

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

7<sup>th</sup> Floor Mayur Bhawan, Near Shankar Market, New Delhi  
Dated : 28<sup>th</sup> November 2023

CIRCULAR

**Subject:- Contractual engagement of two officers from Public Sector Banks who have retired at the level of Chief Manager and above to work as Consultant in Insolvency and Bankruptcy Board of India (IBBI) on contract basis.**

It is proposed to engage 02 (two) officers from Public Sector Banks who have retired at the level of Chief Manager and above 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	02 (Two)
(ii)	Eligibility condition	1. Retired Officers from any Public Sector Banks (PSBs). At the time of retirement, he/she should be holding the post of Chief Manager or above. 2. Minimum Two years' experience in the field of "Stressed Asset Vertical" and/or the candidate should have participated in atleast 10 meetings of Committee of Creditors (CoCs).
(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 62 years as on closing date for receipt of applications.
(vii)	Remuneration	Fixed monthly remuneration as per the directions of Ministry of Finance, DOE i.e. Last pay drawn minus basic pension plus Transport Allowance as admissible at the level of Manager in IBBI. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.  No Dearness Allowance is payable.  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.
(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	Experience in the field of “Stressed Asset Vertical” and/or the candidate should have participated in the meeting of Committee of Creditors (CoCs).
(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](mailto:personnel@ibbi.gov.in) : -

Deputy General Manager (HR)  
Insolvency and Bankruptcy Board of India  
7<sup>th</sup> 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 in IBBI on contract basis**

**Scope of Work**

<b>Sr No.</b>	<b>Work related to</b>
1	Contribute to the preparation of materials for discussion papers on amendments to the Insolvency and Bankruptcy Code, 2016 (IBC).
2	Aid in organizing and conducting round-table discussions and consultations with stakeholders.
3	Support in tracking and monitoring ongoing cases of corporate insolvency resolution process (CIRP).
4	Assist in reviewing and approving various forms related to Insolvency Professionals (IPs) and other similar compliances.
5	Conduct research on various insolvency-related topics as assigned from time to time.
6	Assist in publication of detailed information regarding CIRPs.
7	Synthesizing of data on CIRPs and generation of data reports and analysis.
8	Assist in preparing notes for other divisions of the Board as required.
9	Assist in presenting case studies on CIRP.
10	Actively engage in awareness programs related to IBC as required by the Board.

*Remarks: The work profile mentioned above is merely illustrative. The work role in addition to the above mentioned may be assigned by the Board from time to time for the above posts."*

**APPLICATION FOR THE POST OF CONSULTANT IN THE INSOLVENCY AND BANKRUPTCY BOARD OF INDIA ON CONTRACTUAL BASIS**

1. Post applied for : Consultant

2. Specialization(If any) :

3. Gender : Male / Female / Others

4. Name of the Candidate: -----  
(IN CAPITAL LETTERS)

5. Father's /Mother's / Husband's Name:  
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(IN CAPITAL LETTERS)

6. Date of Birth (DD/MM/YYYY) \_\_\_\_\_

Age as on (28 December 2023) \_\_\_\_\_

7. Address for communication:  
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8. Email address:  
(All communications from the IBBI will be made to this e-mail address given by you).

9. Contact Numbers:  
Mobile/Landline:

**10. Educational / Professional / Technical Qualification (Starting from Class**

(10th 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

**11. 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

**12. Details of Retirement**

Date of retirement and the post/pay level from which retired (Enclose copy of retirement order)	
Name of Bank from which retired	
PPO Number (enclose copy)	
Travelling Allowance drawn at the time of retirement	

**13. Additional information, if any, which you would like to mention in support of your candidature for the post.**

Declaration to be signed by the Candidate

I -----, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/ incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of IBBI in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Date :

Signature -

Place

Name of Applicant -----