

Indian Railway Finance Corporation Limited
Advertisement no. 01/2024, dated 06.03.2024

Indian Railway Finance Corporation Limited (“IRFC” or “Company”) was incorporated on 12thDecember, 1986 as a wholly Govt. owned Company under the Administrative control of Ministry of Railways. IRFC requires the services of personnel who have retired from Govt./CPSEs/Financial Institutions at the level of E8/E7 and equivalent. The details of job specification are as under:

S. No	Details of Post and Job Description	
1.	Post	Consultant HR & Admin
2.	Professional Qualification	Full time MBA with specialization in Human Resource Management/Personnel Management / Post-Graduation Degree in HR/Personnel Management from a reputed university
3.	Experience	<p>Senior Officials who have retired from Govt./CPSEs at the level of E8/E7 and equivalent having minimum experience of 15 years in HR and Administration.</p> <p>The Applicant should have experience in Recruitment, Promotion, HR Policies, Rosters, Reservation, RTI Matters, and provides advice, recommendations for resolving day to day and compliance related issues.</p> <p>Applicant should also possess excellent communication, drafting and negotiations skills.</p>
4.	Scope of Work	<p>The scope of work of the Consultant HR is as below:</p> <ul style="list-style-type: none"> • HR related Compliances • Preparation/Updation of HR Policy / Manual from time to time • Provide advice and recommendations on HR Matters • Reply of RTI, CPGRAM and other grievances • Handling of various HR matters like Recruitment, promotion, pension, and PF etc. • Any other HR and Administration related work assigned to him by IRFC.
5.	Age	Maximum 63 years as on the last date of advertisement.
6.	Remuneration	Employees re-employed /re-engaged shall be paid a fix lumpsum amount. For re-employment of retired officials’ emoluments payable may be such that the total emoluments drawn together with pension should not exceed the last pay drawn (Basic + DA).
7.	Other Facilities	<ol style="list-style-type: none"> 1. Transport: 10% of proposed emoluments. 2. Leave: One day for each completed month. 3. TA/DA for official travel: TA/DA will be paid at par entitlement of an employee of equivalent scale in IRFC. 4. Telephone: up to Rs. 2000/- per month.

8.	Period of Assignment	Six month and extendable depending upon the requirement.
9.	Last Date for receipt of application in IRFC	26.03.2024
10.	Application format	Attached
11.	Email Address for any future communication	recruitment_helpdesk@irfc.co.in

How to apply

All the application forms along with requisite enclosures should reach Indian Railway Finance Corporation Ltd. Office by between 10:30 Hrs to 18:00 Hrs.

The application must have the latest passport size photograph affixed and duly signed across. Application must be complete in all respects. Incomplete and illegible applications will be rejected.

The last date for receipt of applicaion shall be 26.03.2024

Address:

Regd. Office: UG Floor, East Tower,
NBCC Place, Bhisham Pitamah Marg,
Lodhi Road, Pragati Vihar, New Delhi – 110003
Phone +91-011-24361480
E-mail: recruitment_helpdesk@irfc.co.in

In case of any enquiry/ clarification, relating to the above advertisement please feel free to contact at Number 011-24361480 (Monday to Friday 10:30 Hrs to 18:00 Hrs)

General Information:

1. Before applying the candidate must satisfy himself/herself that he/she is eligible to apply for the post and is meeting with the requirements and terms and conditions mentioned.
2. The appointment is purely on contract basis and thus will not entitle any candidate to claim for regular/permanent employment in IRFC Limited.
3. Candidates are required to go through the full text for advertisement and read all the conditions carefully while applying for the post and should ensure that he/she fulfils the eligibilities and other norms mentioned above as on the cut-off date and that the particulars furnished are correct in all respect. If at any stage of selection, it is detected that a candidate has furnished any incorrect/false information or has suppressed any material fact(s) to become eligible, his /her candidature will stand automatically cancelled. If any of the above shortcoming(s) is detected even after his / her appointment, his/her services are liable to be terminated without any notice.
4. Application is to be submitted as per the attached format below with documentary proof of education, work experience, last drawn salary etc. Incomplete applications will be rejected.
5. The cut-off date for reckoning age, experience will be the last date for submission of application i.e., **26.03.2024**
6. IRFC Limited reserves the right to cancel/ restrict/modify/ alter the process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
7. Candidates must produce the relieving order and last pay slip from their last served organization in the event of selection.
8. No vigilance case or adverse observation from RBI or from any other regulators should be pending against the candidate identified for appointment as the Consultant HR & Admin. Should have a clean track record and unquestionable integrity.
9. Candidate should possess valid email ID and contact number for any necessary communication.
10. Candidature/application is liable for rejection if evidence of age, qualification, experience and pay are not furnished along with application.
11. Incomplete application or applications received beyond the cut-off date will be summarily rejected.
12. IRFC reserves the right to relax/raise the experience, qualification & other qualifying criteria.
13. All the application forms along with requisite enclosures should reach Indian Railway Finance Corporation Ltd. office by between 10:30 Hrs to 18:00 Hrs. Last date of accepting of application form is **26.03.2024**. IRFC is not responsible for any delay in Application sent by post and No application shall be accepted after the last date for receipt of applications i.e. 26th March, 2024 between 10:30 Hrs to 18:00 Hrs.
14. Applications received on mail will not be accepted and considered by IRFC. Therefore, Candidates are requested to submit the applications only by post on or before **26th March, 2024 till 18:00 Hrs.**
15. In case of any enquiry/ clarification, relating to the above advertisement please feel free to contact at Number 011-24361480 (Monday to Friday 10:30 Hrs to 18:00 Hrs).

Please affix
photo with
signature
across

INDIAN RAILWAY FINANCE CORPORATION LTD.

**Application for the post of Consultant HR & Admin against
Advertisement No. 01 of 2024 dated 06.03.2024**

1. Name in full (in Block Letters):
2. Father's Name:
3. Date of Birth: day_____ Month, _____ Year _____
4. Age as on (last date of Advt. i.e. -----):
5. Category (Gen/OBC-NCL*/SC/ST):
(*NCL-Non-Creamy Layer)
6. Religion:
7. Correspondence Address:
(In Block letters with PIN)
8. Permanent Address:
9. Contact Mobile No.:
10. Email Address (indicate clearly):
11. Last Basic Drawn:

Last DA Drawn:

12. **Qualification:** (Give information for Matriculation, +2 level, Graduation and Professional qualification only in chronological order) (May attach additional sheet in the same format, if space below is insufficient):

Exam Passed	Year of Passing	Name of Board / University / Institute	Percentage of marks obtained

13. Work Experience: In chronological order (attach separate sheet in the same format. If required). **(May also attach bio data with details of experience, if desired by candidate)**

Post and Scale of Pay	Name & Full Address of Employer	From	To	Total duration (in Years & Months)	Brief nature of assignment

14. Undertaken work that best illustrates the capability to handle the proposed task:

- a) Name of Assignment :
- b) Year :
- c) Location :
- d) Employer :
- e) Main Assignment features :
- f) Positions held :
- g) Activities Performed :

Signature of the Applicant

Declaration:

I declare that I have read the detailed vacancy notice uploaded on IRFC’s website very carefully. The information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed. I understand that if it is found that I have concealed any information or have provided the working information my candidature is liable to be cancelled/ service is liable to be terminated forthwith without any notice.

Place:

Signature of the Applicant

Date: