

INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY

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

eF.No. IFSCA-Admn/67/2024-GA

23-12-2024

Vacancy Notification

Sub: Engagement of Sr. Consultant in the International Financial Services Centres Authority (IFSCA) on contract basis

The International Financial Services Centres Authority (IFSCA), a unified regulatory body setup under the IFSCA Act, 2019, invites applications from eligible Indian citizens, preferably retired officers of the Central or State Government, for **One (1)** position of Sr. Consultant 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.	Sr. Consultant	25	<p>The Sr. Consultant would be required to work under the overall directions of ED (GAD), IFSCA w.r.t matters relating to construction and maintenance of the IFSCA HQ Building. The responsibility of the Consultant shall include, but will not be limited to,</p> <ul style="list-style-type: none">• construction and management of multistoried building, including coordination among multiple consultants /agencies• Interpreting architectural and structural drawings• Works execution as per the contract specifications, drawings, and designs.• Drafting of tender document, execution of the	Expert personnel, preferably retired officers of the Central or State Government having relevant expertise in the areas mentioned in Job Description	1

			<p>tender process and selection of suitable agencies related to construction and maintenance of multistoried buildings, especially for providing end-to-end facility management services, including but not limited to housekeeping, security, operation and/or maintenance of equipment (mechanical and electrical), fire safety, parking and visitor management, horticulture, etc.</p> <ul style="list-style-type: none"> • Monitoring of works and services contracts relating to multistoried buildings. • In-depth knowledge of Government rules, guidelines, GFRs, etc., relevant for discharging above duties. 	
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2. Age & Remuneration:

Name of the Position	Upper age (limit)	Remuneration per month (In Rs)*
Sr. Consultant	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 super scribing the position applied for 'IFSCA – application for the position of Sr. Consultant 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 **December 30, 2024 by 6.00 PM.**

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

Annexure 1

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:

- a. Proof of date of birth
- b. Copies of educational qualifications
- c. Experience certificates
- d. Latest salary slip