

Insolvency and Bankruptcy Board of India
7th Floor, Mayur Bhawan, Connaught Circus, New Delhi, 110001

File No.: HR-13011/1/2021-IBBI(295)-1

Dated: 16th March 2023

NOTICE

Sub: Appointment of Assistant General Manager (AGM) on deputation basis.

The Insolvency and Bankruptcy Board of India (IBBI), a statutory body established under the Insolvency and Bankruptcy Code, 2016, invites applications for **02 (two)** post of Assistant General Manager (AGM) on deputation basis from eligible officers **currently working in Government, RBI, Banks, Financial Institutions, Regulatory Bodies, Statutory Bodies and Academies.**

2. The eligibility criteria for the post 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 **latest by 15-05-2023.**

Sd/-

(Ravi Kumar Vashisht)

Deputy General Manager

Tel: 011-23462870

ravi.vashisht@ibbi.gov.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 Website.
2. Technical Director, Department of Personnel and Training, New Delhi with a request to get this notice placed on DoP&T website.
3. Information Technology Division in IBBI with a request to get this notice placed on IBBI Website.

Details of appointment of Assistant General Manager (AGM) on Deputation basis.

Name of Post: Assistant General Manager (AGM)

Number of posts: 02 (Two)

1. The number of post notified is 02 (Two), but IBBI reserves the right to select more or not select anyone against this vacancy notice.
2. The selected officer 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 age for deputation shall be not less than 40 years and not more than 55 years as on the closing date for receipt of applications.
4. The appointment for the post will be on deputation basis for an initial period of three (3) years, which shall be extendable by one year at a time subject to mutual consent.

Note:

(1) Deputationists shall not be eligible for consideration for appointment by promotion.
(2) The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government, shall ordinarily not exceed three years. It may be extendable for another two years and the maximum period of deputation shall not exceed five years.)

5. The candidates shall route their applications through their employers.

I. Pay and Allowances:

Remuneration: IBBI has adopted pay on the pattern of SEBI pay scales for its executives and the same are under revision. The present pay for the AGM is Rs.49000- 1750(3)-54250- 1900(2)-58050-2000 (4)-66050- EB-2000(2)- 70050-2150(1)-72200(13).Other benefits including House allowance, Transport, LFC and Medical Benefits will be admissible. The pay of the officers joining IBBI on deputation basis will be fixed under pay scale of IBBI and he will be entitled for other benefits/perks admissible in IBBI.

II. Eligibility for Deputation:

(a) For officers of RBI, Banks, Financial Institutions, Regulatory Bodies, Statutory Bodies and Academies:

Officers with not less than eight years of experience in officer cadre of which minimum five years experience in the field of law, finance, economics, accountancy or administration.

And

Having desirable educational qualification of Master of Business Administration with specialization in Law or Finance or Economics or Accountancy

or

Post Graduate in Law or Finance or Economics and Accountancy from a recognized University or Institution with knowledge of Insolvency or Bankruptcy issues.

(b) Officers in Government:

Group A Officers from All India Service or Central Civil Services,-

(i) with regular service in level 11 (Rs. 67700- 208700) in the Pay Matrix

or

(ii) with seven years of regular service in the grade rendered after appointment thereto on regular basis in level 10 (Rs. 56100- 177500) in the Pay Matrix.

And

Having desirable experience in the field of Law, Finance, Economics, Accountancy or Administration with knowledge of Insolvency or Bankruptcy issues.

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 **Deputy General Manager (HR), 7th Floor, Mayur Bhawan, Near Shankar market Connaught Circus, 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 15th May, 2023.
- 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 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 willfully 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 fulfill 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 the Board in all matters would be final and binding, and no correspondence in this regard would be entertained.

ANNEXURE-B

**APPLICATION FOR THE POST OF ASSISTANT GENERAL MANAGER IN THE
INSOLVENCY AND BANKRUPTCY BOARD OF INDIA ON DEPUTATION**

1. **Post applied for:** Assistant General Manager

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

Law

IT

Finance/Accountancy

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)** _____, **Age as on (15-5-2023)** _____

7. **Aadhaar Number:** _____

8. **Address for communication:**

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

10. **Contact Numbers:**

a) **Landline** _____

b) **Mobile** _____

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 |
|---------------------------|--|-------------------------|------------------------|---------------------------------------|----------------------------|-----------------|
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12. **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 |
|----------------------------------|---|-------------|-----------|------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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.