

**A-12011/7/2024-Admn-IEPFA /Comp.No.261432**  
**Government of India**  
**Ministry of Corporate Affairs**  
**Investor Education and Protection Fund Authority**  
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Ground Floor, Jeevan Vihar  
Building 3, Parliament Street  
New Delhi-110001  
Dated: 05.09.2024

**CIRCULAR**

Subject: Invitation of applications for the post of Public Relation Officer (PRO) and Assistant Manager in the Investor Education and Protection Fund Authority, New Delhi.

Applications are invited from eligible candidates to fill up the following posts in Investor Education and Protection Fund Authority on deputation basis.

Sl.No.	Name of Post	No. of Posts	Scale of Pay (7 <sup>th</sup> CPC)	Place of Posting	Method of recruitment
1.	Public Relation Officer	01	Level-10	New Delhi	Deputation (including short-term contract)
2.	Assistant Manager	04	Level-8	New Delhi	Deputation (including short-term contract):

2. Eligibility conditions:-

**I. For the post of Public Relation Officer:**

Officers of the Central Government / State Government / Union Territories / Recognized Research Institutes / Public Sector Undertakings / Statutory or Autonomous Organizations. These posts are to be filled up on deputation including short terms contract basis-

- (a) Holding analogous post on a regular basis or equivalent in the parent cadre or department; or.
- (b) with four years regular service in Level-8 in the pay matrix of (Rs.47600-151100) or equivalent in the parent cadre or department rendered after appointment there to on regular basis.
- (c) possessing the following educational qualification and

**experience :-**

- (i) Bachelor's Degree or equivalent in any discipline or Post Graduate Diploma in Journalism or Mass Communication from a recognized University or Institute; and
- (ii) two years' experience of journalistic publicity or public relation work in a Government Department or public sector Undertaking or autonomous bodies organization/body

## II. For the post of Assistant Manager:

(a) Officers of the Central Government / State Government / Union Territories / Recognized Research Institutes / Public Sector Undertakings / Statutory or Autonomous Organizations. These posts are to be filled up on deputation including short terms contract basis-

- (i) holding analogous post on regular basis or equivalent.
- (ii) with two years regular service in Level-7 in the pay matrix of (Rs.44900- 142400) or equivalent in the parent cadre or department rendered after appointment thereto on regular basis or
- (iii) with six years regular service in Level-6 in the pay matrix of (Rs.35400-112400) or equivalent in the parent cadre or department; and

(b) possessing the following educational qualification and experience:

### Essential:-

- (i) Bachelor's Degree or equivalent preferably in Commerce from a recognised University or Institute and
- (ii) two years' experience in administration or establishment matters.

### Desirable:-

- (i) Chartered Accountant or Cost & Management Accountant or Company Secretary.

3. The maximum age limit for appointment on deputation is 56 years. The crucial date for determining the age limit shall be closing date for receipt of application from the candidates.

4. The period of appointment, on deputation, for the post of Public Relation Officer and for post of Assistant Manager will be 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.

5. Application in duplicate in the prescribed proforma (Annexure-I) shall be completed in all respect along with Vigilance Clearance, Integrity Certificate and copies of APAR for the last five years may be sent through proper channel to the undersigned at the following address within 60 days of date of advertisement.

General Manager, IEPF Authority, Ground Floor,  
Jeevan Vihar Building, 3, Parliament Street,  
New Delhi – 110001

6. The terms and conditions of the services of the above posts shall be regulated by the Investor Education and Protection Fund Authority (Manner of Recruitment and Terms and Conditions of Service of Public Relation Officer and Assistant Manager) Rules, 2024. (Recruitment, Salary and other Terms and Conditions of the Service of Public Relation Officer and Assistant Manager) Recruitment) Rules 2024, which are available on the website of the Authority [www.iepf.gov.in](http://www.iepf.gov.in) . The prescribed proforma for the application is attached at Annexure I and the same may also be downloaded from the website of the Authority [www.iepf.gov.in](http://www.iepf.gov.in).

  
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, Deen Dayal Upadhyaya, Antodaya Bhawan, New Delhi.
7. Secretary, Competition Commission of India, MCA, New Delhi.
8. All Officers of Ministry of Corporate Affairs, Shastri Bhavan, New Delhi.
9. 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.
10. 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

BIO-DATA / CURRICULAM VITAE PROFORMA

Paste your  
Recent  
passport size  
photograph

1. Name and Address (in Block letters)	
2. Date of Birth ( in Christian Era)	
3. i) Date of Entry into Service	
ii) Date of retirement under Central / State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other Qualifications required for the post are satisfied. (if any of the Qualifications has been treated as equivalent to the one prescribed in the Rules, state the Authority for the same)	
Qualifications / Experienced required as mentioned in the advertisement / vacancy circular	Qualifications / Experience possessed by the officer
A) Essential Qualification	A) Essential Qualification
B) Experience	B) Experience
C) Desirable Qualification	C) Desirable Qualification
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on Regular Basis	From	To	*Level in Pay Matrix / Pay Band and Grade Pay / Pay Scale of the post held on Regular Basis	Nature of Duties (In Detail) highlighting Experience required for the applied post

Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the Officer and therefore should not be mentioned. Only Level in Pay Matrix/Pay Band and Grade Pay/Pay Scale of the posts held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:-

Office / Institution	Level in Pay Matrix / Pay, Pay Band and Grade Pay drawn under ACP / MACP Scheme		From	To
8. Nature of Present Employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
9. In case the present employment is held on deputation / contract Basis please state				
a) The Date of Initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organization to which the applicant belongs	d) Name and pay of the post held in substantive capacity In the parent organization	
9.1 Note: In case of officers already on Deputation, the application of such officers should be forwarded by the present cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.				
9.2 Note: Information Under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization				
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.				

<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>13. Are you in revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>								
<p>14. Total emoluments per month now drawn:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Basic Pay</th> <th style="width: 33%;">Level Pay matrix</th> <th style="width: 33%;">Total emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay	Level Pay matrix	Total emoluments			
Basic Pay	Level Pay matrix	Total emoluments						
<p>15. In case the applicant belongs to an organization which is not following the Central Government, Pay Scales, the latest Salary Slip issued by the Organization showing the following details may be enclosed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Basic Pay with scale of Pay and rate of increment</th> <th style="width: 33%;">Dearness Pay / Interim relief / other allowances etc. (with break-up details)</th> <th style="width: 33%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay with scale of Pay and rate of increment	Dearness Pay / Interim relief / other allowances etc. (with break-up details)	Total Emoluments			
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<p>16. Additional Information, if any, relevant to the post you applied in support of your suitability 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 prescribed in the Vacancy Circular / Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>								
<p>17. Whether belongs to SC / ST</p>								

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the relevant documents in respect of Essential Qualification / Work Experience submitted by me also be assessed by the selection Committee at the time of selection for the post. The information / details provided by me are correct to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date \_\_\_\_\_

(Signature of the Candidate)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATE BY THE EMPLOYER / CADRE CONTROLLING  
AUTHORITY**

The information / details provide in the above application by the applicant are true and correct as per the facts available on records. He / she possesses Educational Qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. \_\_\_\_\_
- ii) His / her integrity is certified.
- iii) His / her ACR / APAR Dossier in original is enclosed / photocopies of the ACR's / APAR for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years or a list of major / minor penalties imposed on him / her during the last 10 years is enclosed. (as the case may be).

Date \_\_\_\_\_

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)