, affidavits, MOU's, Deed of Guarantee, Security Documents, execution of loan documents/Agreements. • Recovery from stressed and NPA cases through courts including Civil Court/ DRT/ HC/ SARFAESI Act etc/NI Act/Other Legal Routes etc. • Should have handled cases before Debt Recovery Tribunal, High Court, District Court and other statutory authorities. Candidates should have strong knowledge and experience about legal matters pertaining to Banks/ FIs. • Providing legal opinion to the other department and management on the matters pertaining to organization. • Co-ordination with external advocates and statutory authorities. • Knowledge of statutory legal compliances and reports, etc. • Preferably knowledge of Private equity/ venture capital funds etc. Age: Maximum Age : 35 years

Note:-

1. The vacancies of Persons with Disability (PwD) shall be filled- up against respective categories.
2. Abbreviations: UR- Unreserved.

II. Compensation: The selected candidate would be placed in the scale of pay as under:

Designation	Scale of Pay (Rs.) (under revision)
Manager	21000-1000(9)-30000-EB-1000(2)-32000-1100(4)-36400 (16 years) plus Facilities / benefits prevailing in IFCI Venture from time to time.
Assistant Manager	17100-1000(11)-28100-EB-1000(4)-32100-1100(1)-33200(17 years) plus facilities/ benefits offered by IFCI Venture from time to time.

Initial pay will be fixed as per extant rules in IFCI Venture. In addition, benefits like Dearness Allowance, HRA, Gratuity, PF, Mobile Phone Expenses, Medical Reimbursement, Leave Fare Concession, House Building Advance and other Loans & Advances etc. would be admissible as per Company Rules.

III. Relaxations / Concessions :

1. Relaxations for SC/ST/ OBC (NCL-Non Creamy Layer)/ PwD/ Ex-servicemen/ J&K domicile category will be as per Govt. of India guidelines.
2. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the Competent Authority, in support of their claim.
3. Persons with Disability (PwD) will be person with 40% or more disabilities as prescribed under Government of India guidelines.
4. If the SC/ST/OBC/PwD certificate has been issued in a language other than English / Hindi, then the candidates will be required to submit a self certified translated copy of the same in either English or Hindi.

IV. General Conditions:

1. Non-submission of on-line application will not be entertained.
2. Post qualification experience means the applicant should have working experience for the specified period after acquiring the prescribed educational/professional qualifications from a recognized and approved institution in India by AICTE / UGC / appropriate statutory authority.
3. Employees working in Central or State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs/PSUs/PSEs may submit an advance copy of online application without the documents mentioned below. In case the applicant is shortlisted for interview, following information about the applicant should reach at the address given below prior to the interview:
 - i. No Objection Certificate (NOC) from the current employer stating that <Company Name> has no
 - ii. objection in his/her applying for the post of <Name of Post applied for> in IFCI Venture Capital Funds Ltd and if selected for an appointment to the post applied for by him/her, will be allowed to join his/her new assignment.
 - iii. Certificate that the applicant is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
 - iv. Certificate of Integrity stating that "The Integrity of <Applicant Name> is beyond doubt".

The address where the documents should be dispatched is given below:

Ms. Poonam Garg
General Manager
IFCI Venture Capital Funds Limited
IFCI Tower, 61 Nehru Place
New Delhi – 110019

4. Incomplete applications will be summarily rejected.
5. Computation of age shall be done considering **March 31, 2019** as the cut-off date.
6. All Computations of minimum experience requirement / qualification shall be done considering **March 31, 2019** as the cut-off date. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
7. 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. IFCI Venture at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.
8. The total number of projected vacancies indicated in this advertisement may increase / decrease / be cancelled at the discretion of IFCI Venture, if need so arises, without any further notice and without assigning any reason thereof.
9. Positions are advertised for IFCI Venture. However, the posting can be at any office of IFCI Venture/ IFCI Ltd. at the sole discretion of the management.
10. Only Indian Nationals are eligible to apply. While applying for any post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates 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 fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will 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.
11. E-mail Id/ phone number/present address given in the application should be valid and functional for at least 6 months from the date of submission of application.

12. IFCI Venture reserves the right to restrict the number of shortlisted candidates for interview on the basis of qualifications and experience higher than the minimum prescribed.
13. Canvassing in any form will disqualify candidate(s).
14. IFCI Venture reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.
15. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or any application in response thereto can be instituted only in Delhi and courts/tribunals/forums in Delhi only shall have sole and exclusive jurisdiction to try any such cause/dispute.
16. IFCI Venture will not be responsible for any loss of application/ communication letter/ e-mail sent, due to invalid / wrong e-mail id/ wrong postal address/postal delay etc., in case of, any communication made by IFCI Venture. No request in this regard will be entertained. Further, any e-mail communication made by IFCI Venture at the furnished email id will be considered as valid communication, even in case the same communication has not been sent/delivered by post physically.
17. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
18. Applications which are without **SELF-ATTESTED COPIES** of all testimonials will be summarily rejected.
19. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying. Candidates seeking relaxation/benefits available to SC/ST/OBC/PwD must ensure that they are entitled to such relaxation/benefits as per Rules.
20. In case of any query/help required while filling online application form, the candidate may address the query to recruitment2019@ifciventure.com.
21. Any Corrigendum / Addendum with regard to this advertisement, if any, shall be uploaded on our website portal www.ifciventure.com.

V. Cost of Application:

The **cost of application of Rs.500/- (non refundable)** is to be paid by the candidates belonging to General and OBC Category through demand draft favouring IFCI Venture Capital Funds Limited payable at New Delhi. SC/ST/PwD category applicants are exempted from payment of cost of application.

VI. How to apply:

Candidates fulfilling the above eligibility criteria may apply through **on-line application** process at IFCI Venture website: www.ifciventure.com. **Physical copies are also required to be submitted as per schedule.**

Note: Opening Date of on-line Application : March 19, 2019
Closing date of on-line Application : April 11, 2019
Closing date for receipt of physical copies : April 18, 2019