



INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY

2nd Floor, PRAGYA Tower,
GIFT City, Gandhinagar Gujarat

eF.No. IFSCA-Admn/50/2024

06-11-2024

Vacancy Notification

Sub: Engagement of Consultant Grade - 2 in the International Financial Services Centres Authority (IFSCA) on contract basis

The International Financial Services Centres Authority (IFSCA), a unified regulatory body set up under the IFSCA Act, 2019, invites applications from eligible Central Government Officers retired from the level of Principal Staff Officer (PSO) or equivalent for **One (1)** position of Consultant Grade – 2 purely on contract basis, as per details given below:

1. Details of positions, eligibility conditions, and number of positions:

S.No.	Position	Min Experience in years	Job Description (Roles and responsibilities)	Required skillset/ experience	Number of Positions
i.	Consultant Grade - 2	25	The Consultant Grade -2 would be required to work under the overall directions of Chairperson, IFSCA and manage the O/o Chairperson, IFSCA, in such a manner that relieves the Chairperson of much of his routine work. The responsibility of the Consultant shall include, but will not be limited to, i. taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the Chairperson; ii. managing communications from and to the Chairperson. iii. managing of appointments/engagements/ travel plans of the Chairperson iv. attending to the telephone calls and receiving visitors; v. screening of telephone calls and visitors in a tactful manner. vi. maintaining the papers required to be retained by the Chairperson; vii. collecting, maintaining, and disseminating information/data as may be directed. viii. destroying by shredding/burning the stenographic record of the confidential and secret letters; ix. supervision of staff allotted to the O/o Chairperson, to ensure punctuality, courteousness, neatness and discipline. x. proper maintenance, upkeep and custody of all housekeeping items and equipment in the O/o Chairperson. xi. assisting the Chairperson in such a manner as she/he may be directed xii. displaying initiative and decisiveness in instances where no direction has been issued but sensitivity of the situation so demands.	Central Government Officers retired from the level of Principal Staff Officer (PSO) or equivalent. The applicant should have worked in the O/o Secretaries to the Government of India or equivalent. (Equivalence will be decided by equating the pay-level/scale of PSO of the CSSS as well as by comparing the work profile)	1

2. Age & Remuneration:

Name of the Position	Upper age (limit)	Remuneration per month (In Rs)*
Consultant Grade - 2	62 years	1,45,000 – 2,65,000/-

*This is an indicative range and can be varied at the discretion of the competent authority.

3. Period of contract: up to 3 years based on annual performance review extendable up to 5 years, subject to a max of 65 years. The other terms and conditions of engagement will be governed by the procedure and guidelines for engagement of Sr. Consultants/ Consultants/ Young Professionals in International Financial Services Centres Authority (IFSCA) as amended from time to time (Copy enclosed).

4. GENERAL INSTRUCTIONS:

- i. Applications not in the prescribed format, incomplete and/or received in this Authority after the closing date are liable to be rejected. The Authority takes no responsibility for any delay in receipt of application or loss thereof in postal transit.
- ii. Mode of Selection will be Interview. Interviews may be in a single round or in multiple rounds at the discretion of the Authority.
- iii. The Authority reserves the right to modify the selection procedure, if deemed fit. However, such modification in the selection procedure will be duly notified before the last date of receipt of applications.
- iv. **The crucial date for determining eligibility, including upper age limit, qualification and experience requirements etc., will be closing date of application.**
- v. Candidates should be satisfied with their eligibility for the position applied for. The Authority shall determine their eligibility and only eligible candidates will be called for interview
- vi. Merely fulfilling the eligibility conditions laid down in the advertisement as regards qualifications and experience, would not automatically entitle any candidate to be shortlisted for interview.
- vii. If an applicant is not eligible or has knowingly or willfully furnished incorrect or false particulars or suppressed material information, his/her candidature will be liable to be cancelled at any stage of the selection.
- viii. If an applicant qualifies in the selection process and is selected for appointment/appointed but subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature/appointment will be terminated forthwith without any compensation. This will be without prejudice to any other action that may be initiated against such applicant, as may be deemed fit.
- ix. The Authority reserves the right to decrease or increase the number and specialization of positions to be filled.
- x. The Authority reserves the right to fill all the positions, not fill up any position at all, or cancel the recruitment process fully or partly without assigning any reasons for the same.
- xi. Canvassing in any form will disqualify the candidate.
- xii. The decision of Authority in all matters relating to this recruitment process would be final and binding.

5. HOW TO APPLY:

- i. Candidates who satisfy the eligibility norms may apply giving their bio data strictly in the format given below.
- ii. Documents to be attached with application:
 - a) Proof of date of birth
 - b) Copies of educational qualifications
 - c) Experience certificates
 - d) Latest salary slip
- iii. Applications along with supporting documents (as mentioned above) should be sent by post/ courier only in a cover superscribing the position applied for ‘IFSCA – application for the position of Consultant Grade - 2 to the following address:

*The General Manager (Admin),
International Financial Services Centres Authority (IFSCA),
Second floor, PRAGYA Tower, Block 15, Zone 1, Road 1C, GIFT SEZ,*

GIFT City, Gandhinagar Gujarat-382355

- iv. Applications not in the prescribed format and received after this date are liable to be rejected
- v. The last date and time to receive the application is **November 29, 2024 at 6.00 PM.**

APPLICATION FORM

INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY																														
APPLICATION FOR THE POSITION OF CONSULTANT GRADE-2 ON CONTRACT BASIS																														
1. Name of Applicant (Block Letters)																														
2. Father's Name																														
3. Sex: (√)	Male ☐	Female ☐	4. Date of Birth		DD/MM/YYYY															Paste Passport size photograph in the box and sign across it										
6. Position Applied for																														
7. Total Experience (in years):	Please submit details as per Annexure I																													
8. Last Pay Drawn (Annual CTC):																														
9. Academic Qualifications as on 29/11/2024:																														
Qualification	Examination					Main Subjects					Year of passing			University/ Institute					Overall (%) of marks			Class/ Division								
Graduation																														
Post Graduation																														
Any other																														
10. Postal Address (English – in Capital letters only)	Dist.: State:																													
Pin Code:							E Mail :																							
Mobile:										Telephone with STD code:																				
I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, if found that any information given in this application is false/ incorrect or that I do not satisfy the eligibility criteria according to the Authority, my candidature/ appointment is liable to be cancelled / terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them. Place: Date: Signature of the Applicant																														

Note: All fields in the application form must be fully completed. The attached photograph should be signed across. Any incomplete application will be rejected without consideration

Name:

Work experience:

SI No	Name of the organization	Position held	From	To	Area of work	Significant achievement

*Table can be edited to fill all the required details.

Documents to be attached with application:

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- b) Copies of educational qualifications
- c) Experience certificates
- d) Latest salary slip