

Introduction

IFCI Financial Services Ltd (IFIN) was promoted in 1995 by Industrial Finance Corporation of India Ltd. (IFCI) to provide a wide range of financial products and services to institutional and retail investors. IFIN is primarily involved in Stock Broking, Investment Banking, Financial products Distribution & Advisory services, Depository services and Insurance Products Distribution among other services. IFIN is a Category 1 Merchant Banker with SEBI and provides a gamut of Investment Banking and Merchant Banking activities.

2) Role: Secretarial executive- Fixed Term Employment (Contract) – 3 Years

Age – 21-30 years

Qualification – Any degree and pursuing ACS

Experience – Freshers /Relevant experience

Location- Chennai

Job description:

Assisting in preparation of documents related to Board meeting and Annual General Meeting.

Assisting for submission of various forms and documents related to Companies Act

Maintain and keep record of all the statutory documents

Assisting in the statutory compliance.

Arranging and Conducting Internal Committee meetings

All other related secretarial work

Salary is not a constraint for the right candidate.

III. **REMUNERATION:** Market driven salary which will not be a constraint for suitable candidate.

IV. **HOW TO APPLY:** Candidates fulfilling the above eligibility criteria may submit their Resume/Biodata through online portal www.ifinltd.in/career/click-to-post-resume

kindly enclose the self-attested photocopies of the following documents in the email:

1. Proof of date of Birth
2. Educational Certificates

3. Relevant Experience certificates (containing areas and period of service)
4. ID proof with photo identity (Pan / Aadhaar / Passport / Driving License / Voter ID)

V. General Conditions:

1. 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 / ICAI etc. and other appropriate authority as the case may be.
2. All Computations of age shall be done considering December 31, 2023 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 any of these accounts.
3. The mere fact that a candidate has submitted the Resume/Biodata against the advertisement and apparent fulfilling of criteria as prescribed in the advertisement would not bestow on him/ her the right to be called for interview / considered for selection process. IFIN group at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.
4. The total number of projected vacancies/Level offered indicated may increase / decrease / be cancelled at the discretion of IFIN group, if need so arises, without any further notice and without assigning any reason thereof.
5. Only Indian Nationals are eligible to apply. While applying for any post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. To ascertain eligibility IFIN group may obtain additional information from candidate. In case, it is detected at any stage of engagement process, 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 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.
6. E-mail Id/ phone number/present address given in the Resume/Bio-data should be valid and functional for at least 6 months from the date of submission of Resume/Bio-data.
7. IFIN group reserves the right to restrict the number of shortlisted candidates for

interview on the basis of qualifications and experience higher than the minimum prescribed.

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

9. IFIN group reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.

10. Any legal proceeding in respect of any matter of claim or dispute arising out of this process in response thereto can be instituted only in Chennai and courts/tribunals/forums in Chennai only shall have sole and exclusive jurisdiction to try any such cause/dispute.

11. IFIN group will not be responsible for any loss of 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 IFIN group. No request in this regard will be entertained. Further, any e-mail communication made by IFIN group 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.

12. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying.

13. Any query while applying for the positions may be addressed to **hr@ifinltd.in**

14. The short-listed candidates will be called for interview process, which will be carried out at Chennai or may be held in online mode, as may be decided by IFIN group.

****END****

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