

No.05/11/2016-IEPF  
Government of India  
Ministry of Corporate Affairs

'A' Wing, 5<sup>th</sup> floor, Shastri Bhawan,  
Dr. R.P. Road  
New Delhi-110001

Dated the 1<sup>st</sup> August, 2016

**OFFICE MEMORANDUM**

**Subject: Invitation of applications for the post of General Manager and Assistant General Manager in Investor Education and Protection Fund Authority established under section 125 of the Companies Act, 2013.**

Applications are invited from the eligible candidates to fill up the following posts in Investor Education and Protection Fund Authority on deputation basis:-

S.No.	Name of post	No. of posts	Scale of Pay	Place of posting
1	2	3	4	5
1	General Manager	01	Rs. 37400-67000 with Grade Pay Rs.8700/- in PB - 4	New Delhi
2	Assistant General Manager	01	Rs. 15600-39100 with Grade Pay Rs.5400/- in PB - 3	New Delhi

**2. Eligibility conditions General Manager (IEPF Authority)**

Officers of the Central or State Government

- (a) (i) holding analogous post on regular basis; or  
(ii) with 6 years regular service in PB-3 + Grade Pay of Rs. 7600/-; or  
(iii) with 10 years regular service in PB- 3 + Grade Pay of Rs. 6600/-

**Desirable: Having experience in Administration/Establishment.**

**3. Eligibility conditions Assistant General Manager (IEPF Authority)**

Officers of the Central or State Government

- (a) (i) holding analogous post on regular basis; or  
(ii) with 2 years regular service in PB-2 + Grade Pay of Rs. 4800/-

**Desirable: Having experience in Administration/Establishment.**

4. The maximum age limit for appointment on deputation is 56 years.
5. The period of appointment, on deputation, will be for a period of 5 years for General Manager and 3 years for Assistant General Manager and will be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India, in this regard as amended from time to time.
6. Application in duplicate, in the prescribed proforma (Annexure I) complete in all respects may be sent to Director IEPF, Ministry of Corporate Affairs, Room No. 538, 5<sup>th</sup> Floor, 'A' Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi-110001 through proper channel by 31<sup>st</sup> August 2016.
7. The terms and conditions of the services of the General Manager and Assistant General Manger shall be regulated by the Investor Education and Protection Fund Authority (Recruitment Salary and other Terms and Conditions of Service of officers and other employees) Rules, 2016, which has been approved by the Competent Authority and available on the Ministry's website [www.mca.gov.in](http://www.mca.gov.in) in draft form. The prescribed proforma for the application may be downloaded from the Ministry's website at [www.mca.gov.in](http://www.mca.gov.in).
8. This may be given wide publicity.

  
(Rakesh Tyagi)  
Director

To

1. Secretaries to Government of India, All Ministries/Departments of the Government of India.
2. All Chief Secretaries to the State Governments/Union Territories.
3. Director General of Corporate Affairs, New Delhi.
4. All RDs/RoC-cum-OLs/RoCs/OLs, Ministry of Corporate Affairs.
5. Chairman, NCLT/NCLAT, New Delhi.
6. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
7. Secretary, Competition Commission of India, MCA, New Delhi.
8. Registrar, Competition Commission Appellate Tribunal, New Delhi.
9. All officers of Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
10. E governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular prominently (preferably scroll) on the website of the Ministry.

**PROFORMA FOR APPLICATION**

**Annexure - I**

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth (In Christian Era)
4. Education Qualifications
5. Whether educational and other qualification required For the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)
6. Details of employment in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Organization	Post held (Regular)	From	To	Pay Band And Grade Pay	Period of experience

7. Present Grade Pay, total emoluments per month now drawn
8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space in insufficient.
9. Whether belong to SC/ST/OBC
10. Number of documents enclosed, Indicate in a separate list

Signature of the Candidate  
Telephone No.

Date \_\_\_\_\_ Address \_\_\_\_\_

**CERTIFICATE**

1. It is certified that the particular of the officer has been verified and found to be correct.
2. The officer is holding the post/analogous post on regular basis.
3. It is certified that no disciplinary proceeding are pending/contemplated against the officer. The Integrity of the officer is also certified. Copies of APAR \_\_\_\_\_ years are enclosed.

(Signature of Cadre Controlling Authority/  
Head of the Department with Stamp)  
Telephone No.

