

Insolvency and Bankruptcy Board of India

F. No. IBBI/HR/85

Dated: 17.05.2017

NOTICE

Sub: Appointment of Private Secretary in the Insolvency and Bankruptcy Board of India on Contract Basis

Insolvency and Bankruptcy Board of India (IBBI), a statutory body established under the Insolvency and Bankruptcy Code, 2016 and Located in New Delhi invites applications from the prospective applicants i.e. retired officials from Central Government/Autonomous Bodies/PSUs for filling up the following 07 Private Secretary on Contract basis.

2. The essential qualification and other details for each post are given hereunder:-

Position	No. of posts*	Eligibility	Essential Qualification
Private Secretary	07	Retired from a post of Central Govt. carrying pay scale of : PB-III - GP of Rs. 7600/6600/5400 Or PB-II - GP Rs. 4800/4600 Or equivalent in autonomous bodies/PSUs	i. Possessing experience in Secretarial services in Ministries/Department under Central Govt./autonomous bodies/PSUs as Private Secretary or ii. Possessing experience in Secretarial services under Central Govt./autonomous bodies/PSUs as Under Secretary/Section Officer/Assistant or equivalent and Must have working knowledge of computer and be well acquainted with the functioning of Government/Ministries. Must be well aware of various rules/regulations of Govt. of India, capable to handle Administrative matters (including General Administration), framing of Rules, Regulations, Vigilance matters, Court cases, Parliament Questions and related matters, RTI, Procurement matters, Examination of financial proposal, Grant-in-aid etc.

* No. of posts may increase or decrease

3. The Consolidated lump sum remuneration for the posts shall be as under:

S. No.	Pay Scale at the time of Retirement	Monthly Remuneration
1	For candidate retired from a post of Central Govt. carrying pay scale of PB-III - GP of Rs. 7600/6600/5400 or equivalent in autonomous bodies/PSUs	40,000
2	For candidate retired from a post of Central Govt. carrying pay scale of PB-II - GP of Rs. 4800/4600 or equivalent in autonomous bodies/PSUs	35,000

4. The terms and conditions of contract shall be as under:

- a. The engagement on contract basis will be for one year which may be extended time to time depending upon the performance and requirement of the organization, at the discretion of the competent authority.
- b. Retired Central Government/autonomous bodies/PSUs officers with requisite QRs as prescribed would be eligible for being engaged on contract basis. However, engagement of retired officers shall not be considered as a case of re-employment. The retired government officials appointed can continue to draw pension and dearness relief on pension during the period of their engagement with IBBI.
- c. The appointment of the officers would be on full time basis and they would not be permitted to take up any other assignment during their engagement.
- d. During the term of engagement and thereafter the officer shall maintain complete confidentiality of the matters. The selected candidates will have to execute a contract agreement with the organization.
- e. The monthly remuneration will be consolidated and the appointed officer shall not be entitled to any allowances such as dearness allowance, housing allowance, medical reimbursement or any other relief. The Private Secretaries however, will be allowed upto Rs. 500 per month towards telephone charges.
- f. The age of the prospective applicant should be 63 years or below as on 1st June, 2017.
- g. The engagement will be for IBBI office at New Delhi. No TA/DA shall be admissible for joining the assignment or its completion.
- h. The contractual engagement shall not confer any right or claim to any regularization or continuance of service. The engagement can be terminated by any party by giving one month's notice in written or consolidated remuneration of one month in lieu. The competent authority will be free to terminate the engagement without serving any notice in case of continuous absence for more than 8 days or it is found that any certificate/declaration furnished at the time of application is false.
- i. The working days and working hours shall be same as are applicable in case of other serving officers and employees of IBBI. He/she will have to mark attendance on Aadhaar Enabled Biometric Attendance System. One day casual leave will be allowed for each

- completed month of engagement. No remuneration will be allowed for any absence beyond permissible leaves. No other kind of leave will be permissible.
- j. For performing their duties the officials may be required to attend the office on any Saturday, Sunday or any holiday. No compensation will be allowed for such cases.
- k. The engaged officers will be eligible for travel reimbursement for the journeys undertaken in India in connection with official work, as applicable for an officer of central government drawing pay scale PB-III + GP of Rupees 6600.
- l. The applicant must be free from vigilance angle at the time of his retirement. He/she shall submit a copy of Pension payment order for central government/ similar order from other organizations with the application.
- m. IBBI may shortlist the applications if the number of applications are more than 4 times the vacancies at its discretion. The shortlisted candidates will have to appear for interview, for which no TA/DA shall be reimbursed. The applicant who fail to appear for the interview shall forfeit their candidature.
5. Interested and eligible Retired employees may apply within 20 days from the date of the advertisement in the prescribed pro-forma as per Annexure to the address given below. Applications received after the stipulated period will not be entertained.

**Mr. Ritesh Kavdia,
Chief General Manager,
Insolvency and Bankruptcy Board of India,
7th Floor, Mayur Bhawan, Shankar Market,
Connaught Place, New Delhi-110001**

6. A copy of application may be sent in pdf format to personnel@ibbi.gov.in


(Ritesh Kavdia)
Chief General Manager
011-2346 2849

10. Experience starting from previous to present

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

Applicants not holding posts in the pay / scale of the Central Government must indicate equivalence of the pay band / scale of the Central Government along with the basis of equivalence.

11. Please state whether you meet eligibility criteria? Yes / No

12. Additional information, if any, which you would like to mention in support of your candidature for the post. (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, and (iii) work experience over and above stated in the OM.

Declaration to be signed by the Candidate:

I hereby state that I have been clear from the vigilance point of view at the time of superannuation and I was not punished with a penalty in the last 10 years of my service. I declare that there is no disciplinary case pending/contemplated against me.

I certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed there from.

PLACE:

SIGNATURE OF THE APPLICANT

DATE:

Name:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.