



INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY

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

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

Date: 22-07-2025

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:

Sr.No.	Role	Min Experience in years	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
i.	Consultant Grade 1 (Insurance)	3	Master's degree with specialization in Business Administration/ Finance Desirable: Specialization, if any, in the above mentioned fields	Work with Division of Insurance in IFSCA, including but not limited to, the following matters – a) Designing and development of regulatory framework; b) Reviewing of IAIS Principles and standards on reinsurance for adopting as best practices, and all other matters related to IAIS for growth of IFSCA Insurance eco-system. c) Undertaking cross country comparison of best reinsurance practices; d) Matters relating to formation and management of Insurance Pools; e) Undertake drafting and amendments to extant legislations and regulations related to (re)insurance business; f) Working on regulatory changes with necessary inputs from Reinsurance Analysis	Preference to be given to – a) Candidates with experience or educational qualification in insurance (e.g. Associate Fellowship examination of Insurance Institute of India or equivalent) Candidates with work experience in financial sector after completion of educational qualification	1

Sr.No.	Role	Min Experience in years	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
				<p>and collection of inputs from other operational department;</p> <p>g) Duly bringing in necessary national, international, statistical and mathematical information to develop meaningful analysis</p> <p>Designing outreach programs and engaging with potential stakeholders to disseminate information and create awareness on IFSCA Insurance;</p>		
ii.	Consultant Grade 2 (Funds)	8	Master's degree with specialization in Business Administration/ Finance / Accountancy/ Statistics / Economics / Business Economics (or) CA (or) CFA (or) CS (or) ICWA (or) Bachelor's Degree in Law	<p>a) Assisting in policy research related to financial products such as investment funds</p> <p>b) Preparing white papers and analysis of ideas and proposals for various financial products and services</p> <p>c) Analysis of supervisory data and reports</p> <p>d) Keeping track of global developments in the area of investment funds and other financial products.</p> <p>Ideation and structuring of policy</p>	At least 4 years of experience in the financial sector with knowledge of financial products, international practices, etc. Experience in policy research / legal drafting, compliance / data analysis etc., will be preferred.	1
iii.	Young professional (Insurance)	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	<p>Work with Division of Insurance in IFSCA, including but not limited to, the following matters –</p> <p>a) Handling of applications for registration / surrender of the insurance entities, including other operational matters like change in officials, address, relocation, appointment and remuneration etc.</p> <p>b) Preparing of Annual Action Plan;</p> <p>c) Matters related to Constitution of Standing Committee on Insurance and meetings of the said committee;</p>	<p>Preference to be given to candidates with –</p> <p>a) proficiency in MS Office tools and experience or educational qualification in insurance (e.g. Licentiate / Associate examination of Insurance Institute of India or equivalent</p>	1

Sr.No.	Role	Min Experience in years	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
				d) Maintenance of all data & documents with respect to Acts, Regulations, Circulars, Guidelines, registration related matters etc.; Any other job which may be assigned from time to time;		
iv.	Young professional (Banking Supervision)	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	a) Data compilation and validation b) Secretarial work c) Coordination work d) Research work related to banking. e) Data Analytics related work	(i) Sound knowledge of Excel, Word and PowerPoint presentation. (ii) Knowledge of data analytics is desirable Sound knowledge of Accounting, statistics and Economics is desirable	1
v.	Young professional (Banking Department)	1	Master's degree with specialization in Economics/ Finance and Accountancy/ Statistics (or) CA (or) CFA (or) CS (or) ICWA	a) Application Evaluation Review and process applications for licensing/registration of IFSC Banking Units, Finance Companies/ Units, and other financial entities, ensuring alignment with applicable regulatory frameworks and internal guidelines. Prepare internal notes, presentations, and briefing materials to support informed decision-making on applications. b) Policy Research and Drafting Conduct research on international regulatory practices and evolving financial sector trends. c) Documentation and Knowledge Management Maintain comprehensive records of applications,	Preference will be given to candidates who possess the following: 1. Experience in handling similar roles in previous jobs. 2. Knowledge of banking/NBFC regulations, Companies Act and related fields. 3. Proficiency in MS Office tools. 4. Excellent problem-solving skills. 5. A proactive approach to tasks and responsibilities. Good communication skills.	1

Sr.No.	Role	Min Experience in years	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
				regulatory decisions, SOPs, and precedents.		
vi.	Young professional (Admin and HR / ED Secretariat)	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/science / commerce	Working knowledge in MS office (Word, Excel, Power Point Presentation) <ul style="list-style-type: none"> Personnel Information Management System Secretarial experience 		2
vii.	Young professional (IFSCA Academy)	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/science / commerce	Experience with Digital Tools and Ed Tech	<ul style="list-style-type: none"> Designing, implementing, and evaluation training programs. Experience in curriculum development and instructional design. Excellent communication and interpersonal skills 	1

2. Age & Remuneration:

Name of the Position	Upper age (limit)	Remuneration per month (In Rs)
Young Professional	32 years	70,000 /-
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 extendable up to 5 years, subject to a max of 65 years.

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 candidature/appointment will be terminated forthwith without any compensation. This will be without prejudice to any other action that may be initiated against such an applicant, as may be deemed fit.
- x. The Authority reserves the right to decrease or increase the number and specialization of positions to be filled.
- xi. The Authority reserves the right to fill all the positions, not fill up any position at all, or cancel the recruitment process fully or partly without assigning any reasons for the same.
- xii. Canvassing in any form will disqualify the candidate.
- xiii. The decision of Authority in all matters relating to this recruitment process would be final and binding.

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 18, 2025, at 6.00 PM.

APPLICATION FORM

INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY																																									
APPLICATION FOR THE POSITION 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												Paste Passport size photograph in the box and sign across it																			
6. Position Applied for																																									
7. Total Experience (in years):		Please submit as per Annexure I																																							
8. Last Pay Drawn (Annual CTC):																																									
9. Academic Qualifications as on 18/08/2025:																																									
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:																													
<p>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.</p> <p>Place: Date:</p> <p>Signature of the Applicant</p>																																									

Annexure 1

Name:

Work experience:

[illegible]