

No. 30/3/2016-Insolvency Section  
Government of India  
Ministry of Corporate Affairs

5<sup>th</sup> Floor, 'A' Wing,  
Shastri Bhawan, Dr. R.P.Road  
New Delhi-110001  
Dated:- the 27<sup>th</sup> July, 2016

**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](http://www.mca.gov.in) in draft form.

5. 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 alongwith supporting documents should be forwarded through proper channel (where ever applicable ) so as to reach to

the undersigned in the Ministry of Corporate Affairs, Room No. 538, A-Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi-110001 on or before 19<sup>th</sup> 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.
3. Secretaries to Government of India, All Ministries / Departments of the Government of India.
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**

1.	Name in Full (IN BLOCK LETTERS)		Attested copy of passport size photograph to be pasted
2.	Post applied for:		
3.	Date of Birth (valid documentary proof to be enclosed)		
4.	Father's Name		
5.	Whether SC/ST/OBC (Attested copy of the relevant certificate to be attached)		
6.	Correspondence Address (Including Telephone Number/ Fax Number)		
7.	Mobile No (mandatory)		
8.	Email id (mandatory)		
9.	Permanent Address (Including Telephone/Fax Number)		
10.	Present occupation/Profession/Service		

11.	Professional income/emoluments 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)					
	Name of University/ Equivalent Institution	Degree	Year of Passing	Percentage of Marks Obtained	Academic Distinction	Subject/ Specialisation
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):					
	Name and address of employer	Designation, scale of pay including present pay.	Whether regular/ deputation/ adhoc	Period of service	Nature of duty/ experience	

				From	To	
15.	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)					
16.	Period of notice required for joining the post					
17.	Whether any criminal / civil case pending before any court of India or abroad			Yes / No (pls furnish the details in separate sheet if any case is pending )		

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	
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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)