

Fwd: Vacancy circular for the post of Stenographer - reg.**Shri Rajeev Verma** <csdelhi@nic.in >

Thu, 09 Oct 2025 2:55:17 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: "SHANKAR SINGH" <shankar.singh064@govcontractor.in>

To: "INF SFIO" <inf.s fio@nic.in>, "RAMESH CHAND" <cci-rck@cci.gov.in>, "Sunit Chandra" <registrar-nclat@nic.in>, "Registrar NCLT" <registrar-nclt@nic.in>, "re east" <re.east@mca.gov.in>, "rd north" <rd.north@mca.gov.in>, "rd west" <rd.west@mca.gov.in>, "rd northwest" <rd.northwest@mca.gov.in>, "rd ser" <rd.ser@mca.gov.in>, "rd south" <rd.south@mca.gov.in>, "roc ahmedabad" <roc.ahmedabad@mca.gov.in>, "roc srinagar" <roc.srinagar@mca.gov.in>, "roc himachal" <roc.himachal@mca.gov.in>, "roc chandigarh" <roc.chandigarh@mca.gov.in>, "roc uttrakhand" <roc.uttrakhand@mca.gov.in>, "roc delhi" <roc.delhi@mca.gov.in>, "roc jaipur" <roc.jaipur@mca.gov.in>, "roc kanpur" <roc.kanpur@mca.gov.in>, "roc patna" <roc.patna@mca.gov.in>, "roc guwahati" <roc.guwahati@mca.gov.in>, "roc shillong" <roc.shillong@mca.gov.in>, "roc gwalior" <roc.gwalior@mca.gov.in>, "roc ranchi" <roc.ranchi@mca.gov.in>, "roc kolkata" <roc.kolkata@mca.gov.in>, "roc bilaspur" <roc.bilaspur@mca.gov.in>, "roc cuttack" <roc.cuttack@mca.gov.in>, "roc mumbai" <roc.mumbai@mca.gov.in>, "roc pune" <roc.pune@mca.gov.in>, "roc hyderabad" <roc.hyderabad@mca.gov.in>, "roc vijaywada" <roc.vijaywada@mca.gov.in>, "roc panaji" <roc.panaji@mca.gov.in>, "roc bengalore" <roc.bengalore@mca.gov.in>, "roc chennai" <roc.chennai@mca.gov.in>, "roc puducherry" <roc.puducherry@mca.gov.in>, "roc ernakulam" <roc.ernakulam@mca.gov.in>, "roc kochi" <roc.kochi@mca.gov.in>, "roc combatore" <roc.combatore@mca.gov.in>, "roc andaman" <roc.andaman@mca.gov.in>, "Sh. Vikram Dev Dutt" <secy.moc@nic.in>, "Office of Seceratry CPC" <sec.cpc@nic.in>, "Dr. Abhilaksh Likhi" <secy-fisheries@nic.in>, "Mr. Naresh Pal Gangwar" <secyahd@nic.in>, "head icpd" <head.icpd@dae.gov.in>, "RAJE SH KOTTECHA" <secy-ayush@nic.in>, "Amit Agrawal" <secy-pharma@nic.in>, "Secretary DPIIT" <secy-ipp@nic.in>, "Commerce Secretary Office" <csooffice@nic.in>, "Apurva Chandra" <secyhfw@nic.in>, "Office of Secretary DHR" <secy-dhr@gov.in>, "Shri Kamran Rizvi" <shioff@nic.in>, "Dr Rajendra Kumar" <secybm@nic.in>, "SECRETARY,OL" <secy-ol@nic.in>, "Shri Ashish Srivastava" <secy-iscs@nic.in>, "Govind Mohan" <hshso@nic.in>, "Srinivas Katikithala" <secyurban@nic.in>, "Sanjay Jaju" <secy.inb@nic.in>, "V.L Kantha Rao" <secy-mowr@nic.in>, "Ashok K.K.Meena" <secydws@nic.in>, "Secy Labour Employment" <secy-labour@nic.in>, "Shri Niraj Verma" <secy-jus@gov.in>, "Dr Anju Rathi Rana" <secylaw-dla@nic.in>, "Dr. Rajiv Mani" <secyoffice-ld@gov.in>, "Shri S. C. L. Das (Secy-MSME)" <secretary-msme@nic.in>, "Piyush Goyal" <secy-mines@nic.in>, "Secretary, Minority Affairs" <secy-mma@nic.in>, "Santosh Kumar Sarangi" <secy-mnre@nic.in>, "Vivek Bharadwaj" <secy-mopr@nic.in>, "Office of Secretary, Personnel" <secy_mop@nic.in>, "Secretary MoPA" <secympa@nic.in>, "Shri V. Srinivas" <secy-arp@nic.in>, "Secy PNG" <sec.png@nic.in>, "Vijay Kumar" <secyship@nic.in>, "Pankaj Agarwal" <secy-power@nic.in>, "SECRETARY MORTH" <secy-road@nic.in>, "Shailesh Kumar Singh" <secyrd@nic.in>, "Manoj Joshi" <secy-dolr@nic.in>, insecy@dbt.nic.in, "SECRETARY DST" <dstsec@nic.in>, "Secretary DSIR" <secy-dsir@nic.in>, "AMIT YADAV"

<secywel@nic.in>, "Meeta Rajiv Lochan" <secy-ncbc@nic.in>, "Sh Rajesh Aggarwal" <secretaryda-msje@nic.in>, "Secretary NCSC" <secretary-ncsc@nic.in>, "Dr Saurabh Garg" <secretary@mospi.gov.in>, "Secretary, Ministry of Steel" <secy-steel@nic.in>, "Neelam Rao" <secy-textiles@nic.in>, "Secretary Tourism" <sectour@nic.in>, "Anil Malik" <secy.wcd@nic.in>, "Sujata Chaturvedi" <secy-sports@nic.in>, "Secretary Youth Affairs" <secy-ya@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Shri Rajeev Verma" <csdelhi@nic.in>, "Dr. V Candavelou IAS" <cs-go@nic.in>, chiefsecretary@gujarat.gov.in, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Sanjay Gupta" <cs-hp@nic.in>, "Avinash Kumar" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-megnic incs-mizoram" <cso-megnic.incs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttarakhand@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>

Cc: "vipul jain85" <vipul.jain85@iepf.gov.in>

Sent: Thursday, October 9, 2025 2:52:26 PM

Subject: Vacancy circular for the post of Stenographer - reg.

Respected Madam / Sir,

PFA vacancy circular for the post of Stenographer in the IEPF Authority, Ministry of Corporate Affairs. This may kindly be given wide publicity.

Kind Regards

S.S. Miyan
Consultant, IEPFA

--

Regards
O/o The Chief Secretary, Delhi

1 Attachment(s)

Vacancy circular-Steno.pdf
1.7 MB

F.No.IEPFA-09003/1/2025-Admn-IEPFA/270167
Government of India
Ministry of Corporate Affairs
Investor Education and Protection Fund Authority

Ground Floor, Jeevan Vihar Building,
3, Sansad Marg, New Delhi-110001
Dated: 01.10.2025.

CIRCULAR

Subject : Invitation of applications for the post of Stenographer in the Investor Education and Protection Fund Authority, Ministry of Corporate Affairs, New Delhi on deputation basis.

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

Name of Post	No. of Posts	Scale of Pay (7 th CPC)	Eligibility Conditions
Stenographer	01*	Level-04	Officers working under Central Government or State Governments holding:- (i) analogous post on regular basis; or (ii) Lower Division Clerk with eight years regular service in Level-2 and pass skill Test i.e. dictation @ 80w.p.m (English) & transcription 40 minutes on computer.

(*) May vary at the time of selection.

2. **Method of recruitment:** Deputation/ absorption.
3. The maximum age limit for appointment on deputation is 56 years. As this is an open vacancy circular, the crucial date for determining the age limit shall be last day of the month in which application is submitted by the candidate.
4. The period of appointment on deputation 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. This is an open vacancy circular. Once sufficient number of applications from the eligible candidates are received in the Authority, the same shall be considered for interview / selection.
6. 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:

**Deputy General Manager (Admin),
Investor Education and Protection Fund Authority,
Ground Floor, Jeevan Vihar Building,
3, Parliament Street, New Delhi – 110001**

7. The terms and conditions of the services of the above post shall be regulated by the Investor Education and Protection Fund Authority (Recruitment, Salary and other Terms and Conditions of the Service of these posts which are available on the website of the Authority www.iepf.gov.in and the Department of Personnel and Training vide O.M.No.6/8/2009-Estt.(Pay II) dated 17.06.2010 and O.M. No.2/6/2018-Estt.(Pay II) dated 18.05.2018, as amended from time to time. 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 and M/o Corporate Affairs www.mca.gov.in

(Vipul Jain)

Deputy General Manager-Admn-IEPFA

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 the Ministry.

ANNEXURE-I**BIO-DATA / CURRICULAM VITAE PROFORMA**

Paste your
Recent passport
size photograph

1. Name (in Block letters)					
2. Date of Birth (in Christian Era)					
3. Name of Office and Address (in Block letters)					
4. i) Date of Entry into Service					
ii) Date of retirement under Central / State Government Rules					
5. Educational Qualifications					
6. 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				
7. 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					
8. 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	From	To	*Level in Pay Matrix / Pay Band and Grade Pay / Pay Scale of	Nature of Duties (In Detail) highlighting

	Basis			the post held on Regular Basis	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
9. Nature of Present Employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
10. 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.			
11. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
12. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government			
13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			

14. 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		
15. Total emoluments per month now drawn:		
Basic Pay	Level Pay matrix	Total emoluments
16. 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.		
Basic Pay with scale of Pay and rate of increment	Dearness Pay / Interim relief / other allowances etc. (with break-up details)	Total Emoluments
17. 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) (Note: Enclose a separate sheet, if the space is insufficient)		
18. Whether belongs to SC / ST		

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)