

**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: 4<sup>th</sup> December, 2019

**OFFICE MEMORANDUM**

**Subject: Invitation of applications for posts of Deputy General Manager, Assistant General Manager, 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. The method of recruitment has been indicated in the table as under:-

S.No.	Name of post	No. of posts	Scale of Pay	Method of Recruitment
1.	Deputy General Manager	01	Level-11	Deputation including short-term contract
2.	Assistant General Manager	01	Level-10	Deputation including short-term contract
3	Personal Assistant	01	Level - 6	Deputation
4	Stenographer	02	Level - 4	Deputation
5	Senior Secretariat Assistant	01	Level - 4	Deputation

**2. Eligibility conditions:-**

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

Officers under Central Government, State Government, Union Territories and recognized Research Institutes and Public Sector Undertakings, and Semi Government or Statutory or Autonomous organisations.

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

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

## II. For the post of Assistant General Manager

Officers under Central Government, State Government, Union Territories and recognized Research Institutes and Public Sector Undertakings, and Semi Government or Statutory or Autonomous organisations

- (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 or equivalent.

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

## III 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.

## IV. 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.

## V 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 as amended from time to time and are available on the website of the Authority [www.iepf.gov.in](http://www.iepf.gov.in). and DOPT instructions on deputation (including short-term contract) 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

- 4 -

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. Department of Public Enterprises, Block No.14, CGO Complex, Lodhi Road, New Delhi-110003.
5. All RDs/RoC-cum-OLs/RoCs/OLs, Ministry of Corporate Affairs.
6. Registrar, NCLT/NCLAT, New Delhi.
7. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
8. Secretary, Competition Commission of India, MCA, New Delhi.
9. Registrar, Competition Commission Appellate Tribunal, New Delhi.
10. All officers of Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
11. 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.
12. E governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular on the website of the IEPF Authority and Ministry.