

Insolvency and Bankruptcy Board of India

Jeevan Vihar Building, 2nd Floor, 3, Parliament Street, New Delhi-110001

No.HR-13011/5/2020-IBBI

Dated: 20th August, 2020

NOTICE

Sub: Appointment of Manager (M) and Assistant Manager (AM) on deputation.

The Insolvency and Bankruptcy Board of India (IBBI), a statutory body established under the Insolvency and Bankruptcy Code, 2016, invites applications for **03 (Three)** posts of Managers (Grade 'B')/Assistant Managers (Grade 'A') on deputation from eligible officers currently working in Central Government, State Governments, Public Sector Units or Autonomous Organizations.

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 undersigned at the address stated above or submitted over mail to **personnel@ibbi.gov.in**, through proper channel, so as to reach us at the **latest by 21st September, 2020**.

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(Dr. Anuradha Guru)
Executive Director
011-23462867
anu_guru@nic.in

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 web site.
2. Technical Director, Department of Personnel and Training, New Delhi with a request to get this notice placed on DoP&T web site.
3. IBBI Website

ANNEXURE-A

Details of appointment of Manager(M)/Assistant Manager(AM) on Deputation

Name of Post: Manager/Assistant Manager

Number of posts: 03 (Three)

1. The **03 (Three)** positions are expected to be filled up in all, but IBBI reserves the right to fill up 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 appointment for the post will be on deputation basis for an initial period of two (2) years, which shall be extendable by one year at a time subject to mutual consent. The candidates shall route their applications through their employers.

I. Pay and Allowances:

- a. **Remuneration:** IBBI has adopted pay on the pattern of SEBI pay scales for its executives. The present pay for Manager (Grade 'B') is 35,150-1750(9)-50900-EB-1750(2)-54400-2000(4)-62400 (16 years) and that for Assistant Manager (Grade 'A') is 28,150-1550(4)-34350-1750(7)-46600-EB-1750(4)-53600-2000(1)-55600 (17 years). Other benefits including House Allowance, Transport, LFC and Medical Benefits will be admissible.
- b. The officers will have an option to retain the pay scale, personal pay, DA of his original employer along with deputation allowance or select pay scale of IBBI. The option once exercised will be final.

II. Eligibility for Deputation:

- a. **Officers of RBI, Banks, Financial Institutions, Regulatory bodies, Statutory bodies and Academies:** Officers with not less than 4 years of experience in Officer Cadre applying for Manager and Officers with not less than 2 years of experience in Officer Cadre applying for Assistant Manager.

b. Officers in Government:

For Manager:

Grade Pay of Rs. 5,400 with 3 years of experience in the scale.

For Assistant Manager:

Grade Pay of Rs. 4,600 with 2 years of experience in the scale or Grade Pay of Rs. 5,400.

III. Instructions:

1. How to Apply:

- a. Applications shall be made in the **prescribed format** 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 **Dr. Anuradha Guru, Executive Director, Jeevan Vihar Building, 2nd Floor, 3, Parliament Street, New Delhi - 110001** or submitted over mail to **personnel@ibbi.gov.in**
 - d. The last date for submission of application duly forwarded by employer is **21st September, 2020**.
 - 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 will be interview. The Board reserves the right to modify the selection procedure, if deemed fit.
4. Outstation candidates called for interview for the post of Manager/Assistant Manager 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' should 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 in order to restrict the number of candidates to be called for the interview. Thus, merely fulfilling the eligibility conditions laid down in the advertisement as regards qualifications and experience, would not automatically entitle any candidate to be called for the interview.
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 contract would be terminated 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.

11. **Educational / Professional / Technical Qualification (Starting from Class 12th 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.**

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

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

2. Please explain how you are eligible?

3. 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:
DATE:

SIGNATURE OF THE APPLICANT
Name:

(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 / APAR for the last three years are enclosed.
- (iv) That no major / minor penalty has been imposed on him / her during that 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.