



INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY

Building ID 12-B, Block-12, Zone-1, Road-1A,
GIFT City, Gandhinagar, Gujarat

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

Date: 16.09.2026

Vacancy Notification

Engagement of Consultant Grade I/ Young professionals 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 consultant grade I and Young Professionals 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.	Young professional (Communication and Media related work)	1	Master's degree with specialization in Business Administration/ Finance/Mass Communication /Journalism Desirable: Specialization, if any, in the above-mentioned fields	1) Develop Media Relations: Coordination with media houses and professionals for providing IFSCA & IFSCA related updates and highlights. 2) Handle media content for IFSCA: Manage Media campaigns, press releases, social media posts and related activities. 3) Create press releases, articles, design social media creatives and brochures, draft blog posts, speeches, and other types of media content for IFSCA 4) Day-to-day coordination with Design and Media Agency 5) Any other related work as required from time to time	i) Media Relations: Coordination with media professionals for IFSCA related updates and developments. ii) Handle Media Content: Manage media campaigns, press releases, social media releases and related activities. iii) Content Creation: Ability to create press releases, design social media creatives and brochures, draft articles, blog posts, speeches, and other types of media content. iv) Media Monitoring: Tracking and analyzing media coverage to gauge public perception and inform future strategies.	1
ii.	Consultant Grade I (Financial Support Services Supervision Division)	Minimum 3 years of Experience	CA (Chartered Accountant)/ CS (Company Secretary)/ Cost and Management Accountant	1) Compilation and analysis of periodic and other ad hoc compliance reports submitted by regulated entities.	i) Strong knowledge of accounting, proficiency in financial reporting, analysis of balance sheets, profit and loss statements, cash flow statements, accounting	1

Sr.No.	Role	Min Experience in years	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
		rience in Corporate Governance	(CMA) / Chartered Financial Analyst (CFA)	2) Preparation of actionable reports, notes, and presentations based on the analysis of reports submitted and overall compliance status of regulated entities. 3) Maintenance and updating of records relating to the compliance status and supervisory information of regulated entities. 4) Facilitate effective coordination and collaboration with internal teams and external stakeholders. 5) Conducting research, review and comparative studies of supervisory frameworks and practices governing entities providing financial support services across domestic and international jurisdictions. 6) Any other responsibilities assigned by the department/organization to support ongoing and new initiatives.	standards, internal controls, and the interpretation of financial information for supervisory and regulatory purposes. ii) Strong knowledge of the governance framework prescribed under the Companies Act, 2013, including the roles and responsibilities of the Board of Directors and Key Managerial Personnel, corporate governance requirements, statutory compliances, board and shareholder processes, and corporate reporting obligations. iii) Strong analytical and critical thinking skills, with the ability to interpret and assess complex information, identify key issues, and draw well-reasoned conclusions. iv) Strong Record management skills, including the ability to maintain, organize, and manage records in a systematic, accurate, and confidential manner. v) Proficiency in MS Office tools, particularly MS Word, Excel, PowerPoint, and Outlook, for documentation, data analysis, reporting, and presentations. vi) Effective written and verbal communication skills vii) Excellent problem-solving skills.	

Sr.No.	Role	Min Experience in years	Minimum Educational Qualification required	Job Description (Roles and responsibilities)	Required skillset/ Preferable experience	Number of Positions
					viii) A proactive approach to tasks and responsibilities	
iv	Young Professional (ED Secretariat)	1	Master's degree with specialization in Economics/ Finance and Accountancy/ Statistics (or) CA (or) CFA (or) CS (or) ICWA	a) Prepare internal notes, presentations, and briefing materials as required b) Policy Research and Drafting: Conduct research on international regulatory practices and evolving financial sector trends and news scan on the same. c) Documentation and Knowledge Management Maintain comprehensive records of applications, regulatory decisions and other data management. d) Scheduling meetings and necessary arrangements for the same.	<i>Preference will be given to candidates who possess the following:</i> 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. 6. Good communication 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/-

3. Period of contract for YP & Consultant Grade 1: up to 3 years based on annual performance review extendable up to 5 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 I (write name of the Role) to the following address:

*The General Manager (Admin),
International Financial Services Centres Authority (IFSCA),
Building ID 12-B, Block-12, Zone-1, Road-1A,
GIFT City, Gandhinagar, Gujarat-382050*
- 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 09.10.2026.

APPLICATION FORM

INTERNATIONAL FINANCIAL SERVICES CENTRES AUTHORITY																																	
APPLICATION FOR THE POSITION OF YOUNG PROFESSIONAL / CONSULTANT GRADE I ON CONTRACT BASIS																																	
1. Name of Applicant (Block Letters)																																	
2. Father's Name																																	
3. Sex: (✓)		Male ☐		Female ☐		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 31/07/2026:																																	
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 (in capital letters) :																									
Mobile:										Telephone with STD code:																							
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																							

Annexure 1

Name:

Work experience:

[illegible]