

No: HR-13013/1/2023-IBBI
INSOLVENCY AND BANKRUPTCY BOARD OF INDIA

7th Floor Mayur Bhawan, Near Shankar Market, New Delhi
Dated : 30th April 2024

CIRCULAR

Subject:- Contractual engagement of 01 (one) retired Director (Pay Level-13) or equivalent level Central Government officer as Consultant in Insolvency and Bankruptcy Board of India (IBBI).

It is proposed to engage 01 (one) retired Director (Pay Level-13) or equivalent level Central Government Officers to work as Consultant on full time basis in the IBBI purely on contractual basis.

2. The eligibility criteria, terms and conditions and remuneration are as follows:-

| | | |
|-------|-------------------------------------|--|
| (i) | Number of consultants to be engaged | 01 (one) |
| (ii) | Eligibility condition | Officers retired at Director (Pay Level-13) or equivalent level from Central Government Ministries/Departments who has experience of at least five years in IT project implementation. |
| (iii) | Scope of Work | As indicated at Annexure-A |
| (iv) | Period of engagement | The initial engagement as consultant shall be for a period of six months, which may be extended, based on requirement of the IBBI, performance and health of consultant(s) concerned. |
| (v) | Job Location | New Delhi |
| (vi) | Age Eligibility | Less than 63 years as on closing date for receipt of applications. |

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| (vii) | Remuneration | <p>Fixed monthly remuneration as per the directions of Ministry of Finance, DOE i.e. Last pay drawn minus basic pension plus Transport Allowance admissible at the time of retirement.</p> <p>However, retired employees engaged as consultant's may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.</p> <p>No Dearness Allowance is payable.</p> <p>No HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Government Servant. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment/ percentage increase during the contract period.</p> |
| (viii) | Leave | <p>1.5 days of paid leave for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.</p> |
| (ix) | Working hours | <p>Working hours shall be from 9:30 a.m. to 6:00 p.m. (Monday to Friday). No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office beyond normal office hours, or any non-working day.</p> <p>Will be required to work from home in any condition of lockdown/ Govt. Instructions</p> |
| (x) | Working experience | <p>At least five years in IT project implementation.</p> |
| (xi) | General Terms Conditions | <p>Eligible retired officers should be in good health.</p> <p>The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of Contract, failing which the Consultant will be liable for suitable action. For this, he/she is required to give a non- disclosure undertaking.</p> <p>The consultant shall have to perform duties/ services as assigned to him/her by necessary skills, diligence, efficiency and economy. The consultant shall not be entitled to any TA/DA for joining the appointment.</p> |

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| (xii) | Termination of Engagement | The engagement as Consultant can be terminated by the Board at any time without assigning any reason thereof by giving them 15 days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days advance notice or remuneration in lieu thereof before resigning from the engagement. |
| (xiii) | Last date for receipt of application | 21 days from publication of this advertisement |

3. The persons who fulfil the eligibility criteria as mentioned above and willing to work as consultant on the terms and conditions mentioned above, must submit their application, in the prescribed format enclosed as Annexure-B, to reach physically within 21 days of publication of this advertisement at the following address or submitted over mail to personnel@ibbi.gov.in :-

Deputy General Manager (HR)
Insolvency and Bankruptcy Board of India
7th Floor Mayur Bhawan, Near Shankar Market
New Delhi-110001

4. Further, for selection purpose, decision of the Selection Committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date/ time will not be considered and summarily rejected without any further communication.

5. IBBI reserves the right to select more, less or not select anyone against this advertisement. The Board reserves the right to cancel the Advertisement fully or partly on any grounds. The decision of the Board in all matters would be final and binding, and no correspondence in this regard would be entertained.

Sd/-
(Ravi Kumar Vashisht)
DGM (HR)
011-23462870/2968

The work relating to the IT Divisions of the IBBI comprising following:-

- 1. Development of web-portal, management of IT Services, Cloud and data centre solutions.**
- 2. Project Execution / monitoring and evaluation / content management / reporting in IT.**
- 3. IT Skill development.**
- 4. Strategic IT Planning, applications development.**
- 5. Infrastructure management.**
- 6. Management of IT processes.**
- 7. IT support related management.**
- 8. Develop metrics to track progress and measure effectiveness of initiatives.**
- 9. Data protection and cyber security of IT assets and E Gov platforms.**
- 10. Formulation of different IT policies such as Security policy, etc.**
- 11. Other IT related work.**

ANNEXURE-B

**APPLICATION FOR THE POST OF CONSULTANT IN THE INSOLVENCY
AND BANKRUPTCY BOARD OF INDIA ON CONTRACTUAL BASIS**

1. **Post applied for:** Consultant

2. **Specialization(If any):**



3. **Gender:** Male / Female / Others

4. **Name of the Candidate:** _____
(IN CAPITAL LETTERS)

5. **Father's /Mother's / Husband's Name:**

(IN CAPITAL LETTERS)

6. **Date of Birth (DD/MM/YYYY)** -----

7. **Address for communication:**

8. **Email address:** _____
(All communications from the IBBI will be made to this e-mail address given by you).

9. **Contact Numbers:**
Mobile/Landline:

10. Educational / Professional / Technical Qualification (Starting from Class 10th 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 |
|--------------------|-------------------------------------|-------------------|-----------------|--------------------------------|---------------------|----------|
| | | | | | | |
| | | | | | | |

11. Experience starting from present to previous. Please attach a separate sheet, if required. Please specify period and nature of deputation undertaken earlier and details thereof.

| Department / Organization | Designation and Pay Band and Grade Pay / Scale | From | To | Brief description of duties |
|---------------------------|--|------|----|-----------------------------|
| | | | | |
| | | | | |

12. **Details of Retirement**

| | |
|---|--|
| Date of retirement and the post/pay level from which retired (Enclose copy of retirement order) | |
| Name of Ministry/Department from which retired | |
| PPO Number (enclose copy) | |
| Travelling Allowance drawn at the time of retirement | |

13 Additional information, if any, which you would like to mention in support of your candidature for the post.

Declaration to be signed by the Candidate

I -----, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/ incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of IBBI in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Date :

Signature -

Place

Name of Applicant -----