

**No. 14/22/2018-IEPFA**  
**Investor Education and Protection Fund Authority**  
**Ministry of Corporate Affairs**  
**Government of India**

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

Dated: 24 June, 2019

**OFFICE MEMORANDUM**

**Subject: Invitation of applications for posts of Deputy General Manager, Assistant General Manager, Private Secretary, Personal Assistant, Stenographer, Senior Secretariat Assistant in Investor Education and Protection Fund Authority, New Delhi.**

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.	Deputy General Manager	01	Level-11	New Delhi
2.	Assistant General Manager	01	Level-10	New Delhi
3	Private Secretary	01	Level - 8	New Delhi
4	Personal Assistant	01	Level - 6	New Delhi
5	Stenographer	02	Level - 4	New Delhi
6	Senior Secretariat Assistant	01	Level - 4	New Delhi

**2. Eligibility conditions:-**

**1. For the post of Deputy General Manager**

Officers of the Central or State Government

- (i) holding analogous post on regular basis; or
- (ii) a post in level-10 with five years regular service.

**Desirable:** Having knowledge of Companies Act and experience in administrative/Establishment matters.

**II. For the post of Assistant General Manager**

Officers of the Central or State Government

- (i) holding analogous post on regular basis or

(ii) with two years regular service in level- 8 in the Pay Matrix of Rs. 47600 - 151100

**Desirable:** Having experience in Administration/ Establishment

**III For the post of Private Secretary**

Officials of the Central or State Government holding:-

- (i) analogous post on regular basis; or
- (ii) a post in level- 7 with two years regular service; or
- (iii) a post in Level- 6 with six years regular service and pass skill Test i.e. dictation@110w.p.m\_(English). Transcription on computer 55 minutes.

**IV For the post of Personal Assistant**

Officers of the Central or State Government holding:-

- (i) analogous post on regular basis or
- (ii) a post in Level- 4 with ten years regular service ; and possessing skill norms i.e. dictation @100 w.p.m (English) & transcription 50 minutes on computer.

**V. For the post of stenographer**

Officers working under Central Government or State Governments holding:-

- (i) Analogous post on regular basis or
- (ii) Lower Division Clerk with 8 years regular service in Level -2 and pass skill test i.e. dictation@80 w.p.m (English) & transcription 40 minutes on computer.

**VI For the post of Senior Secretariat Assistant**

Officers working under Central Government or State Governments holding:-

- (i) Analogous post on regular basis; or
- (ii) A post in Level- 2 with 8 years regular service.

4. The maximum age limit for appointment on deputation is 56 years.
5. The period of appointment, on deputation, will be for a period of 3 years and will be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India, as amended from time to time.
6. Application in duplicate, in the prescribed proforma (Annexure I) complete in all respects alongwith Vigilance clearance , Integrity Certificate and copies of

APAR of last five years may be sent through proper channel to the undersigned at the following address.

**IEPF Authority, Ground Floor,  
Jeevan Vihar Building, 3, Parliament Street,  
New Delhi-110001**

7. The terms and conditions of the services of the above posts 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 Investor Education and Protection Fund Authority (Recruitment, Salary and other Terms and conditions of Service of Deputy General Manager, Private Secretary, Personal Assistant, Stenographer, Senior Assistant (SSA) and Junior Secretariat Assistant) Rules 2018 which are available on the website of the Authority [www.iepf.gov.in](http://www.iepf.gov.in). and DOPT instructions on deputation issued from time to time. The prescribed proforma for the application may be downloaded from the website of the Authority [www.iepf.gov.in](http://www.iepf.gov.in). **This is an open vacancy circular. The complete applications received by 30<sup>th</sup> of every month shall be considered for selection in the subsequent month for available vacancies. The process will continue till all the vacancies are filled up.**

**(Navneet Chouhan)  
General Manager  
IEPF Authority**

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. Registrar, 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. The Employment News, Sector - 1, East Block, R. K. Puram, New Delhi. It is requested that this circular may kindly be published in the ensuing issue of the Employment News/Rozgar Samachar.

11. E governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular on the website of the IEPF Authority and Ministry.

**Annexure - I**

**PROFORMA OF APPLICATION**

Paste your recent  
passport size  
photograph

1. Post Applied for :

\_\_\_\_\_

2. Full Name of Candidate :

(in Block Letters)

3. Address :

\_\_\_\_\_

\_\_\_\_\_

4. Date of Birth (In Christian Era) :

\_\_\_\_\_

5. Education Qualifications:

(In Reverse Chronological  
Order)

Course/Exam	Name of the University/Institute/Board	Year of Passing	Grade/Percentage of Marks (in reverse chronological order)

5. Details of employment in reverse chronological order  
(Enclose a separate sheet, duly authenticated by your signature, if the space  
below  
is insufficient)

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

6. Present Pay, total emoluments per month : \_\_\_\_\_  
now drawn

7. 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 is insufficient.

8. Number of documents enclosed, Indicate in a : \_\_\_\_\_  
separate list

Signature of the  
Candidate  
Telephone  
No. \_\_\_\_\_

Date \_\_\_\_\_

## 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 vigilance/disciplinary proceeding is pending/contemplated against the officer. The Integrity of the officer is certified.
4. Copies of the ACRs/ APAR of the Officer for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
5. The cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

(Signature of Cadre Controlling  
Authority/

Head of the Department with  
Stamp)

Telephone No.

---