



**INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY**

2<sup>nd</sup> Floor, PRAGYA Tower,  
GIFT City, Gandhinagar Gujarat

**File No.73/IFSCA/ Consultants/2020-21**

**05-07-2024**

**Vacancy Notification**

**Engagement of Young professionals/Consultant Grade 1/Consultant Grade 2/ Sr. Consultant 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 Indian citizens for the positions of Young Professional/Consultant Grade 1/Consultant Grade 2/ Sr. Consultant purely on contract basis, as per details given below:

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

S.No.	Role	Min Experience in years	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
i.	Senior Consultant (Legal) (Banking Regulation Department)  ***	20	LLM	The Senior Consultant (SC) would be required to : (i) Submit detailed reports on assessment of laws relating to banking in India and their applicability to Banks set up in IFSC and make recommendation for amendments, if any, required in laws relating to banking in India taking into account the scope of activities and powers of IFSCA as compared to those of the Reserve Bank of India. (ii) Review and suggest changes, if any, to the draft directions prepared by the Banking Department for a bank to operate in IFSC as a wholly owned subsidiary so as to ensure compliance with laws related to banking in India. (iii) Liaise with the officials of the Department of Banking Regulation and the Legal Department of IFSCA to address queries on the above issues.	Retired legal professional with working experience of at least 20 years in the Legal Department of the Reserve Bank of India handling issues related to laws related to central banking, laws of banking and corporate laws in India	1
			Master's degree with specialization in Business	Develop Media Relations: Coordination with media houses and	Media Relations: Coordination with media professionals for IFSC related	

S.No.	Role	Min Experience in years	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
			mentioned fields	<p>Create press releases, articles, blog posts, speeches, brochures and other types of media content for IFSCA</p> <p>Day to day coordination with Design and Media Agency</p>	<p>Content Creation: Ability to create press releases, articles, blog posts, speeches, and other types of media content.</p> <p>Media Monitoring: Tracking and analyzing media coverage to gauge public perception and inform future strategies.</p>	
iii.	Consultant Grade 2 (Economic Policy and analysis)	8	Ph.D. degree in Economics/ Statistics /Econometrics from a reputed university/ institution	<ul style="list-style-type: none"> <li>Carrying out evidence-based research studies as per the research requirements of IFSCA</li> <li>Conducting policy analysis, reviews, presentations and reports, notes, and policy proposals pertaining to the regulatory requirements of IFSCA</li> <li>Analyzing trends and developments in international financial services market</li> </ul>	<ul style="list-style-type: none"> <li>Experience in policy research and trend analysis in the financial services sector with publication record in reputed journals is crucial.</li> <li>Experience of working with any research organisation/ recognized think tanks is preferable.</li> <li>Ability to analyse complex reports or datasets and to translate complex ideas and diverse perspectives into clear alternatives for informed decision making.</li> </ul> <p>Desirable: Possess demonstrated experience of applying statistical/ econometrics methods and tools for research and analysis, compilation, modelling, and forecasting in connection with financial services market</p>	1
iv.	Consultant Grade 1 (Finance and Accounts)	3	<p>CA with Bachelor's Degree in Commerce</p> <p>(OR)</p> <p>Retired officers (up to 62 years of Age) from the Central Government organisations having put in a minimum of 20 years of service with experience in auditing of Ministries/P</p>	<ul style="list-style-type: none"> <li>Review of the accounting entries of the organization on daily basis</li> <li>Assistance in preparation of MIS reports in respect of the financial details of the organization as and when required</li> <li>Assistance in the tax compliance requirements of the organization</li> <li>Assistance in Budgeting</li> </ul>	<p>Preference will be given to those having:</p> <ul style="list-style-type: none"> <li>handled similar profile in previous jobs.</li> <li>Good Knowledge of Accounts and Tax</li> <li>Proficiency in MS- office tools and Tally</li> <li>Communication skills</li> </ul>	2

S.No.	Role	Min Experience in years	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
			Accounts, budget, tax compliance.			
v.	Young professional (Dept. of metals and commodities)	1	Master's degree with specialization in Business Administration/Economics/ Finance and Accountancy/ Statistics (or) CA (or) CFA (or) CS (or) ICWA (or) Bachelor's Degree in Law	For undertaking work / providing support on work related to a) administration / governance of bullion exchange / bullion clearing corporation, vault managers, and bullion intermediaries b) supervision of bullion exchange / bullion clearing corporation / vaults and other commodities intermediaries c) Data collection and analysis for research on areas related to bullion / metals / commodities	Having knowledge or having worked in the following areas: a) Securities market entities regulated by SEBI/IFSCA b) Securities/debt market including Government Securities c) Scheduled Commercial Banks in India / IBUs in IFSC d) Trading / Dealing desk / Treasury e) Any work related to Bullion / Commodities including research/ratings/publications thereon	1
vi.	Young Professional (SEZ Section/Division)	1	Graduate in any of the following disciplines:  Engineering, Science, Commerce and Business Management	Job involves dealing with SEZ affairs and coordinating with O/o Development Commissioner of SEZ, State Govt, Approval Committee members, Developers, Units and other Govt and private organisations.	<ul style="list-style-type: none"> <li>• Experience of working with any SEZ Authority, Developer, or Co-Developer</li> <li>• Must have flair of learning various Acts, Rules and Regulations etc., concerning SEZs.</li> </ul>	1
vii.	Young Professional (Admin./ HR Division)	1	Bachelor's degree from a recognized university / institution with minimum 55% aggregate marks or equivalent CGPA;	<ul style="list-style-type: none"> <li>• Assisting in processing HR and Admin related files for approval in terms of the relevant rules, guidelines, circulars applicable.</li> <li>• Preparation and maintenance of databases.</li> <li>• Process matters on HRMS portal or any other portal that may be implemented in future.</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in MS Office, particularly MS Word, MS Excel (knowledge of Macros programming preferred), MS Power point</li> <li>• Ability to examine proposals under applicable guidelines and prepare notes and drafts for approval.</li> <li>• Prior experience of the following, preferably in a Government organisation: <ul style="list-style-type: none"> <li>i. Handling of HR/ Personnel Admin. related matters,</li> <li>ii. Handling of General Admin. Related matters.</li> <li>iii. Knowledge of the General Financial Rules.</li> <li>iv. Preference will be given to candidates having experience in processing of proposals on Government</li> </ul> </li> </ul>	2

S.No.	Role	Min Experience in years	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
				<p>the organization as and when required</p> <ul style="list-style-type: none"> <li>Assistance in the tax compliance requirements of the organization</li> <li>Assistance in Budgeting process of the organization</li> </ul>	<p>Good Knowledge of Accounts and Tax</p> <p>Proficiency in MS- office tools and Tally</p> <p>Communication skills</p> <p>Problem solving skills</p>	

## 2. Age & Remuneration:

Name of the Position	Upper age (limit)	Remuneration per month (In Rs)
Young Professional	32 years	<b>Up to 60,000 /-</b>
Consultant Grade 1	45 years	<b>80,000 – 1,45,000/-</b>
Consultant Grade 2	50 years	<b>1,45,000 – 2,65,000/-</b>
Sr. consultant	62 years	<b>2,65,000 – 3,30,000/-</b>

## 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.

**\*\*\* For Senior Consultant (Legal) (Banking Regulation Department), duration of contract will be 9 months (on Part-time basis) - The Senior Consultant (SC) would be required to work from his place of residence and produce the deliverables within the time period mutually agreed. The SC may also be required to interact with IFSCA officials through VC. Travel to IFSCA HQ in Gandhinagar or any other place, wherever deemed necessary and approved by the Competent Authority, would be treated as a domestic tour and the SC shall be eligible for TA/DA as per his eligibility laid down in the “Guidelines -----“.**

## 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. Applications should be submitted separately for different positions. Single application for multiple positions shall be summarily rejected.
- v. The crucial date for determining eligibility, including upper age limit, qualification and experience requirements etc., will be closing date of application.
- vi. 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
- vii. 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.
- viii. 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.
- ix. 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

## 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 Young Professional/Consultant Grade 1/Consultant Grade 2/Sr. Consultant (write name of the Role) 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 August 16, 2024 at 6.00 PM.

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