



**Regd. Ofc:** IFCI Tower, 61 Nehru Place, New Delhi -110019  
**Tel:** 011-41732001/41732579  
**Email:** hr@ifcivventure.com  
**Website:** [www.ifcivventure.com](http://www.ifcivventure.com)

**IFCI VENTURE CAPITAL FUNDS LIMITED**  
 (A Subsidiary of IFCI Ltd.)  
 (A Government of India Undertaking)  
 CIN: U65993DL1988GOI030284

**Advertisement No.: IFCI Venture/2019-20/01**  
**Details of the advertisements and other terms and conditions**

**RECRUITMENT FOR CHIEF FINANCIAL OFFICER IN THE CADRE OF ASSISTANT GENERAL MANAGER AND COMPANY SECRETARY IN THE CADRE OF MANAGER ON REGULAR BASIS**

IFCI Venture Capital Funds Ltd. was established in 1975 and is a GOI, PSU, notified PFI and a RBI registered NBFC-NDSI. IFCI Venture is presently managing SEBI-registered private equity (PE) funds and being an NBFC, also extends corporate loans to companies.

IFCI Venture Capital Funds Ltd. invites online application from Indian citizens for appointment to the following posts. Candidates are requested to apply online through the link given on website <http://www.ifcivventure.com/careers>

**I. Details of specification of the post/ vacancy/ required qualification/ required experience/age/ work profile:**

S. No.	Designation/ Post	No. of Vacancies (Category)	Qualifications, Experience Required and Age	Work Profile and Responsibilities
01	<b>Assistant General Manager as Chief Finance Officer</b>	01 (UR)	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Essential qualification-               <ol style="list-style-type: none"> <li>Chartered Accountant.</li> <li>Course related to IND-AS.</li> </ol> </li> <li>Additional qualification- CAIIB qualification shall be an added advantage.</li> </ul> <p><b>Experience required:</b></p> <ul style="list-style-type: none"> <li>Post qualification work experience of min. 10 years in areas such as Treasury, Resources, Accounting, Taxation, Financial and Risk Management and other related operations of national/state level organizations in financial sector.</li> <li>Must have atleast 03 years of experience in Analysis and Finalization of balance sheet.</li> <li>Experience in Banks/ NBFC Sector will be an added advantage.</li> <li>Knowledge of direct, indirect tax, regulatory policies and guideline for financial sector and other statutory compliances like TDS, IT filings/ RBI returns / SEBI Compliances.</li> <li>Knowledge of IND-AS and GST provisions.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for accurate &amp; timely finalization and presentation of financial information for the Company and the PE/VC funds being managed by the Company.</li> <li>Compliance with financial regulations and standards, wherever applicable.</li> <li>Establish, manage &amp; control the finance &amp; accounting activities and ensuring overall financial discipline.</li> <li>Formulating optimum policies, procedures &amp; internal controls.</li> <li>Manage tax, regulatory &amp; compliance function.</li> <li>Ensuring timely statutory payments and accurate filing of all returns applicable under relevant acts including GST.</li> <li>Ensuring smooth and timely audit (internal/ statutory, CAG etc.).</li> <li>Policy work relating to budget, including</li> </ul>

			<ul style="list-style-type: none"> <li>• Experience in resource raising, treasury management.</li> <li>• Experience in handling statutory auditors, CAG auditors and other internal auditors.</li> <li>• Liasoning with Credit Rating Agencies.</li> </ul> <p><b>Age:</b> Maximum Age : 40 years</p>	<ul style="list-style-type: none"> <li>consolidation of budget for the company as a whole, notes to Company / Top Management, review, and variance analyses (Budget v/s Actual).</li> <li>• Follow up with Banks for Fund Raising.</li> <li>• Income Tax follow ups and assessment.</li> <li>• Resolving loan accounting issues/ reconciliation of TDS of parties and other issues for issue of NOC etc.</li> <li>• Filing SEBI, RBI, IT, TDS, GST &amp; other returns for the Company and the PE/VC funds being managed by the Company.</li> <li>• Management of Financial Accounting &amp; Loan Accounting in Oracle.</li> <li>• Data compilation for Banks, Rating agencies and other stakeholders.</li> <li>• TDS reconciliations and closure of accounts.</li> <li>• Any other work assigned by the Competent Authority.</li> </ul>
<b>02</b>	<b>Manager as Company Secretary</b>	01 (UR)	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Essential qualification- Company Secretary (A registered member of ICSI)</li> </ul> <p><b>Experience required:</b></p> <ul style="list-style-type: none"> <li>• A total post qualification work experience of 4 years in handling secretarial and compliance matters in NBFCs/ Banks/Financial sector.</li> </ul> <p><b>Age:</b> Maximum Age : 35 years</p>	<ul style="list-style-type: none"> <li>• Conducting, convening and holding Board/General/Committee meetings and drafting minutes;</li> <li>• To prepare the agenda of the meeting(s) and all other documents for meetings of the Board of Directors and Committees of Directors.</li> <li>• Acting as the Compliance Officer and complying with the applicable SEBI Regulations for listed bonds/equity.</li> <li>• Filing forms, returns and applications on behalf of the company with various authorities including Registrar of Companies, Revenue Department, Company Law Board, etc.;</li> <li>• Maintenance of secretarial records, statutory books and registers in compliance with Companies Act;</li> <li>• Coordinating/ Assisting Secretarial Auditors in order to conduct the Secretarial</li> </ul>

				<p>Audit in the Company;</p> <ul style="list-style-type: none"> <li>• Advising Company on Compliance of legal and procedural aspects, particularly under Companies Act, SEBI Act, and other applicable laws, rules and regulations made there-under;</li> <li>• To ensure compliance of the provisions of various laws/ rules/ regulations on timely basis.</li> <li>• Formulation &amp; advising on various policies and their implementation.</li> <li>• Liasoning with various Government Bodies/Authorities/Auditors on case to case basis.</li> <li>• Providing relevant data to respective departments of the Secretarial records.</li> <li>• handling investor related issues if any received from SEBI etc.</li> <li>• Any other work assigned by the Competent Authority.</li> </ul>
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**II. Remuneration/Scale of Pay: The selected candidate would be placed in the scale of pay as under:**

<b>Post</b>	<b>Remuneration/Scale of Pay (Rs.) (under revision)</b>
Assistant General Manager	28350-1000(5)-33350-1150(4)--37950-EB-1150(3)-41400(13 years) plus facilities/ benefits offered by IFCI Venture from time to time.
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.

Initial pay will be fixed as per extant rules in IFCI Venture. In addition, benefits like Dearness Allowance, HRA, Gratuity, PF, Medical Reimbursement, Leave Fare Concession, House Building Advance and other loans & advances and other facilities etc. would be admissible as per extant rules in IFCI Venture.

**III. Important Note:-**

1. **Abbreviations:** UR- Unreserved Category.
2. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of the eligibility.
3. Candidates are required to upload all required documents failing which their candidature will not be considered for short listing/ interview.
4. Short listing & interview will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
5. The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.
6. The vacancies of Persons with Disability (PWD) shall be filled- up against respective categories.
7. The educational qualification prescribed for the post are the minimum. Candidate must possess the qualification and relevant full-time experience as on specified date.

8. Candidate belonging to reserved category including Person with Disabilities for whom no reservation has been mentioned are free to apply for vacancies announced for unreserved category if they fulfil all the eligibility criteria applicable to unreserved category.
9. Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. Disclaimer: "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the income & Asset certificate being verified through the proper channels."
10. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

#### **IV. 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. PwD candidates should produce a certificate issued by a competent authority as per Govt. 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.

#### **V. Application Fee:**

The **application fee (non-refundable) of Rs.500/-** is to be paid by the candidates belonging to General/ EWS/ OBC Category. To make the payment through NEFT/ RTGS only, the bank details are as given under:

**Beneficiary** : IFCI VENTURE CAPITAL FUNDS LIMITED  
**Bank** : HDFC Bank  
**Account NO.** : 04832050000059  
**Branch** : East of Kailash, New Delhi  
**IFSC Code** :HDFC0000483

#### **VI. 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 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.
  - ii. Certificate that the applicant is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.

- iii. Certificate of Integrity stating that "The Integrity of <Applicant Name> is beyond doubt".

The address is as given below for submitting the duly filed in application along with requisite documents:

**Ms. Milly Nandi**  
**Head- Human Resources**  
**IFCI Venture Capital Funds Limited**  
**IFCI Tower, 61 Nehru Place**  
**New Delhi – 110019**

4. Incomplete applications will be summarily rejected.
5. In case of multiple applications only the last valid application will be retained and the application fee paid for other registration will stand forfeited.
6. Computation of age shall be done considering **July 31, 2019** as the cut-off date.
7. All Computations of minimum experience requirement / qualification shall be done considering **July 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.
8. 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.
9. 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.
10. Positions are advertised for IFCI Venture. However, the posting can be at any office/department of IFCI Venture/ IFCI Ltd. at the sole discretion of the management.
11. 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.
12. Appointment of selected candidates are provisional subject to his/ her being declared medically fit as per the requirement of the Company.
13. 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.
14. 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 criteria.
15. Canvassing in any form will disqualify candidate(s).
16. IFCI Venture reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.

17. 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.
18. 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.
19. In case of any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
20. Applications which are without **SELF-ATTESTED COPIES** of all testimonials will be summarily rejected.
21. 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/EWS must ensure that they are entitled to such relaxation/benefits as per Govt. of India guidelines.
22. In case of any query/help required while filling online application form, the candidate may address the query to hr@ifciventure.com.
23. Any Corrigendum / Addendum with regard to this advertisement, if any, shall be uploaded on our website portal www.ifciventure.com.
24. Decision of Company in all matters regarding eligibility, conduct of interview, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.

**VII. How to apply:**

Candidates fulfilling the above eligibility criteria may apply through **on-line application** process at IFCI Venture website: <http://www.ifciventure.com/careers> and physical copies of the duly filled in applications are also required to be submitted as per schedule.

**Note:**

Last date for submission of Online Application and Payment of Application Fee	<b>September 16, 2019 (upto 5.30 pm)</b>
Last date for submission of physical copy of application	<b>September 23, 2019 (upto 5.30 pm)</b>