

Government of India
Ministry of Corporate Affairs

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

Dated the 27th, November, 2020

OFFICE MEMORANDUM

Subject: Invitation of applications for the post of 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 post 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	General Manager	01	LEVEL-13 in Pay Matrix of Rs. 118500- 214100.	New Delhi

2. 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 LEVEL 12 in the Pay Matrix of Rs. 78800-209200.; or
(iii) with 10 years regular service in LEVEL 11 in the Pay Matrix of Rs. 67700-208700.

Desirable: Having experience in Administration /Establishment.

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

4. The period of appointment, on deputation, will be for a period of 5 years for 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.

5. Application in duplicate, in the prescribed proforma (Annexure I) complete in all respects may be sent to Shri. Sanjay Jain, Director IEPF, Ministry of Corporate Affairs, Room No. 515, 5th Floor, 'A' Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi-110001 through proper channel within six weeks.

6. The terms and conditions of the services of the General Manager shall be regulated by the Investor Education and Protection Fund Authority (Recruitment Salary and other

Terms and Conditions of Service of General Manager and Assistant General Manager) Rules, 2017 and further amendments. Which is available on the IEPF Authority's website www.iepf.gov.in. The prescribed proforma for the application may be downloaded from the Ministry of Corporate Affairs' website www.mca.gov.in or www.iepf.gov.in.

7. This may be given wide publicity.

(Sanjay Jain)

Director

Phone no. 011- 23389227

To

1. All Ministries/Department of Government of India.
2. All State Governments.
3. Union Territory Governments.
4. Secretary, Ministry of Corporate Affairs : for kind information please.
5. Under Secretary DOPT (Shri George Deepak Toppo - Under Secretary) with request to kindly arrange to put up this vacancy Circular on DOPT website for wide publicity.
6. All RDs/RoC-cum-OLs/RoCs/OLs, Ministry of Corporate Affairs.
7. All officers of Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
8. E governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular prominently (preferably scroll) on the website of the Ministry and IEPF Authority.

1. 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 Scale	Period of experience

7. Present Pay LEVEL in the Pay Matrix, 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 department with stamp)
Telephone No.