

## **HOW TO APPLY ON-LINE**

Candidates have to apply online through the Company's website i.e. <http://www.ifciventre.com/careers>.

### **(A) Guidelines for Scanning & Uploading the Photograph & Signature and Certificates/ Documents:**

Before applying online a candidate must possess a scanned image of his/her photograph, signature and other required certificates as per the specifications given below:

#### **(I) Photograph Image:**

- i. Photograph must be a recent passport size colored picture, against a light-colored, (preferably white) background.
- ii. Look straight at the camera with a relaxed face.
- iii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- iv. Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- v. Upload jpeg or jpg file only, **sized less than 50 kb.**

#### **(II) Signature Image:**

- i. The applicant has to sign on white paper in Black ink.
- ii. The signature must be signed only by the applicant and not by any other person.
- iii. The Applicant's signature obtained on the attendance sheet at the time of the interview should match with the uploaded signature. In case of mismatch, the candidate may be disqualified.
- iv. Upload jpeg or jpg file only, **sized less than 20 kb.**

#### **(III) Certificates/ Documents**

- i. Scanned Copy for the proof of date of birth: Upload pdf file only, **sized less than 100 kb.**
- ii. Scanned Copy of qualifying educational certificates (10th onwards): Upload all the certificates in pdf file only in a zip file, **sized less than 500 kb.** Upload only the passing certificate or degree or the final mark sheet in a single pdf file/ zip file.
- iii. Scanned Copy of present employment certificate. Upload only the current or last employer certificate (in case not employed currently). Upload pdf file only, **sized less than 100 kb.**
- iv. Scanned copy of proof confirming domicile of J & K during 1/1/1980 to 31/12/1989 Upload pdf file only, **sized less than 100 kb.**
- v. Scanned Copy of caste certificate: Upload pdf file only, **sized less than 100 kb.**
- vi. Scanned Copy of Disability certificate: Upload pdf file only, **sized less than 100 kb.**
- vii. Scanned copy of proof confirming status of Ex-serviceman: Upload pdf file only, **sized less than 100 kb.**
- viii. Scanned Copy of NOC (No Objection Certificate) from current employer, as mentioned in General Conditions Sl. No. 3(a) of the detailed advertisement: Upload pdf file only, **sized less than 100 kb.**
- ix. Resume: Upload pdf, doc or docx file only, **sized less than 100 kb.**

**Please Note:**

- a) In case the photograph, signature and other requisite certificates/ documents are unclear, the application may be rejected.
- b) Candidate may edit and re-upload the photograph/ signature and other requisite certificate/ document in such case.

**(B) Pre-Requisites for applying online:**

- i. Scan your photograph, signature, proof of date of birth, qualifying educational certificates (10th onwards), present/last employment certificate, caste certificate (if applicable), disability certificate (if applicable), proof confirming status of Ex-serviceman (if applicable), proof confirming domicile of J & K during 1/1/1980 to 31/12/1989 (if applicable) and Resume. Employees working in Central or State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs/PSUs/PSEs must upload No Objection Certificate (NOC) at the time of submission of online application **[please refer General Conditions point VI serial no.3 (a) on the website given in the details of the advertisements and other terms and conditions]**.
- ii. Keep the necessary details ready to fill up details of NEFT/ RTGS of payment of the requisite application fee. The candidate is required to keep details about bio-data/necessary details ready to enable him/her to fill up the application form correctly. 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.
- iii. Candidates should have a valid E-mail id which should be kept active till the declaration of final result. This is essential for him/her in getting communication/interview advice, etc. by E-mail. Candidates are also advised to keep checking their spam/junk mail box, in addition to inbox folder. No change in E-mail id will be entertained during the entire process of the recruitment.

**(C) Procedure for applying Online:**

- i. Candidates satisfying the conditions of eligibility criteria are first required to visit our website <http://www.ifciventre.com/Career> section.
- ii. Select the category, whether Gen/OBC/EWS/SC/ST. Candidates belonging to SC/ST/PWD/J&K Domicile category are exempted from paying the application fee, so they can apply directly on selection of the category.
- iii. Candidates are advised to fill up professional membership number (in the space provided) in case of Chartered Accountants and Company Secretary.
- iv. The payment details have to be filled as per the on line application form. Candidates will have to enter their basic details and upload the photograph, signature, qualifying educational certificates (10th onwards), present/last employment certificate, caste certificate (if applicable), disability certificate (if applicable), proof confirming status of Ex-serviceman (if applicable), proof confirming domicile of J & K during 1/1/1980 to 31/12/1989 (if applicable), NOC (if applicable) and Resume in the online application form as per the specifications given under "**Guidelines For Scanning & Uploading The Photograph, Signature And Certificates/ Documents:**".
- v. Candidates are advised to carefully fill and verify the details filled in the online application themselves before submitting the application as no change will be possible/ entertained after clicking the SUBMIT BUTTON.
- vi. 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. Any change/alteration found may disqualify the candidature.
- vii. Validate your details and Save a copy of your application.

- viii. Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of cost of application so collected shall be entertained.
- ix. To avoid last minute rush, candidates are advised to pay the cost of application and apply online at the earliest.
- x. IFCI Venture does not assume any responsibility for the candidates not being able to submit their applications within the prescribed last day application on account of aforesaid reasons or any other reason, whatsoever.

**(D) Mode of Payment for Cost of Application:**

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** :HDFC000048

It is advised to save a copy of the online application form after submission.

**(E) Procedure for Uploading the Photograph, Signature and Certificates/Documents**

- i. There will be separate links for uploading Photograph, Signature and Certificates and other Documents.
- ii. Click on the respective links for uploading.
- iii. Browse and carefully select the location where the file has been saved.
- iv. Select the file by clicking on it.
- v. Click the 'Upload' button.

**Your Online Application will not be registered unless you upload all the requisite documents, photo and signature as specified.**

**(F) Confirmation of application**

On successful submission of online application, the applicant will receive a confirmation mail.