

**Insolvency and Bankruptcy Board of India**  
**7<sup>th</sup> Floor, Mayur Bhawan, Connaught Place, New Delhi-110001**

No. **HR-13011/1/2024-IBBI**

Dated:- 25<sup>th</sup> August, 2025

NOTICE

**Subject: Appointment of Assistant Manager on deputation basis.**

The Insolvency and Bankruptcy Board of India (IBBI), a statutory body established under the Insolvency and Bankruptcy Code, 2016, invites applications for 01 (one) post of Assistant Manager on deputation basis from eligible officers currently working in Government, RBI, Banks, Financial Institutions, Regulatory Bodies, Statutory Bodies and Academies.

2. The eligibility criteria for these posts and other details for submitting applications are given in the **Annexure-A**.

3. The applications in the format given at **Annexure-B**, complete in all respects, may be submitted to the undersigned at the address stated above or submitted over mail to [personnel@ibbi.gov.in](mailto:personnel@ibbi.gov.in) and [kk.giridhari75@ibbi.gov.in](mailto:kk.giridhari75@ibbi.gov.in) through proper channel, so as to reach us by the last date. The last date of submission of application would be 45 days from the date of publication of vacancy notice in Employment News.

Sd/-  
(Keshav Kumar Giridhari)  
Deputy General Manager  
011-23462836

Encl.: As above.

1. Secretary, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi with a request to get this notice placed on the Ministry's website.
  2. Information Technology Division, IBBI with a request to get this notice placed on IBBI website.
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**Details of appointment of Assistant Manager on deputation basis.**

**Name and number of Posts: Assistant Manager - 01 (one)**

1. 01 (one) post of Assistant Manager is expected to be filled up on deputation basis. However, IBBI reserves the right to fill up more /less number of posts or not to fill up the posts at all.
2. The selected officers can be posted or transferred anywhere in India by IBBI. IBBI's head office is currently in Delhi. While the Insolvency and Bankruptcy Code, 2016 provides for head office of IBBI to be in National Capital Region, it may have other offices across India.
3. The age for deputation shall not be more than 55 years as on the closing date for receipt of applications.
4. The appointment for the post will be on deputation basis for an initial period of three (3) years, which shall be extendable by one year at a time subject to mutual consent.

Note:

- (i) Deputationist shall not be eligible for consideration for appointment by promotion.
  - (ii) The period of deputation including period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government, shall ordinarily not exceed three years. It may be extendable for another two years and the maximum period of deputation shall be as per DoPT Guidelines.
5. The candidates shall route their applications through their employers.

**I. Pay and Allowances:**

- (a) IBBI has adopted pay on the pattern of SEBI pay scales for its executives.
  - (b) The present pay for Assistant Manager is Rs. 44500-2500(4)-54500-2850(7)74450-EB-2850(4)-85850-3300 (1) 89150 (17 years). Other benefits including House allowance, Transport, LFC and Medical Benefits will be admissible. The pay of the officers joining IBBI on deputation basis will be fixed under pay scale of IBBI and he will be entitled for other benefits/perks admissible in IBBI. The rate of Dearness Allowance w.e.f. 01<sup>st</sup> August, 2025 is 54.69 percent which is revised on quarterly basis.
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**I. Eligibility for Deputation:**

**(a) For officers of RBI, Banks, Financial Institutions, Regulatory Bodies, Statutory Bodies and Academies:**

i. Officers with not less than two years of experience in officer cadre of Junior Management Grade.

**ii. Desirable educational qualification:**

Master of Business Administration with specialisation in law or finance or economics or accountancy

or

Post Graduate in law or finance or economics and accountancy from a recognised University or Institution with knowledge of insolvency or bankruptcy issues

**(b) For officers in Government:**

**i. Officers of the Central Government or State Government or Union Territories, Public Sector Undertaking,-**

(i) with regular service in level 10 (Rs. 56100- 177500) in the Pay Matrix;

or

(ii) with two years of regular service in the grade rendered after appointment thereto on regular basis in level 8 (Rs. 47600- 151100) in the Pay Matrix.

or

(iii) with three years of regular service in the grade rendered after appointment thereto on regular basis in level 7 (Rs. 44900- 142400) in the Pay Matrix.

**ii. Desirable:**

Experience in the field of law, finance, economics, accountancy or administration with knowledge of insolvency or bankruptcy issues.

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## II. Instructions:

### 1. How to Apply:

- a. Applications shall be made in the prescribed format as given at Annexure B.
- b. Applications shall be submitted through proper channel along with copies of Annual Performance Appraisal Reports of the last three years and vigilance clearance.
- c. Applications shall be submitted to Deputy General Manager (HR), 7<sup>th</sup> Floor, Mayur Bhawan, Connaught Place, New Delhi -110001 or submitted over mail to [personnel@ibbi.gov.in](mailto:personnel@ibbi.gov.in) and [kk.giridhari75@ibbi.gov.in](mailto:kk.giridhari75@ibbi.gov.in).
- d. The last date for submission of application duly forwarded by employer is 60 days from the date of publication of vacancy notice in Employment News.
- e. Incomplete application or application submitted in a different format is liable to be summarily rejected.

2. Applications which are received after the prescribed date will not be considered. The Board takes no responsibility for any delay in receipt of application or loss thereof in postal transit.

3. Mode of selection would be interview. The Board reserves the right to modify the selection procedure, if deemed fit.

4. Outstation candidates called for interview will be reimbursed 'Y' class Air fare for the to and fro journey by the shortest route from the place of their residence, to the place of interview, subject to submission of necessary documentary evidence.

5. The candidates shall route their applications through their employers. A copy of application marked 'Advance Copy' may be sent to the given address. It is clarified that any form of conditional forwarding from the employer or applications received without certificate of employer shall be summarily rejected.

6. The Board reserves the right to raise the minimum standards in respect of qualification and experience of candidates. Thus, merely fulfilling the eligibility conditions laid down in the advertisement as regards qualifications and experience, would not automatically entitle any candidate for shortlisting to the post in question.

7. Canvassing or bringing any undue influence in any form will disqualify the candidate.

8. Any candidate who knowingly or wilfully furnishes incorrect or false particulars or suppressed material information, their candidature will be liable to be cancelled at any stage of the selection. If the candidate qualifies in the selection process and subsequently, it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled and if appointed, the appointment would be terminated forthwith without any notice or compensation.

9. The Board reserves the right to cancel the Advertisement fully or partly on any grounds.

10. The decision of Board in all matters would be final and binding, and no correspondence in this regard would be entertained.

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## **APPLICATION FOR THE POST OF ASSISTANT MANAGER IN THE INSOLVENCY AND BANKRUPTCY BOARD OF INDIA ON DEPUTATION BASIS**

1. Post Applied for: Assistant Manager

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2. Specialization (If any):

| Specialization in | Please tick |
|-------------------|-------------|
| Economics         |             |
| IT                |             |
| Law               |             |
| Finance           |             |
| Administration    |             |

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/YY) \_\_\_\_\_

7. Aadhaar Number:\_\_\_\_\_

8. Address for communication:

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9. Email address:-----

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

10. Contact Numbers:

[illegible]

11. Educational / Professional / Technical Qualification (Starting from Class 12<sup>th</sup> 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 |
|--------------------|-------------------------------------|------------------|-----------------|--------------------------------|---------------------|----------|
|                    |                                     |                  |                 |                                |                     |          |
|                    |                                     |                  |                 |                                |                     |          |
|                    |                                     |                  |                 |                                |                     |          |

12. 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).

Total Experience:- \_\_\_\_ Years \_\_\_\_ Months

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

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

14. Please explain how you are eligible:-

| Sr No   | Criteria  | Total Period |
|---|---|--------------|
| <b>For officers of the Central Government or State Government or Union Territories, Public Sector Undertaking</b> |   |              |
| (i)   | Period of service in the grade rendered after appointment thereto on a regular basis in level 10 (Rs. 56100- 177500) in the Pay Matrix: |              |
| (ii)  | Period of service in the grade rendered after appointment thereto on a regular basis in level 8 (Rs. 47600- 151100) in the Pay Matrix:  |              |
| (iii)   | Period of service in the grade rendered after appointment thereto on a regular basis in level 7 (Rs.44900-142400) in the Pay Matrix:    |              |
| (iv)  | Period of experience in the field of law, finance, economics, accountancy or administration:  |              |

|  |  |  |
|--|--|--|
| (v)  | Whether have knowledge of insolvency or bankruptcy issues. If yes, please specify:           |  |
| <b>For officers of RBI, Banks, Financial Institutions, Regulatory Bodies, Statutory Bodies and Academies</b> |  |  |
| (vi)   | Period of experience in officer cadre or Junior Management Grade:                            |  |
| (vii)  | Period of experience in the field of law, finance, economics, accountancy or administration: |  |
| (viii)   | Whether have knowledge of insolvency or bankruptcy issues. If yes, please specify:           |  |

15. 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, (iii) work experience over and above stated in the OM and (iv) Publications).

Declaration to be signed by the Candidate

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and no material fact/information has been suppressed or concealed there from.

PLACE:

Signature of the Applicant

DATE:

Name:

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(Certificate to be furnished by the Employer/Head of office/ Forwarding Authority)

Certified that the information/details provided in the above application by the applicant are true and correct as per the records. He/ She fulfils the eligibility criteria as prescribed for the grade applied by him/her. If selected, he/ she will be relieved immediately.

2. It is also certified:-

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt/Ms.\_\_\_\_\_.
- (ii) That his/her integrity is certified.
- (iii) That the photocopies of the ACRs/APARs for the last three years are enclosed.
- (iv) That no major/minor penalty has been imposed on him/her during the last ten years or a list of major/minor penalties imposed on him/her during the last ten years is enclosed (as the case may be).

Place:\_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Name and Designation

Tel. No. \_\_\_\_\_

Office Seal

List of enclosures:

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