

Assistant Manager (Finance) E-1	02	40,000-1,40,000/-	₹16.00 Lakh
---------------------------------------	----	-------------------	-------------

\*Selected candidate will be inducted at the minimum of the pay scale.

NOTE: The CTC mentioned has been calculated at the minimum of the pay scale and includes Basic Pay, Dearness Allowance (DA), House Rent Allowance (HRA), Retirement Benefits, Cafeteria Allowance, admissible Performance Related Pay (PRP) and other perks and benefits, which is payable based on multiple factors as per the Corporation's policy.

In addition to above, the selected candidates will be entitled to Medical Facilities, Gratuity, Leave Encashment, and other admissible benefits in accordance with the rules and policies of the Company.

ii) Career Prospects: The selected candidates will have opportunities for promotion to higher grades, as per Promotion Policy of the Company as amended time to time.

iii) Pay Protection will be granted to the candidates serving in PSUs/Govt. Organizations as per DPE guidelines. However, same is not applicable in case of Ex-Servicemen.

iv) Service Agreement-Cum-Bond:

- The candidates selected for the post of Assistant (NE5 level) shall have to execute a Service Bond of ₹ 2 Lakh plus GST, to serve the corporation for a minimum period of two (02) years, at the time of joining.
- The candidates selected for the post of Assistant Manager (F) (E1 Level) have to execute a Service Bond of ₹ 3 Lakh plus GST, to serve the corporation for a minimum period of two (02) years, at the time of joining.

v) Probation: Selected candidates will be on probation for one (01) year from the date of joining as per extant policy. They shall be confirmed subject to satisfactory completion of the probationary period including test/training, if required. Probation period can be curtailed or extended on merits of individual cases. Employees on probation may be discharged from the service during period of probation without assigning any reasons.

## 8. SELECTION PROCEDURE:

S. No.	Post Code	Post	Compute Based Test (CBT)	Document Verification	Interview	Medical Test
1	01	Assistant NE-5	√	√	x	√
2	02	Assistant Manager (F) E1	√	√	√	√

The Selection process for the eligible candidates will consist of a Computer Based Test (Written Exam), Document Verification of shortlisted candidates, Interview (for the Post Code-02, as indicated above) and Medical Test.

### Note:

- Selection will be made strictly as per merit and following extant reservation rules.
- The date, time & venue for Recruitment process/other necessary activities as applicable shall be fixed by the IRFC and shall be intimated to the eligible candidates in due course. Request for postponement of any of the above activity or change of venue, date and

shift will not be entertained under any circumstances.

## 9. SCHEME OF EXAMINATION:

### Details of Computer Based Test (CBT) is as under:

- i. There shall be single-stage CBT comprising of Part A and part B.
- ii. **Negative Marking:** There shall be negative marking in CBT and as such 1/4<sup>th</sup> of the marks allotted for each question shall be deducted for each wrong answer.
- iii. Part A and B of CBT will consist of 100 Multiple Choice Objective Type Questions of 01 mark each and the Exam duration will be 90 minutes (120 minutes for eligible PwBD candidates with Scribe).
- iv. The Indicative Syllabus and section-wise distribution of marks for Part A & Part B of CBT (for Post Code 01 & 02) is given below:

#### **(a). Part 'A' of CBT for Post Codes 01 & 02:**

S. No.	Topic	Number of Questions
1	Mathematics / Numerical Ability	20
2	General Awareness	10
3	Logical Reasoning /General Intelligence	10
4	Knowledge about Railways/IRFC	10
Total		50

**Note:** The above syllabus and section-wise distribution of mark is only indicative and there may be some variation in the actual Question Paper.

#### **(b). Part 'B' of CBT:**

S. No.	Post	Post Code	Topic	Marks
01	Assistant NE-5	01	Corporate Accounting, Income Tax Laws and Practice, Indirect Tax Laws, Corporate Laws, Cost Accounting, Computer Application in Business, Management Principles and Applications, Fundamentals of Financial Management, Auditing and Corporate Governance, Financial Reporting and Analysis, Project Management, E-Filing of Returns, Banking and Insurance, etc.	50
02	Assistant Manager	02	Accounting and IND AS Standards,	50

	(Finance) E-1		Financial Reporting, Strategic Financial Management, Auditing, Professional Ethics, Cost and Management Accounting, Corporate & Economic Laws, Direct Tax Laws, Indirect Tax Laws, Enterprise Information Systems, Risk Management, Financial Services & Capital Markets, Computer Application in Business, E Filing of Returns, etc.	
--	------------------	--	---	--

The above syllabus is indicative and not exhaustive. In actual paper of CBT, there may be some questions in variance with the indicative syllabus.

- v. The Question Paper will be set in English & Hindi only. In case of any difference/discrepancy in contents of the questions between English and Hindi versions, the contents of English version shall prevail.

- vi. **Qualifying Marks:** Minimum qualifying marks for different categories will be as under:

- UR/EWS - 40%,
- SC/OBC-NCL- 30%
- ST -25%.

- vii. **Instructions for Interview (For Assistant Manager/Finance (Post Code-02):**

- a. For the Posts of Assistant Manager (E1 Level), Candidates up to 3 times the number of vacancies (Community-wise) will be called for Interview based on the merit in CBT and extant reservation rules.
- b. Final merit will be prepared by giving weightage of 80% to CBT marks and 20% to Interview marks.

**Note:**

- a. Obtaining minimum qualifying marks in the CBT will not confer any right for being shortlisted for next stage of Recruitment process as the same will depend upon merit position, number of candidates required to be shortlisted for next Stage of Recruitment process etc.
  - b. Same minimum qualifying marks are also applicable for Ex-Servicemen & PwBD candidates as per their community.
  - c. However, relaxation of 2% marks will be given to PwBD candidates in case of shortage of candidates against reserved vacancies subject to fulfilling other conditions.
- viii. **Normalization of Marks:** Percentile-based Normalization Process, in case CBT is held in more than one shift for the same Post, will be followed.
- ix. **Tie of Marks:** For calling candidates for Document Verification/Preparation of Panel (final result), in case of tie of marks between more than one candidate, the resolution will be done in following order:
- a) The older candidate as per Date of Birth, will be placed higher i.e. the candidate in age

- seniority will be placed higher.
- b) In case of tie as per item (a) also, alphabetical order (A to Z) of the name shall be taken into account to break the tie.
- x. Computer Based Test if required, can be of two stages as per the discretion of IRFC.

**xi. Objection Management portal:**

- a) Provisional Answer Keys of the Computer Based Examination will be displayed on the website of IRFC normally after one/two days of the CBT. Candidates may go through the provisional Answer Keys and submit online objections, if any, within the stipulated time limit (normally 03 days) on payment of ₹ 100/- plus applicable charges (if any) per question.
- b) In case the objection raised is found to be correct, the Fee paid against such valid objections shall be refunded to the candidate after deduction of applicable bank charges. The refund will be made to the account from which the candidate has made the online payment.
- c) Objection(s) regarding the provisional Answer Keys received through the online mode within the time limit fixed by the IRFC only will be considered and scrutinized before finalizing the Answer Keys. However, the decision of the IRFC in this regard will be final. Objections/representations received through any other mode(s) e.g. letter, application, E-mail ID, etc. shall not be entertained. Further, there shall be no provision for re-evaluation/re-checking of the marks/score of any stage of the examination. No correspondence in this regard shall be entertained.
- d) **Award of marks in case of ambiguous questions:** After Objection Management exercise, if any Question is found to be incorrect like Ambiguous Questions / Multiple Correct Options/No Correct Options/Error in Questions etc, such Question(s) will be omitted from the scope of Evaluation. For example, if there are total 100 number of questions and one question is wrong, only marking of 99 questions will be considered and the marks obtained will be proportionally equated to the marks of 100 questions followed by normalization process (if applicable).

**10. INSTRUCTIONS FOR DOCUMENT VERIFICATION:**

- i) Based on candidates' merit in CBT, the number of candidates called for Document Verification will be equal to the number of vacancies (Community-wise), for the post of Assistant – NE5 (Post Code 01). For the post of Assistant Manager (F) - E1 Level (Post Code 02), based upon merit in CBT and extant reservation rules, the number of candidates called for Document Verification & Interview will be 3 times the vacancy (Community-wise).
- ii) No stand-by List/Panel will be maintained.
- iii) In case of shortfall in empanelment of candidates or other exigencies, IRFC administration reserves the right to Utilize/Empanel candidates down the Merit List, if there is administrative requirement. However, going down the Merit List will be entirely an administrative prerogative and any claim/request of candidate for going down the Merit List against any shortfall in the Main Panel will not be entertained.
- iv) IRFC will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of filling up of Online Application Form or at the time of CBT and

therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of Educational Qualification, Age etc. and satisfy themselves that they are eligible for the Post(s). Verification of eligibility, documents, certificates, age, educational qualification and other aspects of candidature will be done at the time of Document Verification (DV).

- v) After scrutiny of the certificates/documents of Essential Qualification/Caste/Category etc., if any claim made in the application is not found substantiated by certificates/documents, the candidature of such candidate will be cancelled. Hence, it is necessary that only accurate, full and correct information is furnished by the candidates. Furnishing of wrong/false information or deliberate suppression of any information at any stage will render the candidate disqualified and such candidates, even appointed, their services will be liable to be terminated.
- vi) Identity verification: If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, he/she will not be allowed to appear for Document Verification and his/her candidature is liable to be cancelled.
- vii) Appointment of successful candidates will be subject to verification of original documents relating to Age, Qualifications, Caste and other Certificates etc. and being Fit in the Medical Fitness Test conducted by the Medical Authorities as prescribed by IRFC.
- viii) Candidates should ensure that they bring all the necessary documents at the time of Document Verification. In the event of failure of candidate to submit any of the required documents, candidature of such candidate shall be liable to be cancelled. No additional time will be given and the candidature of candidates not producing their original certificates/testimonials on the date of Document Verification.
- ix) **Indicative list of documents to be produced at the time of Document Verification is given below:**
- Matriculation/Secondary (10<sup>th</sup>) Examination Certificate and Marksheet for verification of Date of Birth (DoB).
  - Certificate for SC/ST/OBC-NCL/EWS/PwBD/Ex-servicemen candidates issued by Competent Authority in the prescribed format.
  - OBC-NCL candidates are required to submit a valid OBC-NCL certificate certifying "Non-Creamy Layer" status which shall not be older than one year at the time of Document Verification to get the benefit of OBC-NCL reservation.
  - EWS candidates require to submit the valid Income and Asset Certificate which shall not be older than one year at the time of Document Verification to get the benefit of EWS reservation.
  - Final Certificate issued by the respective University/Institute/Board.
  - Mark Sheets of all semesters/years (as per prescribed qualification) issued by the respective University/Institute/Board.
  - If any University has awarded grades (CGPA/OGPA/CPI/DGPA or letter grade) instead of marks, then the candidate should provide percentage conversion formula from the Institute in original.
  - In case where Provisional Degree/Marksheet is issued, candidate has to submit a certificate from the College/University/ Institution/Board duly signed & stamped by the Principal/Registrar in regard to non-issue of Original Degree Certificate and

certifying the particulars of the Provisional Degree.

- i) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- j) Candidates who are employed on regular basis in Government/Semi-Government/Public Sector Undertaking/Autonomous Bodies are required to produce a “No Objection Certificate” from their present employer in original at the time of Document Verification failing which candidature of the candidate is liable to be cancelled. Departmental/Regular employees of IRFC are not required to produce “No Objection Certificate”, but shall produce Vigilance and D&AR Clearance.
- k) For Ex-servicemen:
  - a) Discharge Certificate/NOC from the Competent Authority indicating the number of years of service in Defence, if discharged from Army/Navy/Air Force.
  - b) Serving Defence Personnel Certificate as per [Annexure -VIII](#), if applicable.
  - c) Undertaking as per [Annexure – IX](#).
  - d) Dependency Certificate as per [Annexure - VII](#).
  - e) Also, the Ex-serviceman candidates who have acquired the Essential Qualification as part of their training in Defence Services should bring appropriate equivalency certificate.
- l) Disability Certificate in prescribed form issued by Competent Authority in respect of Persons with Benchmark Disabilities (PwBD) Category.
- m) The print out of e-Admit Card issued to the candidate for CBT.
- n) Five coloured Passport Size latest Photographs.
- o) Aadhar Card
- p) Permanent Account Number (PAN). If not allotted, photocopy of applied for acknowledgement receipt.
- q) Any other certificate, as specified.

## 11. INSTRUCTIONS FOR MEDICAL EXAMINATION:

- i. The candidate should possess sound health. Appointment to the advertised post will be subject to the candidate being Medically FIT in the indicated Medical Category as per the standards prescribed in Chapter –V of Indian Railway Medical Manual Vol.-I which can be accessed at [www.indianrailways.gov.in](http://www.indianrailways.gov.in). No relaxation in health standards is allowed.
- ii. Candidates must ensure that they fulfill the prescribed Medical Standards for the Post they are applying for. Candidates who are found Medically Unsuitable for the opted post, their candidature shall be rejected. No alternative appointment shall be given under any circumstances.
- iii. Selected PwBD candidates will be subjected to Medical Examination at the time of Document Verification and only those conforming to the medical standards as laid down in the Indian Railway Medical Manual and other extant provisions, as the case may be, will be eligible for Appointment.
- iv. Different Medical standards shall apply to Ex-servicemen as detailed in para 534 of Indian Railway Medical Manual (IRMM) volume I, which can be accessed at [www.indianrailways.gov.in](http://www.indianrailways.gov.in).