

File No.9/6/2020-IEPFA
Investor Education & Protection Fund Authority
(Ministry of Corporate Affairs)

2nd December, 2020

CIRCULAR

Investor Education & Protection Fund Authority (IEPFA) invites applications for preparation of panel for engagement of Consultants from amongst retired Officers of Central Government/ PSUs/SEBI purely on contract basis.

2. The general requirement and other terms and conditions of engagement is as under :-

(i) **Eligibility criteria:**

- The applicant should have worked as Section Officer/Under Secretary /Deputy Director (ICLS) in Central Government or at AGM level in PSUs/SEBI; and
- Having at least 3 years' experience of Administrative/Legal/policy and planning /Vigilance/handling of Public Relations and grievance redressal work

(ii) **Scope of Work/ Job responsibility**

- The Officer (s) will be assigned work of Establishment, General Administration, procurement through GeM, Parliament related work, Policy & Planning, Rules and Regulations Legal Cases, RTI, refund claim processing, monitoring of work of Dealing Hands, Call Centre Management, Public Relations and redressal of Public Grievances. The Officer should handle the cases independently.
- Any other work that may be assigned from time to time;


3. Terms and Conditions of the Contract shall be as under :-

- i. **Period of Contract:-** The period of contract initially will be for one year an extendable as per requirements in future. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the IEPF Authority without assigning any reason whatsoever at any time. The contractual assignment shall not confer any right or claim or to any regularisation or continuation of service.

- ii. **Age Limit.** The maximum age limit for the applicant should not exceed 62 years as on 1st November, 2020.
- iii. **Remuneration:** The retired officers engaged on contractual assignment will be paid remuneration on the basis of last pay drawn minus pension + DA. In the case of retired officers of PSUs/SEBI, remuneration is fixed @ Rs. 55,000/- pm.

The tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the IEPF Authority will issue TDS Certificate (s).

- iv. Consultant shall devote whole of his/her time for the Government and he/she shall not accept any other professional appointment, paid or otherwise during the period of contract.
- v. They will be entitled for 8 days of leave on pro rata basis, in a calendar year. No carried forward or encashment of unavailed leave is admissible.
- vi. Working days and Working hours shall be same as are applicable in case of other serving officers and employees of the Authority.
- vii. The Consultants will have the option to give up their assignment by giving one month's advance written notice.
- viii. Place of Work will be IEPF Authority, 3, Sansad Marg, New Delhi.
- ix. **Last date for submission of application:-** The interested and willing retired officers belonging to the above categories may submit their applications in the enclosed format by **21st December, 2020** to the Deputy General Manager (DKD), IEPF Authority, Ground Floor, Jeevan Vihar, 3 Sansad Marg, New Delhi or by email - dgm.iepfa@mca.gov.in.


(Gaurav Gupta)
Deputy General Manager
IEPF Authority

To,

1. E-Governance cell, MCA with the request to upload the vacancy circular on the website of the Ministry & iepf.gov.in
2. Director (CS Division) DOPT, 2nd Floor, LokNayakBhawan, Khan Market, New Delhi with the request upload on the website of DOPT.
3. DGM(HR), SEBI, Mumbai.

Application for the post of Consultant in the IEPF Authority, New Delhi



1.	Name		
2	Fathers Name		
3.	Date of Birth		
4.	Date of Retirement		
5	Name of the Department from where last worked		
6	Last Designation held		
7	Last Pay/Pension drawn (enclose PPO)		
8	Aadhar No.		
9	Mobile No.		
10	Present Address		
11	Educational Qualification		
12	Email ID		
13. Details of Experience Possessed			
Organisation	Period		Nature of duty performed
	From	To	

Place: New Delhi