

Most Immediate

**No. 391-100/2016-STG-III
Government of India
Ministry of Communications
Department of Telecommunications**

419, Sanchar Bhawan, 20, Ashoka Road,
New Delhi – 110001, Dated 28.11.2016

To

1. CMD, BSNL
2. CMD, MTNL
3. CMD, BBNL
4. Sr. DDG, TEC

**Subject: Requirement of ITS officers in Investor Education and Protection
Fund Authority under Ministry of Corporate Affairs.**

Sir,

I am directed to refer to the subject mentioned above and to enclose a copy of OM dated 04.11.2016 from Ministry of Corporate affairs regarding requirement of ITS officers at various levels in Investor Education and Protection Fund Authority, Ministry of Corporate Affairs.

2. It is requested that applications of willing ITS officers complete in all respects as mentioned below, may be forwarded to the undersigned latest by 01.12.2016:

- (i) Bio-data of officers duly certified by the administrative authority, maintaining the service book.
- (ii) A certificate that the officer has submitted his/her Annual Property Return for the year 2015 may also be enclosed.
- (iii) Photocopies of the ACRs for the last five years duly certified by an officer not below the rank of SDE/DET or self-attested by the applicant. Without the same, application will not be entertained and will be returned.

Encl.: As above.

Yours faithfully,



(R C Ahuja)

**Under Secretary to the Govt. of India
Tel:011-23036226**

Copy to:

Director (IT) with a request to upload the circular on the DoT website.

S(T) F.213073/2016/CR
18/11/2016

speed post
ED5070923621A

No.05/11/2016-IEPF
Government of India
Ministry of Corporate Affairs

'A' Wing, 5th floor, Shastri Bhawan,
Dr. R.P. Road
New Delhi-110001

Dated the 4 November, 2016

OFFICE MEMORANDUM

Subject: Invitation of applications for the post of General Manager and Assistant General Manager in Investor Education and Protection Fund Authority established under section 125 of the Companies Act, 2013.

Applications are invited from the eligible candidates to fill up the following posts in Investor Education and Protection Fund Authority on deputation basis:-

S.No.	Name of post	No. of posts	Scale of Pay	Place of posting
1	2	3	4	5
1	General Manager	01	Rs. 37400-67000 with Grade Pay Rs.8700/- in PB - 4 (Pre revised)	New Delhi
2	Assistant General Manager	01	Rs. 15600-39100 with Grade Pay Rs.5400/- in PB - 3 (Pre revised)	New Delhi

Eligibility conditions General Manager (IEPF Authority)

Officers of the Central or State Government

- (a) (i) holding analogous post on regular basis; or
(ii) with 6 years regular service in PB-3 + Grade Pay of Rs. 7600/- (Pre revised); or
(iii) with 10 years regular service in PB- 3 + Grade Pay of Rs. 6600/- (Pre revised)

Desirable: Having experience in Administration/Establishment.

Eligibility conditions Assistant General Manager (IEPF Authority)

Officers of the Central or State Government

- (a) (i) holding analogous post on regular basis; or
(ii) with 2 years regular service in PB-2 + Grade Pay of Rs. 4800/- (Pre revised)

Desirable: Having experience in Administration/Establishment.

DDG (Estt.)

dy
22/11

SK
22/11

3.

Dir (S)

Pls circulate

lp
22/11 2016

so (S) - ok
22/11

The maximum age limit for appointment on deputation is 56 years.

The period of appointment, on deputation, will be for a period of 5 years for General Manager and 3 years for Assistant General Manager and will be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India, in this regard as amended from time to time.

6. Application in duplicate, in the prescribed proforma (Annexure I) complete in all respects may be sent to Deputy Director IEPF, Ministry of Corporate Affairs, Room No. 521, 5th Floor, 'A' Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi-110001 through proper channel within four weeks.

7. The terms and conditions of the services of the General Manager and Assistant General Manager shall be regulated by the Investor Education and Protection Fund Authority (Recruitment Salary and other Terms and Conditions of Service of officers and other employees) Rules, 2016, which has been approved by the Competent Authority and available on the Ministry's website www.mca.gov.in in draft form. The prescribed proforma for the application may be downloaded from the Ministry's website at www.mca.gov.in.

8. This may be given wide publicity.

Monika
4/11
(Monika Gupta)
Deputy Director

To

1. Secretaries to Government of India, All Ministries/Departments of the Government of India.
2. All Chief Secretaries to the State Governments/Union Territories.
3. Director General of Corporate Affairs, New Delhi.
4. All RDs/RoC-cum-OLs/RoCs/OLs, Ministry of Corporate Affairs.
5. Chairman, NCLT/NCLAT, New Delhi.
6. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
7. Secretary, Competition Commission of India, MCA, New Delhi.
8. Registrar, Competition Commission Appellate Tribunal, New Delhi.
9. All officers of Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
10. E governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular prominently (preferably scroll) on the website of the Ministry.

PROFORMA FOR APPLICATION

Annexure - I

Post applied for

2. Name and address in Block Letters
3. Date of Birth (In Christian Era)
4. Education Qualifications
5. Whether educational and other qualification required For the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)
6. Details of employment in chronological order. (Enclose a separate sheet, duly authenticated by your signature; if the space below is insufficient)

Office/Organization	Post held (Regular)	From	To	Pay Band And Grade Pay	Period of experience

7. Present Grade Pay, total emoluments per month now drawn
8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space in insufficient.
9. Whether belong to SC/ST/OBC
10. Number of documents enclosed, Indicate in a separate list

Signature of the Candidate
Telephone No.

Date _____ Address _____

CERTIFICATE

1. It is certified that the particular of the officer has been verified and found to be correct.
2. The officer is holding the post/analogous post on regular basis.
3. It is certified that no disciplinary proceeding are pending/contemplated against the officer. The Integrity of the officer is also certified. Copies of APAR _____ years are enclosed.

(Signature of Cadre Controlling Authority/
Head of the Department with Stamp)
Telephone No.