

**F.No-21/12/2018-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

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2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 12<sup>th</sup> March, 2019

**OFFICE MEMORANDUM**

Subject:- Engagement of Consultant in Ministry of Corporate Affairs.

A copy of vacancy circular received from Ministry of Corporate Affairs <sup>vide</sup> their circular dated 01.03.2019 along with its enclosures on the above mentioned is circulated for information.

  
(George D. Toppo)

Under Secretary to the Government of India  
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)



सत्यमेव जयते

F No. 05/09/2016-IEPFA/SSB/4  
**Investor Education and Protection Fund Authority**  
**Ministry of Corporate Affairs**  
**Government of India**  
 Ground Floor, Jeevan Vihar Building,  
 3, Parliament Street, New Delhi-110001

Dated: 01.03.2019

**Office Memorandum**

**Subject: Engagement of retired officers and employees on contractual assignment who have worked as US, SO retired officers of ICLS, SEBI etc.**

Applications are invited from retired officers, who have worked in various capacity like ICLS, Under Secretaries, Section Officer, Officers of SEBI not below the rank of AGM at the time of retirement, for engagement on contractual basis in IEPF Authority with details as below:

| S. No. | Name of Posts  | Number of Post | Activities  |
|--------|--|----------------|---|
| 1.     | Retired Under Secretary  | 02             | Legal matters, RTI, General Section etc.                                      |
| 2.     | Retired Section Officer  | 01             | Call centre management grievance redressal inquiry Desk Management (PRO) etc. |
| 3.     | Retired Officers of ICLS, SEBI, US and other Central Government employees etc. | 03             | Middle level advisor (for monitoring and file processing) etc.                |

The terms and conditions of the contract shall be as under:

1. Period of Contract: The period of contract initially will be for one year and extendable as per requirements in future. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Authority without assigning any reason whatsoever at any time. The contractual assignment shall not confer any right or claim or to any regularization or continuation of service.
2. Remuneration: The retired officers and employees engaged on contractual assignment will be paid remuneration on the basis of last pay drawn less pension being drawn.
3. Place of work: IEPF Authority, Sansad Marg, New Delhi

US (A/P)

07/03

7/43

80 (A/P)

07/03/19  
Sri Kantar

4. Age Limit: The maximum age limit for the applicants is 62 years as on 1<sup>st</sup> March, 2019.
5. Leave: They will not be entitled to any kind of regular leave except (casual leave) on pro-rata basis.
6. Working days and working hours shall be same as are applicable in case of other serving officers and employees of the Authority.
7. They will have the option to give up their assignment by giving one month's advance written notice.
8. Last date for submission of application: The interested retired officers and employees belonging to above categories and who are willing to serve in the Authority shall submit their applications in the format enclosed by 25.03.2019 to the undersigned.
9. This may be given wide publicity.

  
(Mangesh Jadhav)  
Deputy Director  
IEPF Authority

To

1. Secretaries to Government of India, All Ministries/Departments of the Government of India.
2. Director General of Corporate Affairs, New Delhi
3. All RD, RoC cum-OLs/RoCs/OLs, Ministry of Corporate Affairs
4. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi
5. All Officers of Ministry of Corporate Affairs at Shastri Bhawan, New Delhi
6. E-governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular on the website of the Ministry & iepf.gov.in
- ✓ 7. Director (CS Division), DOPT, 2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
8. Dr. Ruchi Chojer, DGM, SEBI
9. Guard File.

Copy to:

1. PPS to Secretary, Ministry of Corporate Affairs
2. PS to JS (AA) & CEO IEPF Authority
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4. Director (RT), MCA
5. DGM, IEPF Authority
6. AD, IEPF Authority
7. AO, IEPF Authority
8. AAO, IEPF Authority

**Format of Application for the post of US, SO, ICLS Officer  
Court Officer in National Company Law Tribunal on Contract Basis**

|    |  |        |  |                              |                      |                            |
|----|--|--------|--|------------------------------|----------------------|----------------------------|
| 1. | Name in Full (IN BLOCK LETTERS)  |        | <div style="border: 1px solid black; padding: 5px; text-align: center;">                     Paste your recent<br/>passport size<br/>photograph                 </div> |                              |                      |                            |
| 2. | Father's Name  |        |  |                              |                      |                            |
| 3. | Date of Birth (valid documentary proof to be enclosed)   |        |  |                              |                      |                            |
| 4. | Post applied for and activity of the post for (separate application is to be sent for different activity):           |        |  |                              |                      |                            |
| 5. | Correspondence Address (including telephone Number/Fax Number/Email Id.)(Email id is mandatory)                      |        |  |                              |                      |                            |
| 6. | Permanent Address (including Telephone/Fax Number)   |        |  |                              |                      |                            |
| 7. | Present Occupation, if any   |        |  |                              |                      |                            |
| 8. | Educational Qualifications in the reverse chronological order:<br>(Attested copies of Degree/Diploma to be attached) |        |  |                              |                      |                            |
|    | Name of University/<br>Equivalent Institution  | Degree | Year of Passing  | Percentage of Marks obtained | Academic Distinction | Subject/<br>Specialization |
|    |  |        |  |                              |                      |                            |

| 9.                           | Details of employment during last 10 years before retirement: |                                    |                   |                           |  |
|------------------------------|---|------------------------------------|-------------------|---------------------------|--|
| Name and Address of employer | Designation, scale of pay including present pay               | Whether regular/ Deputation/ adhoc | Period of service | Nature of duty/experience |  |
|                              |   |                                    |                   |                           |  |

10. Time required for joining the post

It is certified that the information furnished above is correct and true to be best of my knowledge.

(Signature)

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_