



**INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY**

**IFSCA-Admin/06/2024/GAD**

**21.05.2025**

**Sub: Filling up of a post of DGM/AGM in IFSCA at GIFT City, Gandhinagar, on DEPUTATION BASIS**

International Financial Services Centres Authority (IFSCA), a statutory body under IFSCA Act, 2019, proposes to fill up one post at the level of DGM/AGM in the Office of Chairperson (OoC) at its headquarters located at GIFT City, Gandhinagar. Further details are given in **Annexure - I**.

2. General Instructions for applicants are at **Annexure – II**. Candidates who satisfy the eligibility criteria may apply in the prescribed format at **Annexure – III**. Applications along with supporting documents should be sent by post in a cover superscribing the post applied for 'IFSCA – application for the post of DGM/AGM in the Office of Chairperson' to the following address:

*The General Manager (HR/Admin.)  
International Financial Services Centres Authority (IFSCA),  
Second floor, PRAGYA Tower, Block 15, Zone 1, Road 1C, GIFT SEZ, GIFT City,  
Gandhinagar Gujarat-382355.  
Email: hr-manager@ifsc.gov.in*

3. The closing date and time to receive the application is June 23, 2025 at 06.00 PM.
4. In case of any change in this notice the same will be displayed on IFSCA website. Accordingly, all interested applicants are requested to visit the IFSCA website ifsc.gov.in regularly and keep themselves updated.

**(Arun Kumar Singh)  
General Manager**

**DETAILS OF POSTS TO BE FILLED UP IN IFSCA**

**NOTE:** There is only one vacancy and the same shall be filled either at the level of **DGM or AGM**, based on suitability of applicants.

S.No.	Particulars		Description
1.	Post		<b>DGM (Officer Grade D)</b>
2.	Pay Scale		₹110050-3550(2)-117150-3700(5)-135650-3900(1)-₹139550 (9 years)
3.	No. of vacancy		1
4.	Mode of recruitment		Deputation
5.	Specialization		Office of Chairperson
6.	Qualification & Experience for Deputation	Experience	<p>Not less than 8 years of experience for Grade-D as Group A Officer in All-India Service/ Central Civil Services/Regulatory bodies, Central/State Statutory/ Autonomous/ Subordinate Authorities or an Officer in RBI, SEBI, IRDAI, PFRDA Banks, Financial Institutions, Academic Institutions.</p> <p>Central Government Officers at the level of Principal Staff Officer (PSO)/Sr. PPS or equivalent. The applicant should have worked in the O/o Secretary/Special Secretary/Additional Secretary to the Government of India or equivalent. Persons with experience in coordination work for the office of GOI officers at Secretary/Addl Secretary rank will be preferred.</p>

**OR**

S.No.	Particulars		Description
1.	Post		<b>AGM (Officer Grade C)</b>
2.	Pay Scale		Assistant General Manager (AGM) : ₹77950-2850(3)-86500-3100(2)-92700-3300(4)-105900-EB-3300(2)-112500-3550(1)-₹116050 ( 13 years)
3.	No. of vacancy		1
4.	Mode of recruitment		Deputation

5.	Specialization	Office of Chairperson
6.	Qualification & Experience for Deputation	Experience
		<p>Not less than 6 years of experience for Grade-C as Group A Officer in All-India Service/ Central Civil Services/Regulatory bodies, Central/State Statutory/Autonomous/Subordinate Authorities, or an Officer in RBI, SEBI, IR DAI, PFRDA Banks, Financial Institutions, Academic Institutions.</p> <p>Central Government Officers at the level of Principal Staff Officer (PSO)/Sr. PPS or equivalent. The applicant should have worked in the O/o Secretary/Special Secretary/Additional Secretary to the Government of India or equivalent.</p> <p>Persons with experience in coordination work for the office of GOI officers at Secretary/Additional Secretary rank will be preferred.</p>

### **Additional experience required**

The officer would be required to work under the overall directions of Chairperson, IFSCA and manage the Office of Chairperson in a manner to assist the Chairperson in the routine official work. The responsibility of such officer shall include, but will not be limited to,

- i. Assisting in drafting and issue of all correspondences;
- 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;
- vi. maintaining the papers required to be retained by the Chairperson;
- vii. collecting, maintaining, and disseminating information/data as may be directed;
- viii. supervision of staff allotted to the OoC;
- ix. assisting the Chairperson in such a manner as may be directed.

Note: Minimum years of work experience specified for specialisation in this annexure shall be as on date of closing of application.

**GENERAL INSTRUCTIONS:**

1. Applications not in the prescribed format, not superscribing the post applied for, 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.
2. Applications of eligible candidates whose services can be placed at the disposal of the Authority immediately in the event of their selection must be duly forwarded by the present employer along with attested copies of ACRs/APARs or equivalent appraisal reports for the last five years, Vigilance clearance and Cadre clearance/NOC from employer, on or before the closing date.
3. In cases where an applicant is unable to route his/her application before the date of closing of applications, an advance copy along with all relevant documents available, may be sent to the designated address so as to reach this Authority on or before the closing date of application. However, in such cases, complete application as required under S.No.2 above, should reach the Authority at least 7 working days before the tentative date fixed for interview/exam.
4. The period of deputation including the period of deputation in another excadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. However, the same may be extended for suitable period(s) with mutual consent of the lending organisation and this Authority.
5. Mode of Selection will be Interview. Interviews may be in a single round or in multiple rounds at the discretion of the Authority.
6. 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.
7. The crucial date for determining eligibility, including upper age limit, qualification and experience requirements, category etc., will be closing date of application.
8. Candidates should be satisfied with their eligibility for the post applied for. The Authority shall determine their eligibility, and only eligible candidates will be called for interview.
9. 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.
10. If an applicant is not eligible or has knowingly or wilfully furnished incorrect or false particulars or suppressed material information, his/her candidature will be liable to be cancelled at any stage of the selection.
11. If an applicant qualifies in the selection process and is selected for appointment/appointed but subsequently it is found that he/she does not fulfil 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.
12. The Authority reserves the right to decrease or increase the number of posts to be filled.

13. The Authority reserves the right to fill all the posts, not fill up any post at all, or cancel the recruitment process fully or partly without assigning any reasons for the same.
14. Canvassing in any form will disqualify the candidate.
15. The decision of Authority in all matters relating to this recruitment process would be final and binding.

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### Annexure – III

## APPLICATION FORM

## INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY

## APPLICATION FOR THE POST OF ON DEPUTATION BASIS

<b>1. Name of Applicant</b> <b>(Block Letters)</b>																													
<b>2. Father's Name</b>																													
<b>3.</b> <b>Sex:</b> <b>(√)</b>	M				F																								
<b>4.</b> <b>Date of Birth:</b>	D	D	M	M	Y	Y	Y	Y									Paste Passport size photograph in the box and sign across it												
<b>5. Total Experience (in years): Please mention the field of experience year-wise as per Appendix 1</b>																													

### 6. Last Pay Drawn and Annual CTC:

**7. Academic Qualifications as on 23/06/2025:**

Qualification	Examination	Main Subjects	Year of passing	University/Institute	Overall (%) of Marks	Class/Division
Graduation						

<b>Post Graduation</b>						
<b>Any other</b>						
<b>8. Mode of recruitment – applied for</b>	<b>DEPUTATION</b>					
<b>9. Postal Address (English – in capital letters only)</b>						<b>Dist.:</b>
						<b>State:</b>
<b>Pin Code :</b>						<b>E Mail:</b>
<b>Mobile:</b>				<b>Telephone with STD code:</b>		
<p><b>I declare that the information furnished above is true and correct to the best of my knowledge &amp; 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.</b></p> <p><b>Place:</b></p> <p><b>Date:</b></p> <p style="text-align: right;"><b>Signature of the Applicant</b></p>						

### **Appendix 1**

**Total Experience (in years):**

**Please mention the field of experience year-wise:**

S.No.	Name of the Employer and address	Position held/designation	Job Profile	Period of service		Duration		Significant achievements during the tenure
				From	To	Years	Months	
1								
2								
3								
4								

**Note: Please add more rows if required.**

**Attachments to be sent along with the Application Form:**

1. Forwarding letter from the present employer.
2. Attested copies of ACRs/APARs or equivalent appraisal reports for the last five years
3. Cadre clearance/NOC from employer, on or before the closing date.
4. Current Vigilance clearance
5. Pay slip (latest month)
6. Proof of experience claimed