



INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY

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

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

October 31, 2023

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 Government of India set up the International Financial Services Centres Authority (IFSCA) as a unified regulatory body under IFSCA Act, 2019. The Authority will function as a unified regulator and is empowered to exercise the powers of RBI, SEBI, IRDAI and PFRDA in respect of financial services, financial products and financial institutions performed/located in the international financial services centres in the country. The Authority invites applications from eligible Indian citizens for the posts of young professionals/Consultant Grade 1/Consultant Grade 2/ Sr. consultant on contract basis, the particulars of which are given below:

1. Requirements:

Role	Min Experience in years (As on 31-10-2023)	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
Senior Consultant (Risk Management)	15	Educational Qualifications: • Bachelor's Degree: In Finance, Economics, Business Administration, or a related field from a recognized institution. • Master's Degree (preferred): MBA with a specialization in Finance, M.Sc. in Quantitative Finance, or a Master's in Risk Management or related	Roles: • Oversee and implement the risk management framework and strategy for IFSCA. • Advise on potential risks and suggest measures to mitigate them. • Work closely with various departments to ensure they understand and adhere to risk policies. • Review and analyze risk reports, ensuring they comply with regulatory requirements. Responsibilities: • Develop and maintain risk management policies and procedures. • Conduct regular risk assessments and audits to ensure compliance. • Monitor and report on key risk	Required Skillset: • Analytical Skills: Ability to analyze complex data and understand financial markets. • Communication Skills: Must be able to convey complex information in a clear manner to both technical and non-technical stakeholders. • Decision-making: Ability to make decisions under pressure and based on incomplete information. • Knowledge of Regulatory Framework: Familiarity with domestic and international	1

		<p>field.</p> <p>Professional Qualifications:</p> <ul style="list-style-type: none"> • Certifications such as FRM (Financial Risk Manager), PRM (Professional Risk Manager), CFA (Chartered Financial Analyst), or other relevant certifications would be advantageous. • Experience: Minimum of 10-15 years of experience in risk management, preferably in the financial sector or regulatory bodies. 	<p>indicators and metrics.</p> <ul style="list-style-type: none"> • Provide training and guidance to staff on risk management best practices. • Stay updated with global risk management trends and best practices to ensure IFSCA remains at the forefront of risk management. • Engage with international counterparts and stakeholders to share and gather insights on risk management practices. 	<p>regulatory standards and best practices in risk management.</p> <ul style="list-style-type: none"> • Technical Proficiency: Familiarity with risk management software and tools. <p>Preferable Experience:</p> <ul style="list-style-type: none"> • Experience working with regulatory bodies or in a regulatory environment. • International exposure or experience in global markets. • Track record of successfully implementing risk management frameworks and strategies. • Experience in training or mentoring staff in risk management practices. 	
Consultant Grade 1 (Sustainable Finance)	3	<p>Master's degree in Engineering/ Environmental Science/ Sustainability Management/ Climate Finance or any related fields</p> <p>Or</p> <p>2 years PG diploma in Management/ MBA</p>	<p>Work with Sustainable finance division in IFSCA for the development and regulation of sustainable finance activities at IFSC.</p> <p>Conduct research and analysis on evolving and innovative financial products that enable sustainable financing.</p> <p>To study and analyze the global regulatory landscape and developments in Sustainable Finance and assist in drafting relevant regulations for IFSCA.</p> <p>Collaborate with relevant stakeholders including other regulatory agencies, to promote coordinated</p>	<p>A strong understanding of financial markets is essential and should be able to grasp the existing regulatory frameworks related to ESG / Sustainable Finance.</p> <p>In-depth knowledge of climate change science, its impacts, and the implication for the financial sector is crucial.</p> <p>Proficiency in policy development and regulatory implementation is an advantage.</p> <p>Strong communication and interpersonal skills are necessary to engage with financial institutions, government bodies, international organizations, to build</p>	1

			<p>efforts in addressing climate finance issues, and developing policies and regulations</p> <p>Establish reporting requirements for financial institutions regulated by IFSCA consistent with the regulations of IFSCA</p>	<p>consensus and collaboration.</p> <p>Experience in research and report writing can be beneficial</p> <p>Certification programs related to climate finance, and Climate risk such as those offered by professional organizations is an advantage.</p>	
<p>Consultant Grade 1 (Communication and Media related work)</p>	3	<p>Master's degree with specialization in Business Administration/Finance/Mass Communication/Journalism</p> <p>Desirable: Specialization, if any, in the above mentioned</p>	<p>Develop Media Relations: Coordination with media houses and professionals for providing IFSC & IFSCA related updates and highlights.</p> <p>Handle Media Content for IFSCA: Manage media campaigns, press releases, social media posts and related activities.</p> <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>Media Relations: Coordination with media professionals for IFSC related updates and developments.</p> <p>Handle Media Content: Manage media campaigns, press releases, social media releases and related activities.</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>	1
<p>Consultant Grade 1 (Legal)</p>	3	<p>The candidates should possess a bachelor's degree in law from a recognized University/ Institute with a first class or LLM.</p>	<p>a) Attending legal work <i>inter-alia</i> drafting, vetting and rendering opinions on legal aspects of financial services market.</p> <p>b) Conducting research, review and comparative studies on legal matters and deriving legal analysis, thereon.</p>	<p>a) In-depth understanding/ working knowledge of the Acts, rules and regulations etc., concerning the financial services market or IFSC.</p> <p>b) Drafting and legal scrutiny / vetting of legal documentations, including agreements and MoUs.</p> <p>c) Ability to apply legal principles, concepts,</p>	1

			<p>c) Scrutiny of files involving Legal issues / Policy nature issues & drafting / assisting for submission of proposals involving legal matters.</p> <p>Various other incidental duties and functions as may be assigned from time to time.</p>	<p>policies, for the review, examination and processing of a range of legal issues and documents;</p> <p>d) Analytical skills to conduct legal research on a range of legal issues.</p> <p>e) Experience with policies, procedures, best practices and operations of the global and domestic financial services market regulators.</p> <p>f) Speaks and writes clearly and effectively; listens to others and demonstrates openness in sharing information and keeping team members informed.</p> <p>Preference to be given to candidates with LLM Degree and/or prior work experience in the global or domestic financial sector, including alternate dispute resolution matters or SEZ.</p>	
<p>Consultant Grade 2 (Economic Policy and analysis)</p>	8	<p>Ph.D. degree in Economics /Statistics /Econometrics from a reputed university/ institution</p>	<ul style="list-style-type: none"> • Carrying out evidence-based research studies as per the research requirements of IFSCA • Conducting policy analysis, reviews, presentations and reports, notes, and policy proposals pertaining to the regulatory requirements of IFSCA <p>Analysing trends and developments in international financial services market</p>	<ul style="list-style-type: none"> • Experience in policy research and trend analysis in financial services sector with publication record in reputed journals is crucial. • Experience of working with any research organisation/ recognized think tanks is preferable. • Ability to analyse complex reports or datasets and to translate complex ideas and diverse perspectives into clear alternatives for informed decision making. <p>Desirable: Possess</p>	1

				demonstrated experience of applying statistical/econometrics methods and tools for research and analysis, compilation, modelling, and forecasting in connection with financial services market	
Young Professional (Economic Policy and analysis)	1	<p>Post graduate degree in Economics /Statistics /Econometrics from a reputed university/ institution</p> <p>Or</p> <p>2 years PG diploma in Management/ MBA from a reputed institution</p>	<ul style="list-style-type: none"> • Work with the EPA division in IFSCA for economic policy research & analysis related to financial services market. • Maintaining and upgrading data sets, econometrics tools, standards, and methodologies • Carrying out statistical and data analysis 	<ul style="list-style-type: none"> • Use of data sets, statistical tools and methodologies for economic research and analysis • Skilled in data analytics using MS Excel or any other statistical programming language. • Drafting, editing and presentation skills are an advantage 	1
Young Professional (GAD) (For EDs secretariat)	1	<p>Any Bachelor's degree (Arts, commerce, engineering, Business management, science etc.,) from a recognized and reputed university / institution with minimum 55% aggregate marks or equivalent CGPA;</p>	<ul style="list-style-type: none"> • Working knowledge in MS office (Word, Excel, Power Point Presentation) • Personnel Information Management System • Secretarial experience 		2
Consultant Grade 1 (Development Department)	3	<p>Master's degree with specialization in Business Administration/Economics/ Finance and Accountancy/ Statistics (or) CA (or) CFA (or) CS (or)ICWA</p>	<ul style="list-style-type: none"> • Undertake primary and secondary research in areas of global financial institutions, financial products and financial services • Engagement with global and domestic 	<p>Three to eight years of work experience in reputed organization in the field of Banking, Capital Markets, Insurance, Fund Management, Consultancy and Auditing Services, etc.,</p>	1

		<p>(or) Bachelor's Degree in Law</p> <p>Desirable: Specialization, if any, in the above mentioned</p>	<p>financial services industry to showcase GIFT IFSC business opportunities.</p> <ul style="list-style-type: none"> Support Development Department in day to day development related activities including organizing meetings, roundtable interactions and conferences. <p>Study and evaluate international best practices in areas of Banking, Capital Markets, Insurance etc.,</p>		
Young Professional (Development Department)	1	<p>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</p> <p>Desirable: Specialization, if any, in the above mentioned areas.</p>	<ul style="list-style-type: none"> Undertake primary and secondary research in areas of global financial institutions, financial products and financial services. Prepare minutes of meetings, action plan documents, reports, presentations etc., for development and outreach related activities. Support Development Department in day to day coordination. <p>Manage social media and marketing activities of IFSCA</p>	Minimum of one year of work experience in reputed organization in the field of Banking, Capital Markets, Insurance, fund Management, Consultancy Services, etc.,	1
Consultant Grade 1 (IT)	3	<p>BE/ B. Tech or equivalent degree in CSE, IT, Electronics, or related fields</p>	<ul style="list-style-type: none"> End to End Project Management of different projects of the IT Department Formulation of IT related policies according to the best practices. Analysis and implementation of relevant Government 	<ul style="list-style-type: none"> Experience in handling IT projects preferably using Agile Methodology. Understanding of Technologies like AI/ML, Cybersecurity aspects, etc. Understanding of technology/ solution architecture. 	1

			<p>Procurement Guidelines.</p> <ul style="list-style-type: none"> • Collaboration with internal and external stakeholders. • Preparing and editing reports/documents • Analysis of data and reports • Proper documentation of projects of the department • Keeping track of global developments in technology trends, provide new ideas and conducting research on those trends. <p>Any other departmental work as and when required.</p>	<ul style="list-style-type: none"> • Experience in preparation/ review of Request for Proposals (RFPs)/ Expression of Interest (EOI)/ Request for Quote (RFQ) etc. • Experience of working in end-to-end bid management process. • Excellent Communication skills • Proactive approach. <p>Desirable: Good to have PMP or Any equivalent Agile based Project Management Certification</p>	
Young professional (Dept. of metals and commodities)	1	<p>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</p>	<p>For undertaking work / providing support on work related to</p> <p>a) administration / governance of bullion exchange / bullion clearing corporation, vault managers, and bullion intermediaries</p> <p>b) supervision of bullion exchange / bullion clearing corporation / vaults and other commodities intermediaries</p> <p>c) Data collection and analysis for research on areas related to bullion / metals / commodities</p>	<p>Having knowledge or having worked in the following areas:</p> <p>a) Securities market entities regulated by SEBI/IFSCA</p> <p>b) Securities/debt market including Government Securities</p> <p>c) Scheduled Commercial Banks in India / IBUs in IFSC</p> <p>d) Trading / Dealing desk / Treasury</p> <p>e) Any work related to Bullion / Commodities including research/ratings/publications thereon</p>	1

2. Age & Remuneration:

Age limit as on 31 October 2023:

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

3. Period of contract: up to 3 years based on annual performance review

Note: Person appointed on contract basis would not be entitled to any other allowance/facilities as admissible to a regular employee. He will be entitled to 15 days' leave on a pro rata basis.

A) GENERAL INSTRUCTIONS:

1. Applications which are incomplete or received after the prescribed date will not be considered.
2. Mode of Selection will be Interview. The Authority reserves the right to modify the selection procedure, if deemed fit.
3. Candidates should satisfy themselves about their eligibility for the post applied for. The Authority shall determine their eligibility and only eligible candidates will be called for interview.
4. The IFSCA reserves the right to fill all the posts and the right not to fill up the post at all. The Authority shall reserve the right to decrease or increase the number of posts to be filled in case of best suitability.
5. The Authority reserves the right to cancel the advertisement fully or partly on any grounds.
6. Canvassing in any form will disqualify the candidate.
7. If the candidate 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. If the candidate qualifies in the selection process and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled. Action as deemed fit will be initiated.
8. Applications received after the due date will not be entertained. The Authority takes no responsibility for any delay in receipt of application or loss thereof in postal transit.
9. The decision of the Authority in all matters would be final and binding, and no correspondence in this regard would be entertained.

B) HOW TO APPLY:

10. Candidates who satisfy the eligibility norms may apply giving their bio data strictly in the format given below.

11. Applications along with supporting documents should be sent by post/ courier only in a cover superscribing the post applied for 'IFSCA – application for the post 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

12. Applications not in the prescribed format and received after this date are liable to be rejected

13. The last date and time to receive the application is November 20, 2023, at 6.00 PM.

APPLICATION FORM

INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY

**APPLICATION FOR THE POST OF YOUNG PROFESSIONAL / CONSULTANT GRADE -1 /
CONSULTANT GRADE-2/ Sr. CONSULTANT
ON CONTRACT BASIS**

1. Name of Applicant (Block Letters)																												
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Father's Name																												
-------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Sex: (✓)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	4. Date of Birth	DD/MM/YYYY	
--------------------	----------------------------------	------------------------------------	-------------------------	------------	--

6. Post Applied for		Paste Passport size photograph in the box and sign across it
----------------------------	--	---

7. Total Experience (in years):	Please submit as per Annexure I
--	---------------------------------

8. Last Pay Drawn (Annual CTC): Please attach latest monthly salary slip
--

9. Academic Qualifications as on 31/10/2023:						
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:
----------------	---------------------------------

Note: Please attach documentary proof.

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

