IFCI INFRASTRUCTURE DEVELOPMENT LIMITED

(A wholly owned subsidiary of IFCI Limited)
(A Government of India Undertaking)
IFCI Tower, 61 Nehru Place, New Delhi – 110019
Tel: +91-11-41732000, Fax: +91-11-26487059
Website: www.iidlindia.com
CIN: U45400DL2007GOI169232

Advertisement No. IIDL/2016-17/01

IFCI Infrastructure Development Limited (IIDL), a wholly owned subsidiary of IFCI Limited (IFCI), was incorporated on October 10, 2007 under the Companies' Act, 1956 to venture into the real-estate and infrastructure sector as an institutional player. Besides re-development, modernization, ownership and management of properties owned by IFCI, IIDL strategically develops properties acquired as part of NPA resolution from various Banks/FIs or directly from Development Authorities. Currently, IIDL is executing and implementing projects in real estate and infrastructure sector. In a short span of about nine years since inception, IIDL has ventured into residential, commercial and hospitality sectors in different locations.

IIDL invites applications from Indian citizens for recruitment to posts of Junior Executives, Senior Executives, Assistant Managers, Managers and Assistant General Manager as per details hereunder :-

I.   The position details along with pay and specifications are given below:

Sl. No.	Designation/ Post	Domain	Qualifications, Experience Required and Age	Key Objective and Responsibility
1 (i)	Junior Executive – Business Development	Business Development	Qualification: Graduation from a recognized University/Institute. Experience required: Candidate should have minimum 02 yrs. experience in marketing of real-estate projects. Maximum Age: 30	(a) Sale of Flats/units of the assigned projects. (b) Preparation of labour reports & sending reports to head Office / Head of Department (HOD). (c) Handling customer grievances and handling new enquires of the prospective customer at the site. (d) Market survey of the nearby residential projects. (e) Working on new project initiatives as assigned by the superiors. (h)Any other work as assigned by the management.
(ii)	Junior Executive - Administration	Administration	Qualification: Graduation from a recognized University/Institute. Experience required: Candidate should have handled administrative responsibilities in for minimum 02 years. Maximum Age: 30	(a) To arrange for security agencies at IIDL's properties / sites and deploying effective and efficient manpower and resources by following tendering process. (b) To arrange for payment of office rent, cab bills, printing

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				vendors, photocopy, courier, stationary etc. (c) Coordinate with various departments for office meetings and managing logistics/ office vehicle management. (d) To handle office outsourced staff matters with respect to revision and duty discipline (e) Documentation; (f) To arrange for employee engagement activities. (g) Any other work as assigned by the management.
2. (i)	Senior Executive-Human Resource	Human Resource	Qualification: Graduation from a recognized University/Institute. Experience required: Candidate should have handled HR responsibilities for minimum 02 years. Maximum Age: 32	(a) Handling recruitment activities and coordinating with vendors for press release. (b) Payroll processing of staff, retainers & trainees F&F Settlement, Leave encashment, salary taxation and time office management. (c) Handling statutory compliances. (d) Processing of staff reimbursements, tour bills and site expenses staff/consultants. (e) Any other work as assigned by the management.
(ii)	Senior Executive Managing Director's Office	MD's Office	Qualification: Graduation from a recognized University/Institute. Experience required: Candidate should have handled secretarial responsibilities for minimum 02 years. Maximum Age: 32	(a) General administrative support duties as requested (fax, copy, scan, etc.) (b) Prepare presentations; draft letters and routine correspondence. (c) Screen incoming calls and correspondence and responds independently when possible. (d) Assist in organizing events, meetings or conferences by arranging facilities and caterers, issuing information or invitations, coordinating speakers and controlling event budget. (e) Travel arrangements. (f)Prepare expense reports and reconcile corporate credit card accounts for Executive Management Team. (g) Maintain confidentiality of all corporate, personnel, and research matters. Coordinating

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				affairs of hospitality unit. (h)Any other work as assigned by the management.
3.	Assistant Manager - Information Technology & Administration	Information Technology	Qualification: Graduation & Post Graduation (IT/Computer Science) from a recognized University/Institute. Experience required: Candidate should be from the relevant background for minimum 03 years. Maximum Age: 35	(a) Maintaining records with respect to inventory, AMC's and other licenses. (b) Handling the day to day hardware and troubleshooting requirements. (c) Ensuring smooth functioning of IT systems and other peripherals (d) Ensuring seamless implementation of other software like CRM, Tally, Payroll etc. (e) Website administration. (f) Facilitation of data card to employees. (g) Handling general admin matters. (h)Any other work as assigned by the management.
4.	Assistant Manager- Finance & Accounts	Finance & Accounts	Qualification: Graduation from a recognized University/Institute. Experience required: Candidate should be from the relevant background for minimum 03 years. Maximum Age: 35	(a) Payment of statutory dues and filing of returns like TDS, Service Tax, Wealth/Capital Tax, etc. (b) Preparation of various accounting reports/statements. (c) Maintenance of Records (d) Handling bills and payments. (e) Coordinating with auditors. (f) Liaisoning with banks. (g)Any other work as assigned by the management.
5.	Assistant Manager- Project Coordinator	Projects	Qualification: B.E./B.Tech (Civil) from a recognized University/Institute. Experience required: Minimum 03 years in similar profile in real estate/infrastructure industry. Maximum Age: 35	(a) Coordination with the Project Team. (b) Liasoning with Local Authority. (c) General Administration and Security. (d) Miscellaneous work related to properties of IIDL. (e) Dealing with contractors and subcontractors. (f)Any other work as assigned by the management.
6.	Assistant Manager- Business Development	Business Development	Qualification: Graduation from a recognized University/Institute. Experience required: Minimum 03 years in business development in real estate/infrastructure industry.	(a)Sale of the flats /units. (b)Collecting timely payments from the customers with regular follow-up. (c) Handling back office documentation of the

Sl. No.	Designation/ Post	Domain	Qualifications, Experience Required and Age	Key Objective and Responsibility
			Maximum Age: 35	Department. (d) Handling Customer queries for purchasing flats, Grievances, etc. (e) Preparing and presenting promotional material such as Brochure, flyers, PPT etc. to enhance visibility. (f) Enhancing the visibility of the properties for sale by placing hoardings and advertisements in the online property website / blogs etc. (g) Preparing Tender Documents & other related documents (with due checking of the same by legal, Technical and other related dept.) for new initiative such as Solar & energy efficiency works while engaging IIDL as PMC for the project. (h)Any other work as assigned by the management.
7.	Assistant Manager - Projects	Projects	Qualification: B.Tech/B.E. or Diploma (Civil/Electrical/Mechanical) from a recognised University. Candidates from real estate/infrastructure industry need to apply. Experience required: Minimum 03 years in project management in real-estate/infrastructure industry. Maximum Age: 35	(a) Coordination with Consultant & Architect, Vendors / Contractors / Site PM's – IIDL, Review of Drawings, Technical specification for the execution of works i.e., electrical, HVAC, DG, Lift, etc. at different project sites. (b) Negotiation & Finalization of Vendors / Contractors, Taking Approval from the competent authority for preparation and issue of purchase order for the vendors / contractors along with Terms & Conditions, Technical Specifications & BOQ for the execution of works, i.e., electrical, HVAC, DG, Lift, etc at project sites. (c) Verification of Running Bills of contractors / Vendors as per the work done duly certified by the site PM and Architect / PMC and taking approval from the competent authority for processing the payment. Shall be responsible for Billing / QS of all projects end to end. (d) Review and Submission of

Sl. No.	Designation/ Post	Domain	Qualifications, Experience Required and Age	Key Objective and Responsibility
				As-built drawings, statutory approvals & handover documents of project to the client. (e)Any other work as assigned by the management.
8.	Assistant Manager- Quantity Surveying	Projects	Qualification: B.E./B.Tech (Civil) from a recognised University/Institute. Experience required: Minimum 03 years. Candidates should have strong knowledge & experience about quantity surveying and estimation in real-estate /infrastructure industry. Maximum Age: 35	(a) Analysis of prevalent market rates. (b) Examining Bills of Quantities (BOQ). (c) Certification of bills as per stipulated terms and conditions. (d) Project Documentation. (e) Maintaining contracts and other correspondence. (f)Any other work as assigned by the management.
9.	Manager –Legal	Legal	Qualification: Graduation & LLB from a recognised University/Institute. Experience required: Minimum 04 years. Candidates should have strong knowledge & experience about legal matters preferably from real-estate /infrastructure industry. Maximum Age: 37	(a) Contesting and expeditiously disposing litigations pending before Supreme Court, High Court, DRT, District Courts, consumer courts, Arbitrators. (b) Drafting, vetting and finalizing notices, reply, Agreements, MOU, as instructed. Finalizing policies and internal rules for company as instructed. (c) Timely disposing the RTIs and providing information to applicants. (d) Following up local govt. authorities, departments for resolution of issues pending in properties and projects. (e) Reviewing & approving the proposal in new projects viz checking the legal issues. Reviewing the procurement process. Monitoring the legal works of organization. Advising all departments on legal issues and reviewing the procurement process and legal part of every procedure. (f) Safe Custody of Original Documents. (g)Any other work as assigned by the management.
10.	Manager - Human Resource	Human Resources	Qualification: Graduation with MBA/Diploma in HR with a recognized university	(a) Manpower Planning, Recruitment and Selection of IIDL staff by following process

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			/institute. Experience required: Minimum 04 years. Candidates should have strong knowledge & experience about HR matters preferably from real-estate /infrastructure industry. Maximum Age: 37	of newspaper advertisement, by conducting committee interviews of the eligible candidates to close the openings. (b) Salary Administration, Leave Management, Statutory Compliances, Staff Reimbursements and ensuring exit formalities. (c)Employee Benefits :Staff Insurance Policies Following the process of tender/bids for selection of Insurance Vendors for Medi-claim and Group Accidental Policy (d) Administering HR Operations like staff renewals, retainer extensions, trainee matters, staff welfare initiatives, performance appraisals, issuing letters facilitating quarterly HR Audit/, Actuarial valuation, preparation of reports , addressing staff grievances and maintaining personal files of staff. (e) Implementation of service regulations. (f)Any other work as assigned by the management.
11.	Manager - Business Development	Business Development	Qualification: Graduation /Diploma in Marketing with a recognised university/institute. Experience required: Minimum 04 years. Candidates should have strong knowledge & experience about marketing and sales from real-estate /infrastructure industry. Maximum Age: 37	(a) Leasing of Properties and also, ensuring maintenance and repair work before leasing out the property. (b) Sale of Properties at different location. Handling site visits & inspections. (c) Assist valuation agencies for valuation of above properties. (d) Working on new business initiatives and proposals. (e) To Empanel with various Ministries as Engineering, Procurement Project Management Consultants. (f) To file reply of complaints, letters to Ministries regarding ongoing projects. (g)Any other work as assigned by the management.
12.	Manager - Finance &	Finance & Accounts	Qualification: Graduation from a recognized	(a) Finalization of Accounts. (b) Coordination with auditors.

Sl. No.	Designation/ Post	Domain	Qualifications, Experience Required and Age	Key Objective and Responsibility
	Accounts		University/Institute along with CA/ICWA. Experience required: Minimum 04 years. Candidates should have strong knowledge & experience about finance and accounts functions preferably from real-estate industry. Maximum Age: 37	(c) Preparation and Filing of Income Tax returns. (d) Making statutory payments like TDS, IT, VAT, etc. in various states wherever applicable. (e) Fund Management. (f) Coordination with other statutory bodies.
13.	Assistant General Manager-Projects		Qualification: B.E./B.Tech (Civil) From a recognized University/Institute. Experience required: Minimum 08 years out of which at least 02 years as one step below i.e Manager/Sr. Manager-Projects handling residential/commercial/Infrastructure projects. Knowledge of CPWD conditions of contracts and Vigilance matters will be an added advantage. Preferred Skills: Candidate should have team handling exposure, leadership skills, stress resilience and multiple project handling exposure. Maximum Age: 45	(a) Monitoring and coordinating the execution of multiple real estate projects. (b) Responsible for contract administration, project planning, scheduling and cost control. (c) Maintaining strict quality control procedures- regular testing of materials, visual inspections of work, conducting regular site safety checks, etc. (d) Ability to quickly analyze and act upon project demands. (e) Ascertain that all works are carried out in conformance with the approved construction drawings. (f) Coordination with vendors, inter-departments.

II. Vacancy Position:-

Sl. No.	Designation/ Post	Grade	Vacancies
i.	Junior Executive (Business Development, Administration)	A(II)	2
ii.	Senior Executive (Human Resource, Managing Director's Office)	A(I)	2
iii.	Assistant Manager (IT & Administration)	A	1
iv.	Assistant Manager (Finance & Accounts)	A	2
v.	Assistant Manager (Project Coordinator)	A	1
vi.	Assistant Manager (Business Development)	A	2
vii.	Assistant Manager(Projects)	A	2
viii.	Assistant Manager (Quantity Surveying)	A	1
ix.	Manager -Legal	B	1
x.	Manager -Human Resource	B	1
xi.	Manager -Business Development	B	1
xii.	Manager -Finance & Accounts	B	1
xiii.	Assistant General Manager-Projects	C	1

Reservation

Name of the Post	No of Post	Reservation of posts			
		SC	ST	OBC	UR
Junior Executive	2	-	-	-	2
Senior Executive	2	-	-	-	2
Assistant Manager	9	1	-	2	6
Manager	4	-	-	1	3
AGM	1	-	-	-	1
Total	**18**	**1**	**-**	**3**	**14**

Note:-
1.   The vacancies of Persons with Disability (PWD) shall be filled-up against respective categories.
2.   Abbreviations-UR- Unreserved, SC- Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Classes (Non Creamy Layer)

III. Compensation: The selected candidates would be placed in the scales of pay as under:

Grade	Designation	Scale of Pay (Rs.) (under revision)
A (II)	Junior Executive (Business Development, Administration	7100-1000 (15)-22100-1100 (1)-23200 (17 years)
A (I)	Senior Executive (Human Resource, Managing Director's Office)	8100-1000 (13)-21100-1000 (2)-23100 (16 years)
A	Assistant Manager (IT & Administration)	11100-1000 (15)-26100-1100 (1)-27200 (17 years)
A	Assistant Manager (Finance & Accounts)	11100-1000 (15)-26100-1100 (1)-27200 (17 years)
A	Assistant Manager (Project Coordinator)	11100-1000 (15)-26100-1100 (1)-27200 (17 years)
A	Assistant Manager (Business Development)	11100-1000 (15)-26100-1100 (1)-27200 (17 years)
A	Assistant Manager(Projects)	11100-1000 (15)-26100-1100 (1)-27200 (17 years)
A	Assistant Manager (Quantity Surveying)	11100-1000 (15)-26100-1100 (1)-27200 (17 years)
B	Manager -Legal	17100-1000 (11)-28100-EB-1000 (4)-32100-1100 (1)-33200 (17 years)
B	Manager -Human Resource	17100-1000 (11)-28100-EB-1000 (4)-32100-1100 (1)-33200 (17 years)
B	Manager -Business Development	17100-1000 (11)-28100-EB-1000 (4)-32100-1100 (1)-33200 (17 years)
B	Manager -Finance & Accounts	17100-1000 (11)-28100-EB-1000 (4)-32100-1100 (1)-33200 (17 years)
C	Assistant General Manager-Projects	21000-1000 (9)-30000-EB-1000 (2)-32000-1100 (4)-36400 (16 years)

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. Further, the OBC-NCL candidates will have to submit an undertaking at the time of Personal Interview, if called for, indicating that they belong to OBC-Non Creamy Layer.

3. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR).

4. Persons with Disability (PWD) will be person with 40% or more disabilities as prescribed under Government of India guidelines.

5. 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.

6. Maximum age limit is relaxable by 5 years for SC categories, 3 years for OBC-NCL category, 5 years for 'PwD from UR category', 8 years for 'PwD from OBC-NCL category' and 10 years for 'PwD from SC category', as applicable.

7. Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.

8. Age relaxation by 5 years for Ex-Servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years military service and fulfilment of other conditions prescribed by Govt. of India.

9. Candidates from reserved category such as SC/ST/OBC (NCL) can also apply against the unreserved post. However, age relaxation will not be allowed to such category candidates against unreserved post.

10. The existing employees, who are on contract at present with IIDL, may also apply. IIDL management reserves the right to grant relaxation of 05 years in the maximum/upper age limit eligibility criterion to those existing contractual employees of IIDL who opt to apply as part of the recruitment process.

V.   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 **must** apply through proper channel / upload NOC at the time of submission of online application. However in case of difficulty in producing the same, the candidate may submit the undertaking that they will not claim any pay protection/service transfer benefits in case of their selection and produce a relieving certificates from the existing employer, if selected, prior to joining the services of IIDL.

4. Incomplete applications or applications received late will be summarily rejected.

5. All Computations of age / minimum experience requirement / qualification shall be done considering **31st March, 2016** as the cut-off date. The issuance of Certificate/mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.

6. 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. IIDL at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.

7. The total number of projected vacancies indicated in this advertisement may increase / decrease / be cancelled at the discretion of IIDL, if need so arises, without any further notice and without assigning any reason thereof.

8. The candidate will be required to serve in any part of the India as per the requirement of the organization. All posts are transferable at the sole discretion of the IIDL.

9. 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.

10. In case a candidate wishes to apply for more than one post, he / she may submit separate applications for each post(s).

11. IIDL reserves the right to conduct Group Discussion if required.

12. IIDL reserves the right to call the candidates for any post and not necessarily to the post applied for. Mere eligibility will not entitle a candidate to be called for interview. The decision of IIDL in this regard will be final and no correspondence in this regard will be entertained.

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. IIDL reserves the right to restrict the number of shortlisted candidates for interview on the basis of qualifications and experience higher than the minimum prescribed.

15. Canvassing in any form will disqualify candidate(s).

16. IIDL 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. IIDL 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 IIDL. No request in this regard will be entertained.

19. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.

20. Applications which are without **SELF-ATTESTATION** 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 reservation

benefits available to SC/ST/OBC/PWD must ensure that they are entitled to such reservation as per Rules.

22. IIDL is a separate company registered under Companies Act, 1956, the appointees shall have no lien or claim with IFCI or any of its other subsidiary companies for employment/appointment/absorption with IFCI or any of its subsidiary companies at any stage.

23. If at any stage it is detected that, any FIR/ criminal case lodged/ pending against the candidate and it was found at an later stage that any information has been concealed by the candidate, even after gaining employment with the Company, your candidature/ appointment in the Company will be rendered ineligible/ cease to exist and the same will be treated void ab-initio without prejudice to any other action against you by the Company.

24. The candidates are advised to keep a copy of application form along with the DD for future reference.

25. The candidates belonging to SC/ST/PWD category, as the case may be called for interview will be eligible for reimbursement of Travelling Allowance .The reimbursement will be given for onward journey for distances beyond 30 KM (one-way) by the shortest route by Second Class Rail or by bus (ordinary) and for return journey (beyond 30 KM) from his home-town to the place of interview and back. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified and no to & fro fare will be paid by IIDL.

26. In case of any query/help required while filling online application form, the candidate may address the query to **helpdesk@iidlindia.com.**

VI.   Cost of Application:

The cost of application of Rs.500/ - is to be paid by the candidates belonging to General and OBC Category (NCL) by Demand Draft (DD) drawn on a scheduled commercial bank in favor of **"IFCI Infrastructure Development Limited"** payable at New Delhi. DD is to be submitted along with the hard copy of application form. SC, ST and PWD candidates are exempted from application fee. Payment once made will not be refunded under any circumstances.

VII.   How to apply and document submission:

Candidates fulfilling the above eligibility criteria may apply through **on-line application** process at IIDL website: www.iidlindia.com. However, after submission of on-line application, the candidates are required to take print out of on-line application submitted, sign the same and send the same through Speed Post/Courier along with DD and all requisite documents/copies of certificates, duly self-attested within 10 days from the closing date for on-line submission. The documents to be submitted along with hard copy of application and DD are:
  i. Matriculation/Secondary Certificate as proof of date of birth.
  ii. Complete set of mark-sheet/degree certificate in support of qualifications.
  iii. Proof of Complete experience along with pay-scale/CTC for each position held.
  iv. Caste Certificate in format prescribed by Government of India (if applicable)
  v. Disability Certificate/Domicile of J&K during 1.1.1980 to 31.12.1989 /Ex-Serviceman issued by Competent authority(if applicable)
  vi. Copy of Pan card
  vii. Address Proof
  viii. Detailed Resume

Note: Candidates are advised to write their name, post applied for… and Registration No. on the back of the Demand Draft.

The envelope should be superscribed "Advertisement No. IIDL/2016-17/01, Post Applied for……… " and should be sent at the following address:

Managing Director
IFCI Infrastructure Development Limited
IFCI Tower, 6th floor,
61 – Nehru Place, New Delhi-110019

Candidates exempted from payment of fees are also required to take print out of on line application submitted and send the same through Speed Post/Courier with all requisite documents/copies of certificates

VIII. Important dates:

Opening Date of on-line Application: August 17, 2016 (From 00:00 hours onwards)

Closing date of on-line Application: September 09, 2016 (Upto 5:30 pm)

Last Date of Document Submission   September 19, 2016 Upto (5:30 pm)

HOW TO APPLY ON-LINE

Candidates have to apply only online through the Company's website i.e. **www.iidlindia.com** from August 17, 2016 to September 09, 2016. No other means/mode of application will be accepted.

(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 colour picture, against a light-coloured, (preferably white) background.

ii. Look straight at the camera with a relaxed face.

iii. 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.

iv. If you have to use flash, ensure there is no "red-eye".

v. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

vi. Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.

vii. Upload jpeg or jpg file only, **sized less than 20 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 jpg, jpeg or pdf file only, **sized less than 100 kb.**

ii. Scanned Copy of qualifying educational certificates (10th onwards): Upload pdf file only, **sized less than 500 kb**. Upload only the passing certificate or degree or the final mark sheet in a single pdf 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. 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.

c) After filling the details in the Education Details & Employment Details (section no III & IV) of online application form kindly click the **Add button** before proceeding to the section no V. Please note that clicking on the **Add button** is mandatory after completing your education & experience information.

(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.

ii. 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 his/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 as on March 31, 2016 are first required to visit our website www.iidlindia.com > Careers > Current Openings and then click Apply Online.

ii. Select the category, whether UR/OBC/SC/ST. Candidates belonging to SC/ST/PWD category are exempted from paying the cost of application.

iii. UR and OBC candidates are required to pay the cost of application.

iv. PwD candidates belonging to SC/ST category can apply directly upon selection of the category. If PwD candidate belongs to UR/OBC, on selection of the category, please select whether a PwD candidate- Yes and start filling the online application form displayed below.

v. 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) and Resume in the online application form as per the specifications given under "**Guidelines For Scanning & Uploading The Photograph, Signature And Certificates/ Documents:"**.

vi. Candidates are advised to carefully fill and verify the details filled in the online application before clicking the submit button as no changes/corrections can be made after submission.

vii. 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.

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 submit along with the documents at the earliest.

x. IIDL 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: Candidates have to make the payment of requisite cost of application through Demand Draft only drawn in favour of **"IFCI Infrastructure Development Limited"** payable at New Delhi. DD is to be submitted along with the hard copy of application form. SC, ST and PWD candidates are exempted from application fee. Payment once made will not be refunded under any circumstances. Candidates are advised to write their name, post applied for…and Registration no. on the back of the Demand Draft

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

i. There will be separate links for uploading Photograph, Signature and Certificates/Documents.

ii. Click on the respective link 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 e-mail at the registered e-mail ID.