



F. No.9/06/ 2020-IEPFA/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: 26.10.2023

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 retired Government Officers at level of SO/US/AD on contract basis having considerable experience in functioning in Ministries /Departments of Central Government for engagement as Consultants.

Total Vacancy: **1 (one)** and a panel of consultants shall also be prepared for future requirement.

Eligibility:

- Retired Central Government officers at the level of SO in Pay Matrix Level 10 and US/AD in Pay Matrix Level 11.
- In case of shortage of availability of candidates (a) above category, the candidates completed CS, CA or LLB with at least 5 years work experience relevant field may also be considered.
- They should not have attained 63 years of age as on **01.10.2023**.

Nature of duties and Experience:

- Candidates having work experience of day to day General Administration including Procurement through GeM portal, Administration, processing of vendor bill as per requirement of IEPFA etc. and/or
- RTI, Public Grievances, Matters related to Ministries/other Departments, Legal & Policy work related to IEPF Authority including drafting of para-wise comments of Court Cases (required LLB having 3 years' experience in handling court cases) and/or.
- Preparation of Annual Accounts, Annual Report, Reconciliation of Accounts, Audit Para, Internal Audit, and replies of Audit para. and/or.
- Experience in Policy related areas of Finance or Corporate Laws etc. having previous experience of getting proposals approved from Law Ministry.
- 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.

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2. **The terms and conditions of the contract shall be as under:-**

They should not have attained 63 years of age as on **01.10.2023**. 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 as per requirement of office. They have to report officers at the level AGM /AD/DGM / DD/GM of IEPF Authority.

Work of this organisation are related to financial instrument and is financially sensitive. Hence, the Consultants so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Organisation nor will they indulge in any activity outside the terms of the contractual assignment. It will also be governed by the Official Secrets Act, 1923 and other Acts, Rules and Regulations as amended from time to time.

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

3. **Remuneration and Allowances:**

3.1 **Remuneration:** Monthly remuneration payable shall be equivalent to the last pay drawn minus basic pension. Remuneration of Consultants, drawing pension, should be strictly as per DoE O.M. dated 09.12.2020 in case of Government retired person **but in NO circumstances, the remuneration shall exceed 50% of the last basic pay drawn , at the time of retirement.**

3.2 In addition, the selected person shall also be made eligible for local conveyance as drawn by him on his/ her last post.

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

3.4 Consultants shall not be entitled to any kind of allowance or accommodation facility except Transport Allowance. 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 has retired from will be paid to him / her after obtaining approval of the competent authority.

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

3.6 TDS as per applicable rate shall be deducted from the monthly remuneration of Consultants.

4. **Leave:** Consultants shall be eligible for 1.5 leave per completed month or not exceeding 18 days in a calendar year on pro-rata basis. 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 30.04.2024** and the tenure of contract will be extended, based on the requirement of IEPFA 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 IEPFA.

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

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6. **Procedure for Selection:** The Screening Committee/Selection Committee constituted in IEPFA will scrutinize the applications and to select consultants based on the eligibility criteria respectively.
7. **Termination of Consultancy:** The engagement of Consultants can be terminated by IEPFA 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 for 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 latest by **5:00 PM on or before 13.11.2023**. The applications may also be submitted through email (strictly mentioning the subject as above) which is given below, however the physical copy of Application shall also reach to this office within stipulated time. Incomplete applications or applications received after the due date will be rejected.



(Zahid Hussain)

Assistant General Manager, IEPFA

iepfclaim@mca.gov.in

011-23441777

सहायक महाप्रबंधक

विनिधानकर्ता शिक्षा और संरक्षण प्राधिकरण
कारपोरेट कार्य मंत्रालय, भारत सरकार
अध्यक्ष भवन, संसद मार्ग, नई दिल्ली

To

1. IEPFA Section, Ministry of Corporate Affairs, Shashtri Bhawan, New Delhi
2. Under Secretary (CS-I), Department of Personal & Training, Lok Nayak Bhawan, New Delhi – with the request to upload the circular on DoPT's website for wide publicity
3. NIC, MCA for uploading the same in IEPFA and Ministry's website.
4. File Computer No.180346 – for reference and record.

ANNEXURE

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

Recent Passport Photograph	Size -----
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1. Full Name:
2. Father's Name:
3. Date of Birth:
4. Date of Retirement:
5. Office where last worked:
 - i. Name of Office:
 - ii. Whether main Ministry/ Attached / Subordinate Office/Others:
6. Designation last held:
7. Last Pay / Pension drawn:
8. Aadhar No.:
9. Mobile No.:
10. Address:
11. Educational Qualification:
12. E-mail id:
13. 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)