

**VACANCY NOTICE No. 01/2025**

1	Nomenclature of the Post	Executive Director/Group General Manager / Additional General Manager / Deputy General Manager/ Manager
2	No. of vacancies	07 Posts
3	Service	(a) IRAS/IRPS (for E-9); (b) IRAS/IRPS /IRSS/ IRSME/ IRSE (for E-6 to E-8); (c) Gr. 'B' officials in respective Grade Pay (E-3 to E-4).
4	Location	Delhi
5	Tenure	03 Years, extendable upto 02 years as per GOI rules
6	Scale of pay of the post	INR 1,50,000-3%- 3,00,000 (E-9)(IDA Scale) INR 1,20,000-3%-2,80,000 (E-8)(IDA Scale) INR 90,000-3%-2,40,000 (E-6) (IDA scale) INR 80,000-3%-2,20,000 (E-5) (IDA scale) INR 70,000-3%-2,00,000 (E-4) (IDA scale) INR 60,000-3%-1,80,000 (E-3) (IDA scale) (as per extant Govt. Directive, the officer will draw the salary of the parent department plus deputation allowance)
7	Term of Appointment	Deputation Basis
8	Age	Below 55 years
9	Qualification/Eligibility criteria	<ul style="list-style-type: none"> <li>• <b>Executive Director (E-9) (01 Post):</b> SAG Railway Officers as mentioned under Srl. No.3 (a) who have completed 25 years of Group "A" Service.</li> <li>• <b>Group General Manager (E-8) (03 Posts):</b> SAG Railway Officers/ SG Railway Officers who have completed 16 years of Group "A" Service, as mentioned under Srl. No.3 (b).</li> <li>• <b>Additional General Manager (E-6) (02 Posts):</b> JAG Officers I Level-12 (in GP Rs.7,600/-) as mentioned under Srl. No.3 (b).</li> <li>• <b>Manager/ Deputy General Manager (E-3/ E-4) (01 Post):</b> Officials in Level-8 to Level-10 (in GP Rs. 4,800 -5,400/-), as mentioned in 3(c).</li> </ul>
10	Experience/detailed job description	The Officer should have practical experience in marketing/ commercial & operational activities/HR.
11	Mode of Application	Applications are to be sent through respective administrative Officer (Board/HQ) alongwith No-objection, Vigilance/D&AR clearance & ACR for the past 05 years. Advance copy of the application (Annexure-II) may also be sent enclosing all relevant proof/documents in support of qualification, experience & pay scale/gross salary & superscribing on the cover prominently: 'Name of the Post', within a period of 15 days i.e., upto 31/01/2025 by post/e-mail at the following address: HR Head Indian Railway Finance Corporation Ltd., NBCC Place, Lodhi Road, New Delhi, 110003. Email: hr@irfc.co.in.
12	Mode of Selection	The candidate will be screened by a Screening Committee as nominated by the Competent Authority. The candidate's suitability will be decided, keeping in view the job requirement. The selection process would comprise of judgement of different facets of Professional Ability, Experience, Skills, Comprehension, Aptitude etc.
13	Brief Information on Allowance & Perks	Allowances & Perks will be payable as per the entitlement of the Officer.
14	Closing date	21 days from date of issue of vacancy notice no. 01/2025.

Note:

- Cut-off date for age and eligibility would be reckoned as on closing date of vacancy notice.
- All related information shall be available on website: <http://www.irfc.co.in> .

**PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION BASIS**

Latest Self-Attested  
Passport Size  
Photograph to be  
pasted

IMPORTANT Please don't leave blanks	Vacancy Notice No. (appears on the top of the notification)	
	Post against which application has been submitted	

**1. Personal Data**

1	Name	
2	Father's Name	
3	Gender	
4	Service	
5	Department	
6	Category	
7	Date of Birth	
8	Age as on closing date of vacancy	
9	DITS (Date of Entry into Time Scale)	
10	Date of Entry in Gr.'B' (wherever applicable)	
11	Present Pay Band with Grade Pay and Basic Pay as on date of application	
12	Present Designation and Railway (Zone)	
13	Contact Details	
	(a) E-Mail ID	
	(b) Telephone (O)	
	(c) Telephone (R)	
	(d) Mobile Number	
	(e) Correspondence Address	

**2. Educational Qualifications**

SN	Qualification/Degree	Year/Division	Institution/University	Place/Country

3. **Experience Details**

<b>SN</b>	<b>Designation &amp; Railway with Place of Posting/ Positions held during Gazetted/ Executive Service (since date of initial appointment)</b>	<b>Grade (i.e., SS/ JAG/SG/SAG)</b>	<b>From</b>	<b>To</b>

4. **Details of Deputation**

<b>1</b>	<b>Details of Previous Deputation/ Foreign Assignment, if any</b>	
<b>2</b>	<b>Whether debarred from Deputation? If yes, please furnish details.</b>	
<b>3</b>	<b>Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.</b>	

5. **Achievement/ Relevant Experience**

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date: