Office Memorandum

Subject: Invitation of applications for the post of Chairperson and three Whole Time Members in the Insolvency and Bankruptcy Board of India to be established under the Insolvency and Bankruptcy Code, 2016.

1. Applications are invited for the post of Chairperson and three Whole Time Members in the Insolvency and Bankruptcy Board of India, a statutory body to be established under the Insolvency and Bankruptcy Code, 2016.

2. The Chairperson and the Whole Time Members shall be persons of ability, integrity and standing, who have shown capacity in dealing with problems relating to insolvency or bankruptcy and have special knowledge and experience in the field of law, finance, economics, accountancy or administration.

3. (a) The Chairperson shall have an option to receive pay (i) as admissible to a Secretary to Government of India or (ii) Consolidated salary of Rs 4,50,000 per month. 
(b) The Whole Time Members shall have an option to receive pay (i) as admissible to an Additional Secretary to Government of India or (ii) Consolidated salary of Rs 3,75,000 per month.

4. The terms and conditions of the services of the Chairperson and Members shall be regulated by the Insolvency and Bankruptcy Board of India (Salary, Allowances and other Terms and Conditions of Services of Chairperson and Members) Rules, 2016 which has been approved by the Competent Authority and available on the Ministry's website www.mca.gov.in in draft form.
The term of office of the Chairperson and Members (other than ex officio members) shall be five years or till the attaining of the age of sixty-five years, whichever is earlier, and Chairperson and Members shall be eligible for reappointment.

6. The application in respect of the eligible officers/ eminent qualified persons, who are interested and can be spared in the event of selection may be forwarded, duly verified/ countersigned by the Head of the Department (where applicable) along with the following documents:-

i. Up-to-date and complete Annual Performance Assessment Report (APAR) dossiers in original/ attested photocopies of last 5 years.

ii. Integrity Certificate

iii. Vigilance Clearance including certification that no disciplinary proceeding(s) or criminal proceeding(s) are either pending or contemplated against the officer concerned.

iv. List of major /minor penalties, if any, imposed on the candidate during the last ten years / no penalty certificate.

7. The application of candidate received without the APAR dossier (wherever applicable) or which does not contain the complete information or received after the due date shall not be entertained. The candidate who volunteers to be considered will not be allowed to withdraw their names later.

8. In the case where documents above in paragraph 6 are not applicable, applications should be accompanied by duly authenticated documents in support of the applicant’s eligibility.

9. The appointment shall be made by the Central Government on recommendation of the Selection Committee as provided in Section 189(3) of the Insolvency and Bankruptcy Code, 2016.

10. Application in the performa annexed herewith along with supporting documents should be forwarded through proper channel (where ever applicable ) so as to reach to
undersigned in the Ministry of Corporate Affairs, Room No. 538, A-Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi-110001 on or before 19th August, 2016. It may be noted that a candidate applying for both the posts i.e the Chairperson and Whole Time Member needs to file separate applications.

11. This may be given wide publicity.

(Rakesh Tyagi)
Director, Insolvency Section

Encl:- As above

To,

1. Registrar of Supreme Court of India, New Delhi.
2. Registrar Generals of all High Courts.
4. All Chief Secretaries to the State Governments/ union Territories
5. Director General of Corporate Affairs, New Delhi.
6. Director, Inspection and Investigation, Ministry of corporate Affairs
7. All RDs/ RoC-cum-Ols/ RoCs/ Ols, Ministry of Corporate Affairs.
8. Registrar, NCLAT, Paryavaran Bhawan, New Delhi
9. Registrar, NCLT, Paryavaran Bhawan, New Delhi
10. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
11. Secretary, Competition Commission of India, MCA, New Delhi.
12. Registrar, Competition Commission Appellate Tribunal, New Delhi.
13. All Officers at Headquarters of MCA.
### Annexure I

**Format of Application for the Post of Chairperson and Whole Time Member, The Insolvency and Bankruptcy Board of India**

<table>
<thead>
<tr>
<th></th>
<th>Name in Full (IN BLOCK LETTERS)</th>
<th>Attested copy of passport size photograph to be pasted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Post applied for:</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Date of Birth (valid documentary proof to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Father's Name</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Whether SC/ST/OBC (Attested copy of the relevant certificate to be attached)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Correspondence Address (Including Telephone Number/Fax Number)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Mobile No (mandatory)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Email id (mandatory)</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Permanent Address (Including Telephone/Fax Number)</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Present occupation/Profession/Service</td>
<td></td>
</tr>
</tbody>
</table>
11. Professional income/empolument for the last three years (give year-wise details)

12. Educational Qualifications in the reverse chronological order:
   (Attested copies of Degree/Diploma to be attached)

<table>
<thead>
<tr>
<th>Name of University/ Equivalent Institution</th>
<th>Degree</th>
<th>Year of Passing</th>
<th>Percentage of Marks Obtained</th>
<th>Academic Distinction</th>
<th>Subject/ Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

13. State the relevant eligibility criteria in para 2 of the advertisement, which is satisfied by the Applicant.

14. Details of present and previous employment in reverse chronological order in format given below (pls attach supporting documents):

<table>
<thead>
<tr>
<th>Name and address of employer</th>
<th>Designation, scale of pay including present pay</th>
<th>Whether regular/ deputation/ n/ adhoc</th>
<th>Period of service</th>
<th>Nature of duty/ experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>------</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Any other special qualifications or experience or publication to the applicant's credit including experience in dealing with matters as specified in para 2 of this advertisement. (Attach separate sheet, if required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Period of notice required for joining the post</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Whether any criminal / civil case pending before any court of India or abroad</td>
<td>Yes / No (pls furnish the details in separate sheet if any case is pending)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
18. Names, Address, mobile no and email id of two referees in responsible positions (Not being relatives) in case of candidates not in Government Service

It is certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post as and when framed by the Government.

Place:-

Date:-

(Signature)

Name: __________________________

Enclosures:-
Annexure II

(Certificate to be furnished by the Employer/Head of office/Forwarding authority)

Certified that the particulars furnished by 
__________________________________________ are correct and he/she possesses 
educational qualifications and experience mentioned in vacancy circular. It is 
also certified that:-

(i) There is no vigilance or disciplinary case pending/contemplated 
against Sh. /Smt. ________________.

(ii) His/her integrity is certified.

(iii) His/her APAR dossier in original is enclosed/photocopies of the 
APAR for the last five years duly attested by an officer of the rank of 
Under Secretary to the Govt. of India or above, are enclosed.

(iv) "No major/minor penalty has been imposed on him/her during the last 
ten years."

(v) A list of major/minor penalties imposed on him/her last ten years is 
enclosed.

Signature__________________________

Name and Designation_______________

Tel. No.____________________________

Office Seal

Place:
Date:
List of enclosures:
1.
2.
3.
4.
5.

(Strike out which is not applicable)
To

1. The Chief Secretaries of all the State Governments
2. The Secretaries of all the Ministries/Departments of Government of India

Subject: Filling up of the post of Minister (Economic) in the High Commission of India, London (Joint Secretary level), under the Department of Commerce.

Sir/Madam,

It is proposed to fill up the post of Minister (Economic) in the High Commission of India, London (Joint Secretary level), under the Department of Commerce vice Shri Amitabh Jain, IAS (CG:89).

The following eligibility criteria have been laid down for making selection to the post:

**Mandatory Qualifications:**

(i) The officer must have been empanelled to hold Joint Secretary or equivalent post at the Centre.
(ii) The officer must be at least three batches below the batch next to be considered for empanelment as Additional Secretary to the Government of India.
(iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.
(iv) The officer must be clear from vigilance angle.
(v) The officer must not have been debarred for Central Deputation.
(vi) The officer should have at least “Very Good” service record. However, preference would be given to officers who have ‘Outstanding’ service record with a grading of 8 and above.
(vii) The officer must be below 54 years, as on the date of vacancy.
(viii) The officer must not have been on an assignment to foreign/captive post of Government of India earlier.
(ix) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
(x) The officer must not be on study leave or long leave.
(xi) The officer should have prior work experience of Commerce or Agriculture or Industry in the State Government or in the Government of India.
(xii) The officer should have experience in an Economic Ministry of the Government of India.

**Desirable qualifications**

(i) Experience and/or familiar exposure to international trade.
(ii) Experience in bilateral/international trade negotiations.

3. It is requested that the names of the officers, who possess the mandatory qualifications, as stated above, may be sent to this Department along with their detailed bio-data, CR dossiers and vigilance clearance, within one month from the date of issue of this circular.

Yours faithfully,

[signature]

Deputy Secretary to the Government of India
Tel: 011-23052187

Copy to:

1. Department of Commerce (Ms. Rita A. Teotia, Secretary), New Delhi.
2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately.
3. Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.
To

1. The Chief Secretaries, All State Governments.
2. The Secretaries of All the Ministries/Departments of the Government of India

Subject:- Filling up the post of Chief Executive Officer (JS Level), Khadi & Village Industries Commission (KVIC), Mumbai under the Ministry of Micro, Small & Medium Enterprises – reg.

Sir/Madam,

It is proposed to fill up the post of Chief Executive Officer (JS Level), Khadi & Village Industries Commission (KVIC), Mumbai under the Ministry of Micro, Small & Medium Enterprises in the pay band of Rs.37,400- 67,000/- (PB-4) with grade pay of Rs.10,000/- vice Shri Arun Kumar Jha, IES(1985).

2. Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, may be recommended to this office along with cadre clearance, vigilance clearance, detailed biodata, viz. name, date of birth, service, batch, contact telephone number, email address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years and details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central deputation, the nomination may be forwarded with the approval of the Minister-in-charge concerned.

3. It is requested that the applications of eligible officers may be forwarded so as to reach this Department within one month from the date of issue of this circular.

Yours faithfully,

(Rajender Kumar)
Deputy Secretary to the Government of India
Tel: 2309 2187

Copy to:


2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately.

3. Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.
File No. 10/11/2015-EQ(SM-I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
New Delhi, 22nd July, 2016

To

The Chief Secretaries, All State Governments.

2. The Secretaries of all the Ministries/Departments of Government of India.

Subject: Filling up of the post of Minister (Agriculture) (Joint Secretary Level), Embassy of India, Rome (Italy) under the Department of Agriculture, Cooperation & FW.

Sir/Madam,

It is proposed to fill up the post of Minister (Agriculture) (Joint Secretary Level), Embassy of India, Rome (Italy) under the Department of Agriculture, Cooperation & FW vice Shri Vimalendra Sharan, IAS (MH:92). The following eligibility criteria have been laid down for making selection to the post:

Mandatory Qualifications:

(i) The officer must have been empanelled to hold Joint Secretary or equivalent posts at the Centre.
(ii) The officer should be at least 3 batches below the batch next to be considered for empanelment at the Additional Secretary level.
(iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.
(iv) The officer should be clear from Vigilance angle.
(v) The officer should not have been debarred from Central deputation.
(vi) The officer should have at least 'Very Good' Service record. However, preference will be given to officers who have 'Outstanding' service record with a grading of 9 and above.
(vii) The officer should not be over 54 years of age as on the date of vacancy.
(viii) The officer should not have been on an assignment in a foreign/captive post of the Government of India earlier.
(ix) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
(x) The officer should not be on study leave or long leave.

Desirable qualifications

(i) Experience of policy formulation and implementation in Agriculture and allied sectors at the Centre or State levels.
(ii) Experience in international negotiations.

2. It is requested that the names of the willing and eligible officers, who possess the mandatory qualification/experience, as stated above, may be sent to this Department along with their detailed bio-data, CR dossiers of the officers, cadre clearance, vigilance clearance and integrity certificate, within a period of four weeks of issue from the date of issue of this letter.

Yours faithfully,

(N.K. Srivastava)
Joint Secretary to the Government of India
Tel: 011-23092974

Copy to:

1. Department of Agriculture, Cooperation & FW (Shri Shobhana K Pattanayak, Secretary).
2. Technical Director, NIC, Computer Cell, DOPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department.
3. Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.