

No: HR-13013/1/2023-IBBI
INSOLVENCY AND BANKRUPTCY BOARD OF INDIA

7th Floor Mayur Bhawan, Near Shankar Market, New Delhi

Dated 20th April 2023

CIRCULAR

Subject:- Contractual engagement of 02 (two) retired Director (Pay Level-13)/Joint Secretary (Pay Level- 14) level Central Government officers as Consultant in Insolvency and Bankruptcy Board of India (IBBI).

It is proposed to engage 02 (two) retired Director (Pay Level-13)/Joint Secretary (Pay Level- 14) level Central Government Officers to work as Consultant on full time basis in the IBBI purely on contractual basis.

2. The eligibility criteria, terms and conditions and remuneration are as follows:-

(i)	Number of consultants to be engaged	02 (two)
(ii)	Eligibility condition	Officers retired as Director (Pay Level-13)/Joint Secretary (Pay Level- 14) from Central Government Ministries/Departments
(iii)	Scope of Work	As indicated at Annexure-A
(iv)	Period of engagement	The initial engagement as consultant shall be for a period of one year, which may be extended, based on requirement of the IBBI, performance and health of consultant(s) concerned.
(v)	Job Location	New Delhi
(vi)	Age Eligibility	Less than 63 years as on closing date for receipt of applications.
(vii)	Remuneration	<p>Fixed monthly remuneration as per the directions of Ministry of Finance, DOE i.e. Last pay drawn minus basic pension plus Transport Allowance admissible at the time of retirement.</p> <p>However, retired employees engaged as consultant's may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.</p> <p>No Dearness Allowance is payable.</p> <p>No HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Government Servant. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment/ percentage increase during the contract period.</p>

(viii)	Leave	1.5 days of paid leave for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.
(ix)	Working hours	Working hours shall be from 9:30 a.m. to 6:00 p.m. (Monday to Friday). No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office beyond normal office hours, or any non-working day. Will be required to work from home in any condition of lockdown/ Govt. Instructions
(x)	Working experience	Working experience at the level of Director (Pay Level-13) or Joint Secretary (Pay Level-14) in Government of India
(xi)	General Terms Conditions	Eligible retired officers should be in good health. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of Contract, failing which the Consultant will be liable for suitable action. For this, he/she is required to give a non- disclosure undertaking. The consultant shall have to perform duties/ services as assigned to him/her by necessary skills, diligence, efficiency and economy. The consultant shall not be entitled to any TA/DA for joining the appointment.
(xii)	Termination of Engagement	The engagement as Consultant can be terminated by the Board at any time without assigning any reason thereof by giving them 15 days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days advance notice or remuneration in lieu thereof before resigning from the engagement.
(xiii)	Last date for receipt of application	30 days from publication of this advertisement

3. The persons who fulfil the eligibility criteria as mentioned above and willing to work as consultant on the terms and conditions mentioned above, must submit their application, in the prescribed format enclosed as Annexure-B, to reach physically within 30 days of publication of this advertisement at the following address or submitted over mail to personnel@ibbi.gov.in :-

Deputy General Manager (HR)
Insolvency and Bankruptcy Board of India
7th Floor Mayur Bhawan, Near Shankar Market
New Delhi-110001

4. Further, for selection purpose, decision of the Selection Committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date/time will not be considered and summarily rejected without any further communication.

5. IBBI reserves the right to select more, less or not select anyone against this advertisement. The Board reserves the right to cancel the Advertisement fully or partly on any grounds. The decision of the Board in all matters would be final and binding, and no correspondence in this regard would be entertained.

Sd/-
(Ravi Kumar Vashisht)
DGM (HR)
011-23462870/2968

The work relating to the following Divisions of the IBBI:

- (i) **CORPORATE INSOLVENCY RESOLUTION PROCESS (CIRP):** The work inter-alia involves the task of making regulations for CIRP under the Code, monitoring of ongoing cases of CIRP at all the benches of NCLTs across the country, maintaining real-time database, facilitating the process of corporate insolvency by preparing various documents/forms required during the insolvency process.
- (ii) **CORPORATE LIQUIDATION :** The work inter-alia involves tracking of all the corporate debtors that are into liquidation, taking care of the complaints and grievances received pertaining to the liquidation process, analysing and maintaining records of every proceeding before the Adjudicating Authority relating to corporate liquidation.
- (iii) **VOLUNTARY LIQUIDATION:** The work inter-alia involves keeping a track of all the corporate persons that are under voluntary liquidation and taking care of the complaints and grievances received pertaining to the voluntary liquidation process.
- (iv) **ADVOCACY:** The work inter-alia involves advocacy of IBC and the IBBI and increasing awareness among stakeholders, publications, communications and partnerships (with academia, industry, other Government agencies, etc.) to promote awareness about the laws and procedures amongst the stakeholders.
- (v) **INDIVIDUAL INSOLVENCY AND INDIVIDUAL BANKRUPTCY:** The work inter-alia involves undertaking stakeholder consultations on a regular basis for drafting of regulations relating to Individual Insolvency and Individual Bankruptcy
- (vi) **RESEARCH & PUBLICATION:** The work inter-alia involves putting together a framework for tracking outcomes of IBC on a regular basis and providing inputs for publications like Economic Survey of India, OECD Economic Survey etc.
- (vii) **DATA MANAGEMENT AND DISSEMINATION:** The work inter-alia involves collecting, consolidating and disseminating the data to the stakeholders
- (viii) **GRADUATE INSOLVENCY PROGRAMME ('GIP'):** The work inter-alia involves developing a monitoring policy for delivery of GIP and monitoring the performance of the institution concerned on a quarterly basis.
- (ix) **CONTINUING PROFESSIONAL EDUCATION:** The work inter-alia involves capacity building of IPs.
- (x) **KNOWLEDGE MANAGEMENT AND PARTNERSHIP:** The work inter-alia involves negotiating and entering into partnerships with other institutions (domestic and international) for mutual dissemination of best practices and research in the area of insolvency and bankruptcy
- (xi) **HUMAN RESOURCES:** The work inter-alia involves recruitment and promotion of personnel at all levels, reviewing the provisions of the IBBI (Employees' Service) Regulations, 2017 , monitoring the distribution of personnel in each Division, reviewing the perks and allowances of the personnel in IBBI and undertaking regular work like maintenance of attendance, appraisal of employees, addressing grievances of employees, etc.
- (xii) **INSOLVENCY PROFESSIONALS:** The work inter-alia involves administering implementation of IBBI (Insolvency Professionals) Regulations, 2016 and handling queries from prospective applicants seeking grant of registration as an IP, managing the registration process of IPs (including rejections) and maintaining database of IPs (including processing of requests for record modification).
- (xiii) **INSOLVENCY PROFESSIONAL AGENCIES:** The work inter-alia involves registration of Insolvency Professionals Agencies (IPAs) and monitoring core functioning of the IPAs through monthly meetings, dissemination of information, analysis of disclosures, inspection, annual compliance certificate and pre-registration training.

- (xiv) **INFORMATION UTILITIES (IUs):** The work inter-alia involves registration of IUs and ensuring compliance, co-ordinating with stakeholders including the Government, RBI, IBA, DEA, DFS, MCA and Banks.
- (xv) **INSOLVENCY PROFESSIONALS ENTITIES ('IPE'):** The work inter-alia involves handling the recognition process of IPEs (including rejections) and maintaining and updating the database of IPEs (including processing of requests for record modification).
- (xvi) **SURVEILLANCE, INVESTIGATION, GRIEVANCES, COMPLAINTS AND MONITORING:** The work inter-alia involves monitoring of complaints received in IBBI and through the CPGRAMS portal, formulation of policy for Inspection and Investigation and preparing the queries for the IP w.r.t Complaints/NCLT/NCLAT/HC/SC.
- (xvii) **REGISTERED VALUERS:** The work inter-alia involves registration of valuers, both individuals as well as partnership entities / companies, under three different asset classes viz., Land and Building, Plant and Machinery and Securities or Financial assets, Maintaining consolidated database of RVs (individuals / partnership entities / companies) duly segregated as per asset class and monitoring the conduct of valuers.
- (xviii) **REGISTERED VALUER ORGANIZATIONS (RVOs):** The work inter-alia involves making recommendations for recognition and addition of new asset class(es) of RVOs, ensuring compliance of RVOs with Companies (Registered Valuers and Valuation) Rules, 2017 and monitoring and processing complaints and disciplinary action of RVOs.
- (xix) **ESTABLISHMENT:** The work inter-alia involves Procurement, Outsourced Manpower Management, Events Management, Travel Management, Payment Management, Daily Office Management, Records Management and Maintenance.
- (xx) **LEGAL AFFAIRS:** The work inter-alia involves scrutiny and vetting of Regulations, Orders, Circulars, Guidelines, etc., published under the Code and arranging publication in the Official Gazette, where necessary; prepares and provides briefs of all the important and relevant judgments/orders of SC, HCs, NCLAT, AAs and other courts and authorities for publication and legal research, study and publication of various topics on insolvency law.
- (xxi) **ADJUDICATION:** The work inter-alia involves supporting Disciplinary Committee in disposal of Show Cause Notices and monitoring of implementation of Adjudicating Orders.
- (xxii) **COURT PROCEEDINGS:** The work inter-alia involves drafting and processing of complaints against stakeholders other than service providers ; scrutiny of complaints, evidences, reports, documents and case management ; appearing and defending IBBI before judicial and quasi-judicial bodies and maintenance of prosecution records.
- (xxiii) **COMMUNICATION AND RTI:** The work inter-alia involves managing and handling RTI applications.
- (xxiv) **EXAMINATION:** The work inter-alia involves conducting examinations, implementing the suggestions of the Committee of Experts for determining the syllabus of the examinations, preparation of the Question Bank by working with domain experts for drafting, moderating and reviewing questions, preparation of daily/fortnightly/Monthly/Quarterly reports regarding performance of candidates for internal monitoring and publication purposes
- (xxv) **INFORMATION TECHNOLOGY:** The work inter-alia involves developing IT strategy, plan and policy to create IT infrastructure and deciding the procurement; upgrading, supporting and troubleshooting the e-Office server; Server monitoring, backup/recovery, vulnerability management, security of servers, and server patching and Back-up and archiving the data to the Cloud.
- (xxvi) **FINANCE AND ACCOUNTS:** The work inter-alia involves preparation of Budget Estimates, monthly utilization certificate and report on online transactions; preparation of supplementary/revised estimates; maintenance of accounts and its finalization and co-ordination with internal and CAG auditors and preparation of compliance report on audit observations.

- (xxvii) **BOARD SECRETARIAT:** The work inter-alia involves matters pertaining to the Governing Board of IBBI and conducting meetings/ e meetings of the Governing Board.
- (xxviii) **STRATEGY:** The work inter-alia involves collation of the annual strategic action plans of each Division of IBBI, developing the action plans identified by each Division, identification of key objectives of all Divisions during the Strategy Meet of IBBI and designing the Annual Strategic Action Plan booklet.
- (xxix) **INTERNATIONAL AFFAIRS:** The work inter-alia involves administration of IBBI's membership in IAIR (International Association of Insolvency Regulators), processing the participation of IBBI officials in international seminars and conferences and presentation of IBBI's position with respect to insolvency policy discourse of India in international forums such as the World Bank, International Monetary Fund, International Association of Insolvency Regulators, Organisation for Economic Cooperation and Development etc.
- (xxx) **PARLIAMENT:** The work inter-alia involves handling Parliament Questions and other correspondence with the Parliament through Ministry of Corporate Affairs and preparing inputs for presenting IBBI's position to Department Related Standing Committees of the Parliament.

ANNEXURE-B

**APPLICATION FOR THE POST OF CONSULTANT IN THE INSOLVENCY
AND BANKRUPTCY BOARD OF INDIA ON CONTRACTUAL BASIS**

1. **Post applied for:** Consultant

2. **Specialization(If any):**

3. **Gender:** Male / Female / Others

4. **Name of the Candidate:** _____
(IN CAPITAL LETTERS)

5. **Father's /Mother's / Husband's Name:**

(IN CAPITAL LETTERS)

6. **Date of Birth (DD/MM/YYYY) _____, Age as on (19 May 2023) _____**

7. **Address for communication:**

8. **Email address:** _____
(All communications from the IBBI will be made to this e-mail address given by you).

9. **Contact Numbers:**
Mobile/Landline:

10. Educational / Professional / Technical Qualification (Starting from Class (10th onwards)). Please attach a separate sheet if required.

Examination passed	Discipline/ Specialization /Subject	Board/ University	Year of Passing	Duration of course (In Months)	Percentage of marks	Division

11. Experience starting from present to previous. Please attach a separate sheet, if required. Please specify period and nature of deputation undertaken earlier and details thereof.

Department / Organization	Designation and Pay Band and Grade Pay / Scale	From	To	Brief description of duties

12. **Details of Retirement**

Date of retirement and the post/pay level from which retired (Enclose copy of retirement order)	
Name of Ministry/Department from which retired	
PPO Number (enclose copy)	
Travelling Allowance drawn at the time of retirement	

- 13 Additional information, if any, which you would like to mention in support of your candidature for the post.

Declaration to be signed by the Candidate

I -----, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/ incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of IBBI in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Date :

Signature -

Place

Name of Applicant -----