

INDIAN RAILWAY FINANCE CORPORATION LIMITED

Advt. No. 03/2025 dated 28.02.2025

Indian Railway Finance Corporation Limited (IRFC), is a schedule 'A' Public Sector Undertaking under the Administrative control of Ministry of Railways. The Company is a Public Finance Institution engaged in supporting creation of infrastructure in Railway Sector in India. Its main business activity has been leasing of Rolling Stocks (Locomotives, Passenger Coaches and Freight Wagons) and Railway projects to Indian Railways. The Company raises financial resources from diverse financial markets using a variety of instruments to fund acquisition of these assets. IRFC has consistently been rated as EXCELLENT by Govt. of India in achievement of its MOU targets. As on March 31st, 2024 the turnover of the Company is Rs.26,655.91 crore and net worth is Rs.48,178.57 crore.

IRFC invites applications on **Immediate Absorption Basis** against the regular posts from the dedicated, committed and self-motivated professionals for the following posts from the regular officers working in Central/State Govt. departments, Subordinate/attached Offices and Autonomous bodies under Central Govt./Central PSUs, Joint Ventures or any other forms of organisation between Central Govt. and State Govt with minimum 50% stake held by Central Government. The details of vacancies and eligibility criteria are as under:

S. No.	Name of the Post, department, Scale of Pay and No. of Posts	Essential Qualification	Experience	Maximum Age Limit (As on 01.03.2025)
1.	2.	3.	4.	5.
1.	Group General Manager (IT) Grade - E-8 Scale of Pay Rs. 1,20,000-2,80,000(IDA) Total Posts: 01 (one)	Engineering Degree (BE/B. Tech) in Computers/IT or MCA or MBA (IT) with minimum 60% marks from a recognised University/ Institute.	Minimum 20 (Twenty) years Post Qualification experience in Central Govt /State Govt/PSEs/ Govt. Banks / Govt. Financial Institution / Govt. NBFC/RBI. Working with minimum experience for 2 years in immediate lower grade and in Pay Scale of Rs. 1,00,000 – 2,60,000 (IDA Pattern)/ presently	55 Years

			<p>working in Pay Matrix Level 14 (CDA) or experience for 3 years in level 13 of 7th CPC or above.</p> <p>The incumbent having working experience in Railway CPSE / Govt. NBFCs / Govt. Banking organisation is desirable.</p>	
2.	<p>Additional General Manager (Finance) Grade - E-6</p> <p>Scale of Pay Rs. 90,000-2,40,000(IDA)</p> <p>Total Posts: 02 (Two)</p>	<p>Graduate with professional qualification of CA From the Institute of Chartered Accountants of India / CMA from The Institute of Cost Accountants of India.</p> <p>OR</p> <p>MBA/Post Graduate Diploma in Business Administration / Management with specialization in Finance with a minimum of 60% marks from a recognised University/Institute.</p>	<p>Minimum 14 (Fourteen) years Post Qualification experience in Central Govt /State Govt/PSEs / Banks / Govt. Financial Institution / Govt. NBFC/RBI.</p> <p>Working with minimum experience for 2 years in immediate lower grade in Pay Scale of Rs. 80,000-2,20,000(IDA Pattern)/ presently working in Pay Matrix Level 12 (CDA) or experience of 3 years in Group A service (Level 11) or minimum of 6 years in senior scale (Level 11) / 14 years in Group B of 7th CPC or above.</p> <p>The incumbent having working experience in Railway CPSE / Govt. NBFCs / Govt. Banking</p>	50 Years

			organisation is desirable.	
3.	<p>Additional General Manager (Finance-Internal Audit)</p> <p>Grade - E-6</p> <p>Scale of Pay Rs. 90,000-2,40,000(IDA)</p> <p>Total Posts: 01 (one)</p>	<p>Graduate with professional qualification of CA From the Institute of Chartered Accountants of India.</p> <p>OR</p> <p>Graduate with professional qualification of CMA From the Institute of Cost Accountants of India.</p> <p>OR</p> <p>Graduate and have qualified SAS examination.</p>	<p>Minimum 14 (Fourteen) years Post Qualification experience in Central Govt /State Govt/PSEs / Banks / Govt. Financial Institution / Govt. NBFC/RBI.</p> <p>Out of desired minimum years of experience, candidate should have worked in Audit Division for at least 5 (Five) years.</p> <p>Working with minimum experience for 2 years in immediate lower grade in Pay Scale of Rs. 80,000-2,20,000(IDA Pattern)/ presently working in Pay Matrix Level 12 (CDA) or experience of 3 years Group A service (Level 11) or minimum of 6 years in senior scale (Level 11) / 14 years in Group B of 7th CPC or above.</p> <p>The incumbent should have working experience in Finance & Accounts with finalisation of Accounts, Budgeting, Internal Audit, compliance and reporting. The</p>	50 Years

			incumbent with practical knowledge of finalisation of Commercial/Govt. Accounts and dealt with all Audit matters etc. would be desirable.	
4.	<p>Manager (Finance) Grade – E-3</p> <p>Scale of Pay Rs. 60,000-1,80,000(IDA)</p> <p>Total Posts: - 03 (Three)</p>	<p>Graduate with professional qualification of CA From the Institute of Chartered Accountants of India / CMA from The Institute of Cost Accountants of India.</p> <p>OR</p> <p>MBA/Post Graduate Diploma in Business Administration/ Management with specialization in Finance with a minimum of 60% marks from a recognised University/ Institute.</p>	<p>Minimum 5 (Five) years Post Qualification experience in Central Govt /State Govt/PSEs / Banks / Govt. Financial Institution / Govt. NBFC/RBI.</p> <p>Working with minimum experience for 2 years in immediate lower grade in Pay Scale of Rs. 50,000-1,60,000 (IDA Pattern)/ presently working in Pay Matrix Level 10 (CDA) of 7th CPC or above.</p> <p>The incumbent having working experience in Railway CPSE / Govt. NBFCs / Govt. Banking organisation is desirable.</p>	37 Years
5.	<p>Manager (Finance) Grade – E-3</p> <p>Scale of Pay Rs. 60,000-1,80,000(IDA)</p>	<p>Graduate/Post Graduate with Commerce from a recognised University/Institute.</p>	<p>Minimum 15 (Fifteen) years post Qualification experience in Central Govt /State Govt/PSEs / Banks / Govt. Financial Institution / Govt. NBFC/RBI.</p>	47 Years

	Total Posts: - 02 (Two)		<p>Working with minimum experience for 2 years in immediate lower grade in Pay Scale of Rs. 50,000-1,60,000 (IDA Pattern)/presently working in Pay Matrix Level 10 (CDA) of 7th CPC or above.</p> <p>The candidate must have been conversant with Tenders, Accounting, Finance, Books & Budget, Internal Auditing, Govt. & Financial system, Banking, Taxation, Salary preparation, Payroll, Vender Bill Payments, Proposal vetting etc. Working knowledge of SAP/other ERP and computer applications (MS Word, Excel, Power Point etc.)</p> <p>The incumbent having working experience in Railway CPSE / Govt. NBFCs / Govt. Banking organisation is desirable.</p>	
6.	Manager (IT) Grade – E-3 Scale of Pay Rs. 60,000-	Engineering Degree (BE/B. Tech) in Computers/IT or MCA or MBA (IT) with minimum 60% marks from a recognised University/ Institute.	Minimum 15 (Fifteen) years post Qualification experience in Central Govt /State Govt/PSEs / Banks / Govt. Financial	47 Years

	<p>1,80,000(IDA)</p> <p>Total Posts:01(one)</p>	<p>OR</p> <p>Diploma in IT/ Computer from a recognised University/ Institute.</p>	<p>Institution / Govt. NBFC/RBI.</p> <p>Working with minimum experience for 2 years in immediate lower grade in Pay Scale of Rs. 50,000-1,60,000 (IDA Pattern)/presently working in Pay Matrix Level 10 (CDA) of 7th CPC or above.</p> <p>The candidate must have dealt with Software Development, implementation of new Software application/ Modules/Finacle application/ ERP implementation, Data base Administration, Data Centre and Network Management, Internet and E-mail Service Management, Web based application, Contract Management and Augmentation of IT Infrastructure, IT related Tracing and Change Management etc.</p> <p>The incumbent having working experience in Railway CPSE / Govt. NBFCs / Govt. Banking organisation is desirable.</p>	
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7.	<p>Public Relation Officer (PRO) Grade – E-4</p> <p>Scale of Pay Rs. 70,000-2,00,000(IDA)</p> <p>Total Posts: 01</p>	Graduate/Post Graduate from a recognised University /Institute.	<p>Minimum 15 (Fifteen) years post Qualification experience in Central Govt /State Govt/PSEs.</p> <p>Working with minimum experience for 2 years in immediate lower grade in Pay Scale of Rs. 60,000 – 1,80,000(IDA Pattern)/presently working in Pay Matrix level 11(CDA) of 7th CPC or above.</p> <p>The incumbent should be conversant in liasioning with different departments of Government (DOPT/DPE etc.) Ministries, Railway Board, CPSEs, Parliamentary Committees etc. Should have experience of liasoning with high officials. He/she should have excellent influential communication skills.</p> <p>The incumbent having working experience in Railway CPSE / Govt. NBFCs / Govt. Banking organisation is desirable.</p>	50 Years
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1. COMPENSATION PACKAGE:

The Company offers an attractive compensation package at par with the best in the industry including Basic pay and DA (IDA pay pattern) with benefits such as leased accommodation/ HRA, Perks & Allowances under cafeteria approach,

performance related pay, medical facilities, group insurance, pension, CPF, post-retirement medical benefits, gratuity etc. as per extant policies of IRFC. For candidates from Joint Ventures of PSEs, pay shall be fixed as per IRFC pay fixation rules.

SELECTION PROCEDURE:

- (i) The applicant fulfilling all the eligibility criteria will only be considered for shortlisting for interview. However, in case of large number of applicants found eligible, IRFC reserve the right to shortlist only the limited number of candidates based on their relevant and required qualification/additional professional qualification/experience and other achievements.
- (ii) As per extent instructions of Government of India, **reservation rule is not applicable in case of deputation/Absorption.** However, the eligible SC/ST/OBC applicant shall be considered for selection along with others.
- (iii) Selection of the eligible and shortlisted candidates shall be based on interview/ Power point presentation and assessment of APARs for the preceding three years. The weightage shall be given to various attributes such as APAR, experience profile, additional professional qualifications and personality in the interview as per extent policy. The names of the shortlisted candidates shall be displayed on the website of IRFC www.irfc.co.in. Also, Email shall be sent to the shortlisted candidates for interview / power point presentation. IRFC reserves the right to modify or amend any part of the selection process at any stage before the interview.

2. HOW TO APPLY:

- a) Before applying incumbents must ensure that they satisfy all the necessary conditions and requirement of the post applied.
- b) Application will be received through offline process only and all further communication will be made to the applicants through email. Interested incumbents fulfilling the above laid down eligibility criteria are requested to apply in the attached application format available in the career section of IRFC website www.irfc.co.in.
- c) The incumbent are advised to strictly follow the application format as prescribed and filled up in English language. The application should be properly signed. Unsigned applications shall not be considered.
- d) The incumbent should submit their application through proper channel requesting their parent organisation to forward their application along with NOC, D&AR, Vigilance clearance and APARs for the preceding three years to IRFC. For proper appreciation of APAR ratings, the incumbent shall ensure that their parent organisation should forward the guidelines on APAR rating criteria followed there if the same is not reflected in the APR.

- e) Experience certificate from present/previous organisation (wherever asked for) clearly indicating the length of service in relevant grade/field as prescribed under the essential eligibility criteria column in the advertisement must be sent alongwith the application.
- f) Copies of certificates/documents for proof of age /educational/professional qualifications/experience should be attached in support of eligibility criteria.
- g) The pay scale structure of the organisation where the applicant is working should also be attached.
- h) Application form complete in all respect should be sent to: **GM/HR & Admin., Indian Railway Finance Corporation, UG Floor, East Tower, NBCC Place, Bhism pitamah Marg, Lodi Road, Pragati Vihar, New Delhi-110003.**
- i) The envelope containing the application should be superscribed “**Application for the post of ----- under Serial number -----” on Immediate Absorption Basis**”. One envelope should contain only one application.
- j) Last date for receipt of Application: 21 days from the date of advertisement i.e., **20-03-2025.**

3. GENERAL TERMS AND CONDITIONS:

- (i) The post/pay scale held by the applicants on temporary capacity such as on contract, on adhoc, on deputation basis or Non-functional upgradation or on MACP financial up-gradation basis etc. shall not be taken into account for the purpose of eligibility. Therefore, those applicants who are presently on deputation to other organisation must satisfy the eligibility conditions based on their parent organisation(s) on deputation basis after regular appointment in the parent organisation will be considered for this purpose.
- (ii) In case, the pay scale held by any applicant is not revised in his/her parent organisation, such pre-revised scale must co-relate with the replacement scales mentioned under column no.4 above for the purpose of determining his/her eligibility.
- (iii) The qualification mentioned above should be recognized by Govt. of India. Minimum percentage of marks in the essential qualification(s) as indicated above shall be aggregate of all semesters/years to be calculated taking average of all semesters/years, irrespective of the weightage given to any particular semester/year by the Institute/University. Further wherever CGPA/OGPA or grading system in a degree/Diploma is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by the Institute/University.
- (iv) All qualifications should be from Universities/Institutions recognized and approved in India by AICTE /UGC/ Appropriate Statutory Authority of Govt. of India.
- (v) Incumbent belonging to Government / Semi-Government Organization /PSUs/PSB should send their application through proper channel. However, in case application has not been routed through proper channel and No Objection

Certificate (NOC) from present employer is not produced at the time of interview, an undertaking from the candidate may be obtained that the same shall be submitted at the time of joining.

- (vi) Incomplete Application(s) or applications received late will be summarily rejected.
- (vii) The cutoff date for reckoning maximum age limit/minimum experience requirement/qualification (whichever applicable) shall be considered as on **01.03.2025**.
- (viii) 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.
- (ix) The total number of projected vacancy indicated in this advertisement may increase /decrease/cancelled at the discretion of IRFC Management, if need so arises, without any further notice and without assigning any reason thereof.
- (x) Single to and fro fare by shortest route as per Company rule will be paid to outstation incumbents called for interview on production of ticket / proof of journey.
- (xi) While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified date 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 fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature shall 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.
- (xii) Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or any application in response there to can be instituted only in Delhi and courts / tribunal / forums at Delhi only. The courts, tribunals, and forums in Delhi shall have sole jurisdiction to adjudicate such cases.
- (xiii) In case any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- (xiv) The original testimonials/documents along with one self-attested copy will have to be produced by the candidate at the time of interview.

- (xv) No person shall be eligible for appointment if he/she has been convicted in a court of law for any offence involving moral turpitude.
- (xvi) No correspondence will be entertained from the candidate not selected for interview /appointment.
- (xvii) Canvassing in any form will be a disqualification.

In case of any enquiry/ clarification, relating to the above advertisement, please feel free to contact the Support contact Number 011-24361480 (Monday–Friday from 10:30 Hrs to 17:30 Hrs) and Helpdesk Email ID: RECRUITMENT_HELPDESK@irfc.co.in.

Indian Railway Finance Corporation Limited

New Delhi

Paste a self
attested passport
size photograph in
this space

Before filling the application, form incumbent should invariably read the detailed vacancy/Advisement No. 03/2025 dated 28-02-2025 in 'careers' section at IRFC's website www.irfc.co.in

Application for the post of: _____ under Serial No. _____

1.	Name in full(In Block Letters)	
2.	Father's Name	
3.	Date of Birth(DD-MM-YYYY)	
4.	Age as on 01.03.2025	
5.	Category(Gen/OBC/SC/ST)	
6.	Religion	
7.	Correspondence Address (in BLOCK letters with PIN)	
8.	Permanent Address (in BLOCK letters with PIN)	
9.	Mobile Numbers	
10.	E-Mail Addresses	
11.	Aadhar number (If Available)	
12.	PAN No. (If Available)	

13 **Qualifications:** (Give information for Matriculation, +2 level, Graduation and Professional qualifications 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

14 **Work Experience**

In chronological order (attach separate sheet in the same format, if required). May attach bio data with details of experience, if desired by candidate)

Post and scale of pay	Name & full address of Employer	Period of work experience			Brief nature of assignment
		From	To	Total duration (in Yrs. & Months)	

15. Major Assignments and Achievements (in Brief)

(i)	Brief Nature of Assignments undertaken:
(ii)	Major Achievements during last 3 years:

Declaration

I declare that I have read the detailed vacancy advertisement 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 wrong information my candidature is liable to be cancelled / service is liable to be terminated forthwith without any notice.

Place : _____

Date : _____

Signature of Candidate