

## **Insolvency and Bankruptcy Board of India**

### **Subject: Sanctioning of strength and pay scales of Personal Assistant/General Assistant (Grade I/II/III)**

The Governing Board in its meeting dated January 16, 2017 had decided broad structure of human resources, including the number of employees of Grade 'A' to 'F' and EDs. The Board decided to adopt pay and benefits as available to the employees of Securities and Exchange Board of India (SEBI), given that IBBI is structured on the lines of SEBI.

2. Governing Board approved the Insolvency and Bankruptcy Board of India (Employees' Service) Regulations, 2017 in its meeting held on July 22, 2017. The regulations provide for Personal Assistants/General Assistants (Grade I/II/III). The schedule to the Insolvency and Bankruptcy Board of India (Employees' Service) Regulations, 2017 containing eligibility and recruitment methods of various grades is placed at **Annexure-1**.

3. Now, it is proposed to approve the number of posts of Personal Assistants/General Assistants and the Pay scales of Personal Assistants/General Assistants. These Personal Assistants/General Assistants will assist the senior officers in secretarial functions and record keeping in various divisions.

4. It is proposed that a number of such staff for secretarial support to senior officers (ED and above) and for important office functions such as Finance, Human Resource, Establishment etc. may be recruited. Accordingly, it is proposed that 20 posts may be sanctioned for Personal/General Assistant (Grade I/II/III) for secretariat functions. The remaining requirements of office functions may be met by outsourcing.

5. The distribution for these 20 posts may be as below:

<b>Allocation/Division</b>	<b>No. of post</b>
Chairperson Secretariat	2
WTM Secretariat (1 each)	3
ED Secretariat (1 each)	3
All divisions	12
<b>Total</b>	<b>20</b>

6. To formulate pay scales of Personal Assistants (Grade I/II/III) and General Assistants (Grade I/II/III), a committee comprising of:

- (i) Dr. (Ms.) Mukulita Vijayawargiya, WTM (AL)
- (ii) Ms. Mamta Suri, ED
- (iii) Mr. Ritesh Kavdia, CGM

was constituted on 28<sup>th</sup> August, 2017, the committee considered pay scales of other financial regulators, viz., SEBI and Insurance Regulatory and Development Authority of India (IRDAI) while making recommendations.

7. The committee considered that there are two pay scales corresponding to Cook/Messenger and Junior Assistant below officer cadre in SEBI, and the same pay scales are used for the grades of Record keeper and Assistant in IRDAI. The minimum qualification for appointment as a Cook/Messenger in SEBI is class VIII and that of a record keeper in IRDAI is class X but IRDAI allows a grade allowance to them in addition to SEBI scales. Given that the qualification for recruitment of Grade-I of Personal Assistant/ General Assistant under the regulations is graduation, therefore, the Grade Pay of Personal/General Assistant (Grade I) is kept equivalent to Grade Pay given to the designation of a Cook/ Messenger in Securities and Exchange Board of India (SEBI), with a recommendation to allow Grade Allowance on the pattern of Insurance Regulatory and Development Authority of India (IRDAI) and a onetime offset of 2 increments at the time of appointment for their extra qualification of graduation.

8. The committee have found the Basic Pay given to Junior Assistant in SEBI appropriate for Grade-II of Personal Assistant/ General Assistant and recommends that the pay of Personal/General Assistant (Grade II) is kept equivalent to Grade Pay given to the designation of a Junior Assistant in SEBI.

9. For determining the pay structure of Personal/General Assistant (Grade III), no direct mapping was possible. Therefore, a new pay scale was devised based on extrapolation, and a simple average of the Junior Assistant of SEBI and Grade 'A' officer is considered appropriate to provide the required progression.

10. The three pay scales so arrived are summarized as below:

Grade		Scale (Rs.)
<b>Personal Assistant/General Assistant</b>	Grade I	10940-380(4)-12460-440(3)-13780-520(3)-15340-690(2)-16720-860(4)-20160-1180(3)-23700 (20 years)
	Grade II	13150-750(3)-15400-900(4)-19000-1200(6)-26200-1300(2)28800-1480(3)-323240-1750(1)-34990 (20 years)
	Grade III	20650-1150(3)-24100-1225(1)-25325-1325(3)-29300-1475(6)-38150-1525(2)-41200-1740(2)-46420-1875(1) (20 years)

11. In this background, it is proposed that the Board may approve the strength of Personal Assistant/General Assistant (Grade I/II/III), and the Basic Pay of Personal Assistant/General Assistant (Grade I/II/III) as above.

## **Annexure 1**

Two pages extract from the schedule to the Insolvency and Bankruptcy Board of India  
(Employees' Service) Regulations, 2017