



IFCI VENTURE CAPITAL FUNDS LIMITED
(A Subsidiary of IFCI Ltd.)
(A Government of India Undertaking)

Registered Office: IFCI Tower, 61 Nehru Place
New Delhi -110019
Tel: 011-41732000/41732561
Email: recruitment2018@ifciventure.com

Website: www.ifciventure.com
CIN: U65993DL1988GOI030284

RECRUITMENT OF ASST. GENERAL MANAGER AND ASST. MANAGER IN FINANCE & ACCOUNTS DEPTT.

Advertisement No.: IVCF/2018/01

Detailed Advertisement

IFCI Venture Capital Funds Ltd. (registered with RBI as NBFC-NDSI) was established in 1975 with a view to widen the entrepreneurial base by providing start up capital for setting up Green Field projects. Presently IFCI Venture is managing 5 PE/VC Funds and also provides corporate Loans.

I. The scale of pay and specifications of the post are given below:

S. No.	Designation/ Post	No. of Vacancies	Qualifications, Experience Required and Age	Work Profile and Responsibilities
01	Assistant General Manager	01 (UR)	<p>Qualifications:</p> <ul style="list-style-type: none"> Essential qualifications- Chartered Accountant Additional qualifications- Course in IND AS shall be preferred CAIIB qualification shall be an added advantage <p>Experience required:</p> <ul style="list-style-type: none"> A total post qualification work experience of 05 –07 years in diverse areas. Must have atleast 03 years of experience in analysis and Finalization of balance sheet. Knowledge of direct, indirect tax, regulatory policies and guideline for financial sector and other statutory compliances like TDS, IT filings./ RBI returns / SEBI Compliances for venture funds. Knowledge of IND-AS and GST provisions Experience in resource raising, treasury management NBFC work experience will be an added advantage Result oriented, strategic thinker and planner. <p>Age: Maximum Age : 40 years</p>	<ul style="list-style-type: none"> Responsible for accurate and timely presentation and reporting of financial information. Preparation & interpretation of budgets & MIS including variance analysis as per the guidelines laid down by the company Compliance with financial regulations and standards wherever applicable Establish manage & control the finance & accounts activities and ensuring overall financial discipline Formulating strong policies, procedures & internal control. Manage tax, regulatory & compliance function. Ensuring timely statutory payments and accurate filing of all returns applicable under relevant acts including GST. Ensuring smooth and timely audit (internal/ statutory, CAG etc.) To ensure Balance Sheet preparation under IND-AS

				<p>as and when applicable.</p> <ul style="list-style-type: none"> • Keep updated to face the new challenges in the area of financial, accounting, taxation or disclosure requirements being brought by ICAI, Govt. or regulatory bodies for protecting stakeholders interest. • Policy work relating to Budget, including consolidation of budget for the company as a whole, notes to Company / Top Management, review, and variance analyses (Budget v/s Actuals) • Closing of accounts & Resolving issues in Closing of accounts for IVCF & Venture Funds • Follow up with Banks for Fund Raising • Income Tax regular follow up and assessment • Resolving loan accounting issues/ reco of TDS of parties and other issues for issue of NOC etc. • SEBI returns of AIF funds • Filing quarterly RBI, IT, TDS, GST & other returns • Any other work assigned by the Competent Authority
02	Assistant Manager	01 (UR)	<p>Qualifications:</p> <ul style="list-style-type: none"> • Essential qualifications- Chartered Accountant/ Cost Accountant • Additional qualifications- Course in IND AS <p>Experience required:</p> <ul style="list-style-type: none"> • Post qualification work experience upto one year. • Good understanding of General Ledger accounting on Tally and ERP • Good Understanding and compliance with Direct and Indirect tax compliance like Income taxes/withholding taxes, GST etc. • Coordinating with the statutory auditors and other internal/ CAG auditors for the purpose of audit. • Preparation of Related party reco and Bank reconciliations. • Manage petty cash transactions. 	<ul style="list-style-type: none"> • Receipts/ Payments and Core Financial accounting • Management of Financial Accounting & Loan Accounting in Oracle • Data preparation for all income tax assessments • Fixed Deposit management • Accounting for PE/VC funds • Data compilation and filing of TDS and GST returns • Loan accounting and all related appropriations • Data preparation for Banks, Rating agencies and other stakeholders • TDS reconciliations and closure of accounts • Cash Management • Any other work assigned by the Competent Authority

			<ul style="list-style-type: none"> Internal/ Stat audits Age: Maximum Age : 28 years	
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Note:-

1. The vacancies of Persons with Disability (PwD) shall be filled- up against respective categories.
2. Abbreviations: UR- Unreserved.

II. Compensation: The selected candidate would be placed in the scale of pay as under:

Designation	Scale of Pay (Rs.) (under revision)
Assistant General Manager	28350-1000(5)-33350-1150(4)--37950-EB-1150(3)-41400(13 years) plus facilities/ benefits offered by IFCI Venture from time to time.
Assistant Manager	17100-1000(11)-28100-EB-1000(4)-32100-1100(1)-33200(17 years) plus facilities/ benefits offered by IFCI Venture from time to time.

Initial pay will be fixed as per extant rules in IFCI Venture. In addition, benefits like Dearness Allowance, HRA, Gratuity, PF, Mobile Phone Expenses, Medical Reimbursement, Leave Fare Concession, House Building Advance and other Loans & Advances etc. would be admissible as per Company Rules.

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

IV. 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. a) Employees working in Central or State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs/PSUs/PSEs may submit an advance copy of online application without the documents mentioned below. In case the applicant is shortlisted for interview, following information about the applicant should reach at the address given below prior to the interview:
 - i. No Objection Certificate (NOC) from the current employer stating that <Company Name> has no objection in his/her applying for the post of <Name of Post applied for> in IFCI Venture Capital Funds Ltd and if selected for an appointment to the post applied for by him/her, will be allowed to join his/her new assignment.
 - ii. Certificate that the applicant is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
 - iii. Certificate of Integrity stating that "The Integrity of <Applicant Name> is beyond doubt".

iv. The address where the documents should be dispatched is given below:

Mrs. Bhavana Rao
Deputy General Manager
IFCI Venture Capital Funds Limited
IFCI Tower, 61 Nehru Place
New Delhi – 110019

b) Self attested copies of last three (03) years Performance Appraisal Ratings / Confidential Reports of candidates applying for the post of Asst. General Manager (Finance & Accounts) on or before the date of interview.

4. Incomplete applications will be summarily rejected.
5. Computation of age shall be done considering **March 31, 2018** as the cut-off date.
6. All Computations of minimum experience requirement / qualification shall be done considering **March 31, 2018** as the cut-off date. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
7. 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. IFCI Venture at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.
8. The total number of projected vacancies indicated in this advertisement may increase / decrease / be cancelled at the discretion of IFCI Venture, if need so arises, without any further notice and without assigning any reason thereof.
9. Positions are advertised for IFCI Venture. However, the posting can be at any office of IFCI Venture/ IFCI Ltd. at the sole discretion of the management.
10. 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.
11. 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.
12. IFCI Venture reserves the right to restrict the number of shortlisted candidates for interview on the basis of qualifications and experience higher than the minimum prescribed.
13. Canvassing in any form will disqualify candidate(s).
14. IFCI Venture reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.
15. 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.
16. IFCI Venture 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 IFCI Venture. No request in this regard will be entertained. Further, any e-mail communication

made by IFCI Venture at the furnished email id will be considered as valid communication, even in case the same communication has not been sent/delivered by post physically.

17. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
18. Applications which are without **SELF-ATTESTED COPIES** of all testimonials will be summarily rejected.
19. 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 relaxation/benefits available to SC/ST/OBC/PwD must ensure that they are entitled to such relaxation/benefits as per Rules.
20. In case of any query/help required while filling online application form, the candidate may address the query to recruitment2018@ifcivventure.com.
21. Any Corrigendum / Addendum with regard to this advertisement, if any, shall be uploaded on our website portal www.ifcivventure.com.

V. Cost of Application:

The **cost of application of Rs.500/-** is to be paid by the candidates belonging to General and OBC Category. To make the payment bank details are as under:

IFCI VENTURE CAPITAL FUNDS LIMITED
Karur Vysya Bank
Account NO. : 4105221000000047
Branch : East of Kailash, New Delhi
IFSC Code :KVBL0004105

SC/ST/PwD category applicants are exempted from payment of cost of application.

VI. How to apply:

Candidates fulfilling the above eligibility criteria may apply through **on-line application** process at IFCI Venture website:

www.ifcivventure.com. **Only on-line application and no other means/ mode of the application shall be accepted.**

Note: Opening Date of on-line Application: July 05, 2018.

Closing date of on-line Application: July 20, 2018.