

No: HR-13013/1/2023-IBBI
INSOLVENCY AND BANKRUPTCY BOARD OF INDIA

7th Floor Mayur Bhawan, Near Shankar Market, New Delhi
Dated : 9th October 2023

CIRCULAR

Subject:- Contractual engagement of 01 (one) retired Central Government Officer (Pay Level-9 to 11) as Consultant in Insolvency and Bankruptcy Board of India (IBBI).

It is proposed to engage 01 (one) retired Central Government Officer (Retired from Pay Level-9 to 11) to work as consultant on full time basis in the IBBI purely on contractual basis.

2. The eligibility criteria, terms and conditions and remuneration are as follows:-

(i)	Number of consultants to be engaged	01(one)
(ii)	Eligibility condition	Central Government officer with more than 10 years of experience in the field of establishment, store management, general administration and related work who has retired in the pay level 9 to 11.
(iii)	Scope of Work	As per Annexure- 'A'.
(iv)	Period of engagement	The initial engagement as consultant shall be for a period of one year, which may be extended, based on requirement of the IBBI, performance and health of consultant(s) concerned.
(v)	Job Location	New Delhi
(vi)	Age Eligibility	Less than 63 years as on closing date for receipt of applications.
(vii)	Remuneration	<p>Fixed monthly remuneration as per the directions of Ministry of Finance, DOE i.e. Last pay drawn minus basic pension plus Transport Allowance admissible at the time of retirement.</p> <p>However, retired employees engaged as consultant's may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.</p> <p>No Dearness Allowance is payable.</p> <p>No HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Government Servant. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment/ percentage increase during the contract period.</p>

(viii)	Leave	1.5 days of paid leave for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.
(ix)	Working hours	Working hours shall be from 9:30 a.m. to 6:00 p.m. (Monday to Friday). No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office beyond normal office hours, or any non-working day. Will be required to work from home in any condition of lockdown/ Govt. Instructions
(x)	Working experience	Working experience of the relevant field in the Government of India
(xi)	General Terms Conditions	Eligible retired officers should be in good health. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of Contract, failing which the Consultant will be liable for suitable action. For this, he/she is required to give a non- disclosure undertaking. The consultant shall have to perform duties/ services as assigned to him/her by necessary skills, diligence, efficiency and economy. The consultant shall not be entitled to any TA/DA for joining the appointment.
(xii)	Termination of Engagement	The engagement as Consultant can be terminated by the Board at any time without assigning any reason thereof by giving them 15 days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days advance notice or remuneration in lieu thereof before resigning from the engagement.
(xiii)	Last date for receipt of application	30 days from publication of this advertisement

3. The persons who fulfil the eligibility criteria as mentioned above and willing to work as consultant on the terms and conditions mentioned above, must submit their application, in the prescribed format enclosed as Annexure-B, to reach physically within 30 days of publication of this advertisement at the following address or submitted over mail to personnel@ibbi.gov.in :-

Deputy General Manager (HR)
Insolvency and Bankruptcy Board of India
7th Floor Mayur Bhawan, Near Shankar Market
New Delhi-110001

4. Further, for selection purpose, decision of the Selection Committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date/time will not be considered and summarily rejected without any further communication.

5. IBBI reserves the right to select more, less or not select anyone against this advertisement. The Board reserves the right to cancel the Advertisement fully or partly on any grounds. The decision of the Board in all matters would be final and binding, and no correspondence in this regard would be entertained.

Sd/-
(Ravi Kumar Vashisht)
DGM (HR)
011-23462870/2968

Job responsibility / Scope of work – Consultant on contract basis

1. Preparation and Maintenance of Stock Register.
2. Preparation of RFP/ EOI / Bid Documents.
3. Work related to Offline contracts / Gem Contracts.
4. Thorough Knowledge of GFR and Purchase procedure.
5. Awareness of various existing rules guidelines of DOE related to the work.
6. Work related to organising meeting, conference, seminar etc at inside/outside office.
7. Knowledge of Computer / MS word / MS Excel.