

F.No.9/6/2020-IEPFA/Comp.No.179984

Government of India
Ministry of Corporate Affairs
Investor Education and Protection Fund Authority

Ground Floor, Jeevan Vihar Building
3, Parliament Street, New Delhi –110001

Dated: 24.05.2024

VACANCY CIRCULAR

Subject : Engagement of Consultants on contract basis in IEPF Authority, Ministry of Corporate Affairs – inviting applications thereof.

Investor Education and Protection Fund Authority (IEPFA), Ministry of Corporate Affairs invites applications from Officers of retired Government officers at the level of SO / US / AD having considerable experience in functioning of Central Government Ministries / Departments for engagement as Consultants on contract basis.

Total Vacancy: 2 (Two) and a panel of consultants shall also be prepared for future requirement.

Eligibility:

- a. Retired Central Government Officers at the level of SO in Pay Matrix (Level – 10) and US / AD in Pay Matrix (Level – 11); and
- b. They should not attained more than 63 years of age as on **01.07.2024**.

Experience:

- a. Candidates having work experience of day to day General Administration including Procurement through GeM portal, processing of vendor bills as per requirement of IEPF Authority etc.; and / or;
- b. RTI, Public Grievances, Matters related to Ministries / other Departments; and / or;
- c. Legal & Policy work including drafting of para-wise comments of Court Cases (required LLB having 3 years' experience in handling court cases); and / or;
- d. Preparation of Annual Accounts, Annual Report, Reconciliation of Accounts, Audit Para, Internal Audit, replies of Audit para, etc. and / or;
- e. Experience in Policy related areas of Finance or Corporate Laws etc. previous experience of getting proposal approved from Law Ministry.
- f. The Consultants will be required to examine cases / proposals, policy issues, Court cases, in the light of Central Government rules and regulations, prepare briefs / presentations and analyses the proposals assigned to them by their controlling officers. They shall be fully conversant with MS-Word / PPT / Excel etc. They will not be provided any typing assistance. They should be able to discharge the office duties through e-governance mode of working.

2. **Terms and conditions of the contract:-**

The Consultants will be required to examine cases / proposals, policy issues, Court cases, in the light of Central Government rules and regulations, prepare briefs / presentations and analyses the proposals assigned to them by their controlling officers. They shall be fully conversant with MS-Word / PPT / Excel etc. They will not be provided any typing assistance. They should be familiar with e-office mode of working.

Working Hours shall be from 09.00 a.m. to 5.30 p.m. during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturday / Sundays or other holidays. They have to report officers at the level AD / AGM / DGM / GM of IEPF Authority.

They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information / data that may come to their notice during the period of their engagement as 'Consultant' in the Authority.

They will not utilize or publish or part of document related to Authority, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of assignment without written consent of the Authority.

Attention is drawn to Central Vigilance Commission's circular No.01/0/2017 dated 23.01.2017 and circular No.08/06/2011 dated 24.06.2011 regarding engagement of Consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in view of norms of ethical business and professionalism.

They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in IEPF Authority.

They neither represent or give opinion or advice to others in any matter which is adverse to the interest of the Organisation nor indulge in any activity outside the terms of the contractual assignment.

3. **Remuneration and Allowances:**

3.1 **Remuneration:** Monthly remuneration payable shall be equivalent to the last basic pay drawn minus basic pension being drawn by the selected person. Remuneration of Consultants, drawing pension, should be strictly as per DoE O.M. dated 09.12.2020 in case of Central Government retired person.

3.2 In case of other than Central / State Government employees, the remuneration should not be exceeded the remuneration at the Pay Matrix of Level – 10 and not more than 50% of last pay drawn whichever is less plus Transport Allowance (TA) of existing retired Central Government employees engaged in IEPFA.

3.3 In addition, the selected person shall also be made eligible for local conveyance, for official purposes only, as drawn by him on his / her last post. For other than Govt. employee, the TA will be allowed at the equivalent level of Pay Matrix of Level – 10.

3.4 The consultant will however be eligible for official email id, Authority identification card, internet connection, with standard office equipment facility etc.

3.5 **Allowances:** Consultants shall not be entitled to any kind of allowance or accommodation facility except TA. However, if they require to travel inside the country in connection with the official work of the Authority, TA / DA as admissible to a regular employee of the same grade he / she retired from will be paid to him / her after obtaining approval of the competent authority.

3.6 The engagement as Consultant shall not be considered as a case of re-employment.

3.7 TDS as admissible rate shall be deducted from the monthly remuneration of Consultants.

4. **Leave:** Consultants shall be eligible for 1½ days leave per completed month on pro-rata basis or not exceeding 18 days in a calendar year. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Accumulation of leave beyond a calendar year shall not be allowed.

5. **Period of Engagement:**

5.1.1 The initial engagement of Consultant will be upto 30.04.2025 and the tenure of contract will be extended, based on the requirement of IEPF Authority and also based on the performance of Consultant(s) concerned, for a maximum period of one year at a time.

5.1.2 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in IEPF Authority.

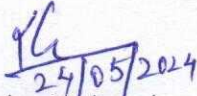
5.1.3 The appointment of Consultants is purely contractual (non-official) nature against the specific jobs / assignments.

6. **Procedure for Selection:** The Screening Committee and Selection Committee constituted in IEPF Authority will scrutinize the applications and to select consultants respectively based on the eligibility criteria.

7. **Termination of Consultancy:** The engagement of Consultants can be terminated by IEPF Authority at any time without assigning any reason thereof. However, Consultant will have to give 30 days' advance notice before resigning from the engagement otherwise remuneration will be proportionately deducted in case of short period notice.

8. Interested eligible candidates may submit their application in the enclosed **Annexure** along with a copy of PPO to the General Manager (Administration),

Investor Education and Protection Fund Authority, Ministry of Corporate Affairs, Jeevan Vihar Building, 3, Parliament Street, New Delhi-110001. **This is an open vacancy circular. The complete application received by 30th of every month shall be considered for interview / selection in the subsequent month for available vacancies.** The applications may also be submitted through email which is given below. Incomplete applications will be rejected without any intimation.


24/05/2024
(Ram Babu Mahato)

Deputy General Manager, IEPF Authority

iepf@mca.gov.in

iepfclaim@mca.gov.in

011-23441777

To

1. IEPF Section, Ministry of Corporate Affairs, New Delhi
2. All Ministries / Departments of Govt. of India for wide publicity.
3. NIC, MCA for uploading the same in the IEPFA and Ministry's website.
4. Under Secretary (CS-I), Department of Personal & Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 – with the request to upload the circular on DoPT's website for advertisement for wider publicity.
5. Guard file.

ANNEXURE

Application for the post of Consultant in the Investor Education and Protection
Fund, New Delhi

Recent Passport
Size Photograph

1. Full Name :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Office where last worked :
6. Name of Office :
7. Whether main Ministry/ Attached /:
Subordinate Office/Others
8. Designation last held :
9. Last Pay / Pension drawn :
10. Aadhar No. :
11. Mobile No. :
12. Address :
13. Educational Qualification :
14. E-mail id :
15. Work Experience {Add separate sheet (if:
required)}

Ministry / Department / Organisation	Post Held	Period		Nature of Work	Remarks
		From	To		

Undertaking

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my engagement, my engagement shall be liable to be terminated.

Place:

Date:

(Signature of applicant)