

I Introduction

IFIN Securities Finance Limited (ISFL) is a Public Company incorporated on 27th July 1989 under the name Narayan Sriram Investments Pvt. Ltd and subsequently changed to IFIN Securities Finance Limited (ISFL) on 29th August 2013. The company has been classified as Union Government Company and is a subsidiary of IFCI Financial Services Limited ([IFIN](#)) .

ISFL is a Non-Banking Financial Company (Non Deposit Taking) registered with the Reserve Bank of India (RBI) engaged in the business of Lending to Individuals and Corporates.

II Eligibility and Job responsibility

Role: Head Operation and Credit Officer - Employment (Contract) – 3 Years

Age	: 35 - 50
Qualification	: Graduate and above
Relevant Experience	: Minimum 10 – 15 Years and above
Work Location	: Tamil Nadu - Chennai

Job Description:-

Credit Officer Responsibilities include preparing loan applications, evaluating clients' financial information and calculating risk ratios for loan against shares and loan against mutual funds. The candidate should have a good understanding of lending procedures, guideline by the regulators and customer service experience.

Responsibilities:-

- Review of loan requests
- Loan Underwriting
- KYC Verification
- Assess clients' financial status
- Evaluate creditworthiness and risks
- Contact clients to gather financial data and documentation
- Analyze risks and approve or reject the loan proposal.
- Calculate financial ratios (e.g. credit scores and interest rates etc.)
- Maintain updated records of loan applications, KYC
- Follow up with clients about EMI, loan renewals etc.
- Monitor progress of existing loans
- Preparing MIS and business review report to top management on a monthly basis.
- Coordinate with auditors, internal department w.r.t. any audit observation.

Requirements and skills:-

- Proven work experience as a Credit Officer, Loan Officer or similar role
- In-depth knowledge and experience in handling Loan against Shares independently
- Hands-on experience with lending procedures and products
- Ability to create and process financial spreadsheets
- Strong analytical skills
- Customer service experience
- Familiar with consumer and commercial data upload with all the Credit Information Companies (CICs) on a monthly basis.
- Familiar with upload of CRILC quarterly/monthly report to RBI.
- Analyzing of approved collateral and review it on a daily basis to avoid collateral shortfall.
- Familiar with margin call notice as well as invocation procedure of collateral as and when the account is in shortfall/default.
- Reviewing of General Lending Policy from to time as per regulatory guidelines
- Well versed with loan servicing software, MS office, MS excel and Powerpoint etc.

III. **REMUNERATION**: Market driven salary which will not be a constraint for suitable candidate.

IV. **HOW TO APPLY**: Candidates fulfilling the above eligibility criteria may submit their Resume/Biodata through online portal www.isflonline.com/Career/Click-To-Post-Resume.

Kindly enclose the self-attested photocopies of the following documents in the email:

1. Proof of date of Birth
2. Educational Certificates
3. Relevant Experience certificates (containing areas and period of service)
4. ID proof with photo identity (Pan / Aadhaar / Passport / Driving License / Voter ID)

Note: LAST DATE FOR SUBMISSION 11-11-2024

V. General Conditions:

1. Post qualification experience means the applicant should have working experience for the specified period after acquiring the prescribed educational/professional qualifications from a recognized and approved institution in India, by AICTE / UGC / ICAI etc. and other appropriate authority as the case may be.

2. All Computations of age shall be done considering December 31, 2023 as the cut-off date. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on any of these accounts.
3. The mere fact that a candidate has submitted the Resume/Biodata against the advertisement and apparent fulfilling of criteria as prescribed in the advertisement would not bestow on him/ her the right to be called for interview / considered for selection process. ISFL (IFIN group) at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.
4. The total number of projected vacancies/Level offered indicated may increase / decrease / be cancelled at the discretion of ISFL (IFIN group), if need so arises, without any further notice and without assigning any reason thereof.
5. Only Indian Nationals are eligible to apply. While applying for any post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. To ascertain eligibility ISFL (IFIN group) may obtain additional information from candidate. In case, it is detected at any stage of engagement process, that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
6. E-mail Id/ phone number/present address given in the Resume/Bio-data should be valid and functional for at least 6 months from the date of submission of Resume/Bio-data.
7. ISFL (IFIN group) reserves the right to restrict the number of shortlisted candidates for interview on the basis of qualifications and experience higher than the minimum prescribed.
8. Canvassing in any form will disqualify candidate(s).
9. ISFL (IFIN group) reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.
10. Any legal proceeding in respect of any matter of claim or dispute arising out of this process in response thereto can be instituted only in Chennai and courts/tribunals/forums in Chennai only shall have sole and exclusive jurisdiction to try any such cause/dispute.
11. ISFL (IFIN group) will not be responsible for any loss of communication letter/ e-mail sent, due to invalid / wrong e-mail id/ wrong postal address/postal delay etc., in case of, any communication made by ISFL (IFIN group). No request in this regard will be entertained. Further, any e-mail communication made by ISFL (IFIN group) at the furnished email id will be considered as valid communication, even in case the same communication has not been sent/delivered by post physically.

12. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying.

13. Any query while applying for the positions may be addressed to **hr@ifinltd.in**

14. The short-listed candidates will be called for interview process, which will be carried out at Chennai or may be held in online mode, as may be decided by ISFL (IFIN group).

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