

**Insolvency and Bankruptcy Board of India**  
CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003

F. No. IBBI/HR/PS/65

Dated: 13<sup>th</sup> February, 2017

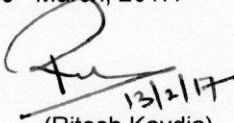
**OFFICE MEMORANDUM**

**Sub: Appointment of Sr. Principal Private Secretary / Principal Private Secretary / Private Secretary in the Insolvency and Bankruptcy Board of India on Deputation Basis**

The Insolvency and Bankruptcy Board of India (IBBI), a statutory body established under the Insolvency and Bankruptcy Code, 2016 and located in Delhi, invites applications for 10 posts of Sr. Principal Private Secretary / Principal Private Secretary / Private Secretary on deputation on foreign service basis from eligible officers currently working in Central Government, State Governments, Public Sector Units or Autonomous Organisations.

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](mailto:personnel@ibbi.gov.in), through proper channel, so as to reach us at the latest by 15<sup>th</sup> March, 2017.

  
13/2/17  
(Ritesh Kavdia)  
Chief General Manager

Encl.: As above.

Copy to:

1. Secretary, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi with a request to get this placed on the Ministry's web site.
2. Director (CS), Department of Personnel, North Block, New Delhi with a request to get this OM placed on DoP&T web site.

## ANNEXURE A

## Details of Appointment on Deputation

Sl. No.	Post	No. of Posts	Pay Band / Pay Scale	Eligibility
1.	Senior Principal Private Secretary	02 - 05	Pay Band 3 Rs.15600 - 39100 with Grade pay Rs.7600	Officers - a. well versed in computerised word processing; b. proficient in shorthand & typing; and c. holding analogous post carrying Pay Band 3 Rs.15600 - 39100 with Grade pay Rs.7600 or Level - 12 in 7 <sup>th</sup> CPC pay scales or equivalent OR with 5 year's regular service in the PB 3 Rs.15600 - 39100 with Grade Pay Rs.6600 or level 11 in 7 <sup>th</sup> CPC pay scales or equivalent.
2.	Principal Private Secretary	02 - 05	Pay Band 3 Rs.15600 - 39100 with Grade pay Rs.6600	Officers - a. well versed in computerised word processing; b. proficient in shorthand & typing; and c. holding analogous post carrying Pay Band 3 Rs.15600 - 39100 with Grade pay Rs.6600 or Level - 11 in 7 <sup>th</sup> CPC pay scales or equivalent OR with 5 year's regular service in the PB 2 Rs.9300-34800 with Grade Pay Rs.5400 or level 9 in 7 <sup>th</sup> CPC pay scales or equivalent
3.	Private Secretary	02 - 05	Pay Band 2 Rs.9300 - 34600 with Grade Pay Rs.4800	Officers - a. well versed in computerised word processing; b. proficient in shorthand & typing; and c. holding analogous post carrying Pay Band 2 Rs.9300 - 34600 with Grade Pay Rs.4800 or Level - 9 in 7 <sup>th</sup> CPC pay scales or equivalent OR with 5 year's regular service in the PB 2 Rs.9300-34800 with Grade Pay Rs.4600 or level 7 in 7 <sup>th</sup> CPC pay scales or equivalent

**INSTRUCTIONS**

1. The number of posts in all grades taken together is 10. The IBBI reserves the right not to fill any or all of these posts.
2. The Pay & Allowances and other terms and conditions of appointments in these posts on deputation shall be regulated in accordance with the instructions contained in the Department of Personnel & Training OM. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
3. The maximum age for deputation is 56 years.
4. The relevant date for determining eligibility and age is 28<sup>th</sup> February, 2017.
5. Initial period of deputation is 2 years, which is extendable for further periods as may be decided by the IBBI.
6. A candidate selected will not be allowed to withdraw his / her candidature.
7. **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 Mr. Ritesh Kavdia, CGM, IBBI, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003 or submitted over mail to [personnel@ibbi.gov.in](mailto:personnel@ibbi.gov.in)
  - d. The **last date** for submission of application is 15/03/2017.
  - e. Incomplete application or application submitted in a different format is liable to be summarily rejected.



**ANNEXURE-B**

**APPLICATION FOR SENIOR PRINCIPAL PRIVATE SECRETARY / PRINCIPAL PRIVATE SECRETARY / PRIVATE SECRETARY IN THE INSOLVENCY AND BANKRUPTCY BOARD OF INDIA ON DEPUTATION**

1. **Post applied for:**  
SENIOR PRINCIPAL PRIVATE SECRETARY / PRINCIPAL PRIVATE SECRETARY / PRIVATE SECRETARY  
(Please tick one or more of these you are interested to apply)
2. **Gender:** **Male / Female / Others**
3. **Name of the Candidate:** \_\_\_\_\_  
(IN CAPITAL LETTERS)
4. **Father's /Mother's / Husband's Name:** \_\_\_\_\_  
(IN CAPITAL LETTERS)
5. **Date of birth (DD/MM/YY)** \_\_\_\_\_ **Age as on ( 28.02.2017)**
6. **Address for communication:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. **Email address:** \_\_\_\_\_  
(All communications from the IBBI will be made to this e-mail address given by you).
8. **Contact Number:** a) Landline \_\_\_\_\_ b) Mobile \_\_\_\_\_
9. **Educational / Professional / Technical Qualification (Starting from Class 12<sup>th</sup> onwards)**

Examination passed	Discipline/ Specialization /Subject	Board/University	Year of Passing	Duration of Course (In Months)	Percentage of marks	Division

**10. Experience starting from previous to present**

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

Applicants not holding posts in the pay / scale of the Central Government must indicate equivalence of the pay band / scale of the Central Government along with the basis of equivalence.

11. Please state whether you meet eligibility criteria? Yes / No  
12. 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, and (iii) work experience over and above stated in the OM.

**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 nothing material fact/information has been suppressed or concealed there from.

**PLACE:**

**SIGNATURE OF THE APPLICANT**

**DATE:**

**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).

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

Place :

Office Seal

Date :

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.