

Corrigendum to Advertisement No: 01/2019

“Deputation/Foreign Service of regular employees from DoP to IPPB in Scale IV, V & VI”

Sl. No	Para No	Changes	
1	A. Posts & C. Eligibility Criteria	Designation	Eligibility Criteria
		Head - Strategy & Financial Inclusion	Officers in JAG (NFSG) or four years of regular service in Junior Administrative Grade.
		Assistant General Manager (AGM) – Circle	Officers in JAG or five years of regular service in Senior Time Scale.
		Chief Manager – Circle Operations / Circle Sales	Officers in STS or four years of regular service in Junior Time Scale.
2	Procedure for Applying – Point (ii)	“duly recommended should be forwarded through proper channel”	
3.	General Instructions – Point xvi & xix	i. Space marked for Photographs in Application form ii. Deleted word Online from para xix	

Sd/-
CHRO
IPPB Corporate Office,
New Delhi – 110 001
Date: 23.01.2019

Advertisement No: 01/2019 (Revised)

**Deputation/Foreign Service of regular employees from DoP to IPPB in Scale IV,
V & VI**

India Post Payments Bank (IPPB) has been setup under the Department of Post, Ministry of Communication with 100% equity owned by Government of India. India Post Payments Bank is leading the next revolution of banking and financial literacy. This new model will pave the way for India's largest banking network to reach each and every corner of the nation. Our motto stands true - "No customer is too small, no transaction too insignificant, and no deposit too little." IPPB is leveraging frugal innovation and top of the line technology infrastructure with the payment and settlement ecosystem to bring simple and affordable solutions to the masses – delivered at the last mile. IPPB will leverage the Department of Posts' (DOP's) un-paralled reach across India, through its 155,000 post offices and the trust that it enjoys among the common man. IPPB's vision is to be the most accessible, affordable and trusted bank for the common man.

IPPB, as an organization, is designed to leverage the field network of the DoP and is required to carry out its sales and operations through the workforce of the DoP. IPPB will be responsible for designing the products and services, defining the technology and service delivery platforms, undertaking marketing and third-party tie-ups, setting and monitoring the service quality standards, handling customer grievances, managing the risks of the banking operations, and dealing with statutory and regulatory compliances, etc.

The Postal Services Board acknowledged that the success of IPPB hinges significantly on its ability to leverage field-level resources of DoP. In this context, it is imperative, especially in the initial stages, that the persons who are acting on behalf of IPPB at the field level, have a strong understanding of DoP as an organization. The Postal Services Board agreed that manpower requirement at various levels of IPPB may be partly met through Deputation/Foreign Service from DoP. Further, the Board of IPPB approved manpower numbers to be placed on Deputation/Foreign Service from DoP and respective selection pool. The staff engaged on Deputation/Foreign Service to IPPB will play a key role in coordinating and managing the Business Correspondent arrangement between DoP and IPPB.

IPPB needs about 18 officers on Deputation/Foreign Service from the DoP to perform various roles at Circle Offices and Corporate Office. Eligible and willing regular employees could respond as per Deputation/Foreign Service terms annexed in the notification.

Candidates may apply in the prescribed format given in Annexure-I. Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria otherwise their application will be summarily rejected.

The important date to be noted is as follows:

Activity	Cut-off Date
Last date to receive application	07.02.2019

This advertisement contains the following details:

Section	Section Title	Details in Section
A	Posts	Name and grades of posts for which Deputation/ Foreign Service is desired.
B	Job Profiles	Details on roles of posts for which Deputation/ Foreign Service is desired.
C	Eligibility Criteria	Details on the eligibility criteria such as age and experience have been provided.
D	Application Guidelines	Guidelines on application submission and other general instructions.
E	Selection Procedure	Brief on Selection Procedure that shall be followed.
Annexure-I	Application Form	Format for submitting the application
Annexure-II	Terms of Deputation/Foreign Service/Engagement	Detailed Terms for employees joining IPPB on Deputation/Foreign Service/Engagement.

General Information:

1. The Registered Office of IPPB is in New Delhi.
2. Detailed Terms & Conditions for DoP personnel on Deputation/Foreign Service from Department of Post are provided in **Annexure-II**.
3. The period of Deputation/Foreign Service would be for 3 years and the same may be extended for another one year, if required.
4. Total number of vacancies for regular employees required on Deputation/Foreign Service from DoP in scale IV, V & VI is 18, details of which are shown under A (Posts) below.
5. All applicants shall go through a selection process conducted by IPPB.
6. In case of any query please write to us on jobsdop@ippbonline.in

A. POSTS

#	Scale	Designation/ Role	No. of vacancies	Location	Eligibility Criteria	Pay scale at IPPB
1	VI	Head - Strategy & Financial Inclusion	01	IPPB Corporate Office	Officers in JAG (NFSG) or four years of regular service in JAG.	68,680 – 1,960 (4) – 76,520
2	V	Assistant General Manager (AGM) – Circle	06	Circle Office	Officers in JAG or five years of regular service in STS.	59,170 – 1,650 (2) – 62,470 – 1,800 (2) – 66,070
3	IV	Chief Manager – Circle Operations	05		Officers in STS or four years of regular service in JTS.	50,030 – 1,460 (4) – 55,870 – 1,650 (2) – 59,170
4	IV	Chief Manager – Circle Sales	06			
Total			18			

B. JOB PROFILES

Job Profiles of the posts are as follows:

#	Scale	Designation/ Role	Job Profile
1	VI	Head - Strategy & Financial Inclusion	<ul style="list-style-type: none"> • Driving alignment between financial inclusion mandate of Government of India and Sales & Distribution strategy of IPPB. • Design and drive alignment of business offerings which leverage on the existing capabilities and businesses of DoP and payments offerings of IPPB. • Facilitate and drive co-ordination between the key stakeholders at IPPB and DoP across various departments and business functions. • Drive the objective of Financial Inclusion internally within IPPB and drive joint performance reviews on the same. <p>Growing business with DoP:</p> <ul style="list-style-type: none"> • Identify opportunities for IPPB to deliver services to DoP – across different areas: e-commerce, counter payments, online payments, distribution of third party financial services to DoP employees, etc. • Create a portfolio of these opportunities and actively pursue them with DoP sponsors. • Work with the Product Head, Distribution Head in IPPB on these pursuits. • Conceive and design proof-of-concepts implementations to win these pursuits. • Enable a close partnership between DoP and IPPB for winning business that will add value to both. organizations. Such business includes DBT mandates. Ensure that relevant DoP and IPPB owners come together to pitch DBT mandates to select ministries/ states, etc.

#	Scale	Designation/ Role	Job Profile
			<ul style="list-style-type: none"> • Responsible for managing the joint performance reviews between IPPB and DoP. <p>Distribution:</p> <ul style="list-style-type: none"> • Work with the Head, Distribution to assess ways to improve the productivity of the DoP last mile, i.e. postmen, counter staff, GDSs. • Be a channel for feedback from the DoP last mile on key matters related to distribution such as incentives, device usability, process effectiveness, customer preferences, ability to sell third party products, etc. • Actively document such feedback and conceive of initiatives to enhance last mile productivity. • Work with the Head Distribution to identify owners for implementation of these initiatives and track their implementation. <p>Facilitate overall coordination with DoP:</p> <ul style="list-style-type: none"> • Advise IPPB management in understanding the voice of various stakeholders at DoP including officer unions, nonexecutive unions, GDS unions and other opinion makers. • Drive interactions between the top management of IPPB and senior leadership of DoP at HQ on various aspects including communications, business target setting, business performance reviews etc. • Drive IPPB agenda within DoP Circles, Regions, Divisions etc. by way of workshops, conferences and other internal communications tools – promoting IPPB vision, brand, policies, processes, success stories etc. <p>Focus on Financial Inclusion:</p> <ul style="list-style-type: none"> • Define financial inclusion targets in consultation with IPPB top management. Define strategy and plan to meet the target. • Focus on achieving alignment between financial inclusion mandate of Government of India and Sales & Distribution strategy of IPPB. • Work closely with the Distribution, Product and Operations teams to launch products, drive campaigns etc. to achieve financial inclusion targets. • Ongoing monitoring and reporting progress on financial inclusion. • Act as an interface with external government stakeholders (other than DoP) and apprise IPPB management of applicable policies, guidelines and other aspects of Government functioning – in the overall context of financial inclusion. <ul style="list-style-type: none"> • Any other duties assigned to the officer by superiors.
2	V	Assistant General Manager (AGM) – Circle	<p>Business Planning</p> <ul style="list-style-type: none"> • Responsible for finalizing the circle-level and branch-level business targets based on discussion with DoP counterparts. • Responsible for defining overall Key Performance Indicators for all Branches within the Circle in discussion with Branch Managers and Corporate Office

#	Scale	Designation/ Role	Job Profile
			<p>Sales, Business Development and Marketing</p> <ul style="list-style-type: none"> • Responsible for defining the Circle level strategy on driving sales & marketing initiatives by utilizing a bottom up approach • Set up the performance parameters for the team in the circle and execute the corporate office business plans. • Monitor the team performance and allocate the targets in consultation with the DoP Circle office • Ensure the State level Tie-ups with the State Government departments for the Subsidy and other agency business • Ensure the enterprise level tie-ups at state level and even national level for the enterprises located in their circle • Responsibility to build, augment the Marketing, Image and brand building of IPPB • Responsible for finalizing circle level partnership(s), tie-ups to drive business revenues. Co-ordinate with IPPB teams for necessary support for execution • Prioritize and recommend commission in-kind payouts to DoP <p>Coordination with DoP</p> <ul style="list-style-type: none"> • Responsible for managing the interface with DoP Circle and CPMG on behalf of IPPB • Responsible for conducting periodic business review meeting with DOP circle head to appraise him/her on procedural issues faced by IPPB <p>Operations and Compliance</p> <ul style="list-style-type: none"> • Drive the branch, access point readiness and agent training, certification and activity. • Ensure and oversee that daily activities to be performed by the Branches are completed on time. • Monitor rollout of initiatives in all branches within the Circle including training, financial inclusion mandates, technology and infrastructure up-gradation, marketing & branding initiatives etc. • Conduct periodic Circle level knowledge sharing sessions between Branch heads across the Circle. • Monitor the performance of the Branches within the Circle on various compliances. • Operation level smooth implementations and changes handling. • MIS (Collection, analysis, submission, reports, replies to Corporate Office/ regulatory bodies/ business related) • Regular visits/ meetings with IPPB/ DoP officers in the respective district levels and rendering advisory communications on newly introduced regulatory aspects • Oversee the EoD reports pertaining the Cash Balancing, Operational tasks for all the IPPB branches falling under his/ her jurisdiction • Reporting of fraud to appropriate authority at Corporate Centre • Responsible for overall control function of branches and reporting to Corporate Centre

#	Scale	Designation/ Role	Job Profile
			<p>Customer Service and grievance</p> <ul style="list-style-type: none"> • Oversee grievance resolutions SLAs for all Branches in the Circle • Responsible for customer satisfaction levels, oversee interaction with customer committees etc. • Supervise and oversee grievance mechanism for commission payout issues and their resolution • Responsible to oversee the reasonable TAT is complied in resolving Customers queries/ grievances/ suggestions emanating for all his Circle related branches. <p>Performance Management</p> <ul style="list-style-type: none"> • Monitor & report on performance KPIs (target vs actual) • Responsible for monitoring the operations, sales and customer service performance of all Branches within the Circle on defined dashboard in conjunction with senior leadership of IPPB (Corporate office) • Monitor the business performance of Branch Managers in line with business requirements eg. agent, merchant activation, acquisition, DBT business, Govt. business etc. • Attend periodic business review meetings at Corporate office to discuss Circle's performance on various business parameters • Responsible for managing the performance appraisal of IPPB Circle staff and Branch Staff as per role defined in the PMS process implemented in IPPB <p>Administration, HR and Finance</p> <ul style="list-style-type: none"> • Plan and execute the training programs. • Plan and ensure the HR requirements are met • Responsible for administrative and financial approvals as accorded by IPPB management for Branches attached to the Circle • Providing approvals for field level expenditure as per power delegated by the corporate office • Conducting local level recruitments for territory officer role in line with business requirement and powers delegated by the corporate office • Granting administrative approvals including leaves, short term transfers etc. as per power delegated by the corporate office <p>Any other duties assigned to the officer by superiors.</p>
3	IV	Chief Manager – Circle Operations	<p>Operations & Processes</p> <ul style="list-style-type: none"> • Responsible for monitoring key performance indicators on operational performance of IPPB branches and access points within the Circle • Activate and set-up the IPPB footprint across business lines eg. DBT services, enterprise mandates • Periodically (As per defined schedule) interact with Circle and Division offices of DoP to discuss on-ground issues being faced in driving IPPB operations including infrastructure issues being faced by Gramin Dak Sevak • Conduct periodic review meetings with DoP interface with Division and Circle levels to discuss the performance of DoP

#	Scale	Designation/ Role	Job Profile
			<p>access points – incl. cash management, incentive payments, device management, other operations logistics</p> <ul style="list-style-type: none"> • Provide Circle level support and coordination for IPPB CPC operations incl. reconciliation clarifications, logistics coordination(including Documents), availability of infrastructure, Inventories and agent training etc. • Liaison with the telecom players to drive connectivity performance/metrics • Responsible for driving the training of IPPB recruits on DoP functioning and systems • Plan and drive execution of the training refresher courses for end-users • Agent Management – expanding the agent network (beyond DoP) <p>Customer service & grievance management</p> <ul style="list-style-type: none"> • Review and Monitor the resolution of customer grievances, mis-selling complaints within the defined SLAs • Oversee customer interaction/committees at branch and access points <p>Compliances</p> <ul style="list-style-type: none"> • Work closely with the DoP Circle office in ensuring the access points operate as per procedures laid down by IPPB. • Oversee audit of access points at periodic intervals as per RBI guidelines and IPPB policies • Liaise with regulatory/admin authorities as required • Drive certifications for the end-users in line with internal and regulatory requirement • Drives compliance of all branding elements in the branch and access point <p>Administrative & Finance</p> <ul style="list-style-type: none"> • Responsible for managing the performance appraisal of Branch Staff as per role defined in the PMS process implemented in IPPB • Monitor performance of the Area Operations Manager and Branch Manager from operations perspective and provide input to their annual performance appraisal as authorized formally by HR department of IPPB • Support Circle Head in control functions of Branches, On boarding, Lifecycle Management, and Transaction Reporting & Reconciliation of Consumer and Merchant business customers as per powers accorded to Circle by IPPB management <p>Any other duties assigned to the officer by superiors</p>
4	IV	Chief Manager – Circle Sales	<p>Business Development / Alliances:</p> <ul style="list-style-type: none"> • Identify new opportunities for payments solutions across institutional, Govt/DBT, merchant and customer segment categories. • Identify partnership and alliances opportunities. • Work with DoP Circle office and civil administration to identify mechanisms for targeting last mile customers, merchants (both online and offline).

#	Scale	Designation/ Role	Job Profile
			<p>Sales & marketing:</p> <ul style="list-style-type: none"> • Responsible for setting targets and monitoring the sales performance of all branches within the Circle in discussion with DoP counterparts • Engagement with IPPB Corporate to understand the Advertising and Communication Strategy and build aligned customized campaigns in partnership with DOP officers at a local level • Conduct meetings with Branch heads to identify and define innovative strategies for driving sales within the Circle. • Work with DoP Circle office for monitoring implementation of last mile sales initiatives • Conduct periodic review meetings with DoP interface with Division and Circle levels to discuss the sales related performance of DoP access points • Develop and customize the sales and marketing campaigns/collaterals in line with local business campaigns <p>Product and Training:</p> <ul style="list-style-type: none"> • Oversee launch/release of new products and related allied activities. • Support Circle Head in monitoring rollout of initiatives in all branches within the Circle including training, financial inclusion mandates, technology and infrastructure up-gradation, marketing & branding initiatives etc. • Work with DoP officers in developing incentive schemes • Interface with the 3rd parties for product distribution campaigns and drive last mile execution. <p>Administrative & Finance</p> <ul style="list-style-type: none"> • Monitor performance of the ASM and BM from sales perspective and provide input to their annual performance appraisal as authorized formally by HR department of IPPB • Support Circle Head in managing approvals as per powers accorded to Circle by IPPB management • Responsible for managing the performance appraisal of Branch Staff as per role defined in the PMS process implemented in IPPB. <p>Any other duties assigned to the officer by superiors.</p>

C. ELIGIBILITY CRITERIA

The Age, Education and Experience as on **01.01.2019** for the posts specified in **Section A** are prescribed as under:

#	Scale	Designation/ Role	Eligibility Criteria		
			Upper Age limit	Education Qualification	Eligibility criteria
1	VI	Head - Strategy & Financial Inclusion	Maximum of 50 years	Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body	Officers of the Department of Posts presently in Junior Administrative Grade (NFSG) or with four years of regular service in Junior Administrative Grade. <u>Experience:</u> Financial Inclusion, Driving rural programs such as Aadhaar, MNREGA, DBT, subsidies management etc., Experience in postal services
2	V	Assistant General Manager (AGM) – Circle	Maximum of 50 years		Officers of the Department of Posts presently in JAG or with five years of regular service in Senior Time Scale. <u>Experience:</u> Experience in Rural banking, financial inclusion, Experience in postal services, Experience in rural upliftment and financial inclusion programs such as Aadhaar, MNREGA, DBT, subsidies etc.
3	IV	Chief Manager – Circle Operations / Sales	Maximum of 50 years		Officers of the Department of Posts presently in STS or with four years of regular service in Junior Time Scale. <u>Preferred Experience:</u> Experience in Rural banking, Financial Inclusion, Experience in postal services.

D. APPLICATION GUIDELINES

The candidates can apply only for one post and the application should reach us on or before 07.02.2019.

1. PROCEDURE FOR APPLYING

- i. Candidates desiring of applying should submit their application in the prescribed format as given in **Annexure-I**.
- ii. The filled in application complete in all respects should reach the following address on or before the last date. The envelope should clearly mention “**Application for the post of _____ on deputation from DoP**”
Chief Human Resource Officer
India Post Payments Bank,
Corporate Office
2nd floor, Speed Post Centre building,
Bhai Vir Singh Marg
New Delhi-110001
- iii. A scanned copy of the application to be sent to jobsdop@ippbonline.in for reference.
- iv. Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted and such applications would be rejected.
- v. Candidates are advised to be careful while filling the application as no change in any of the details filled in the application shall be entertained.
- vi. Candidates should ensure their eligibility before applying.
- vii. Application once made will not be allowed to be withdrawn.
- viii. IPPB does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason beyond the control of IPPB.
- ix. Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he/she shall be liable for prosecution / civil consequences in case the information / details furnished by him/her are found to be false at a later stage

Please note that all the particulars mentioned in the application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID etc. will be considered as final and no change/modifications will be allowed after submission of the application form. Candidates are hence advised to fill in the application form with the utmost care as no correspondence regarding change of details will be entertained. IPPB will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

2. OTHER CONDITIONS

- Vacancies given in this advertisement are indicative.
- No change in the data already registered by the candidate in the application form is possible.
- Issuance of offer of Deputation/Foreign Service including terms and conditions, formalities for verification, joining etc. is solely the decision of IPPB and shall be final and binding.
- IPPB reserves the right to cancel, reallot roles/ change the process depending upon exigencies or otherwise.

3. GENERAL INSTRUCTIONS

- i. Candidates are advised to keep a copy of the application form submitted
- ii. Candidates should satisfy themselves about their eligibility for the post applied for.
- iii. Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date to avoid the possibility delay due in transit.
- iv. IPPB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason beyond the control of IPPB.
- v. Not more than one application should be submitted by a candidate.
- vi. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. interview call letters/ correspondence etc.
- vii. Candidates will have to invariably produce and submit the requisite documents such as valid interview call letter, photocopies of photo-identity proof, address proof, Education Qualification certificates, experience certificates, and such other relevant documents as deemed fit by IPPB, bearing the same name as it appears on the submitted application form etc. at the time of interview or subsequently.
- viii. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement.
- ix. A Candidate's admission to the interview and subsequent processes is strictly provisional. The mere fact that the Interview Call Letter has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IPPB. IPPB would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. If any of these shortcomings is/are detected after Deputation/Foreign Service to IPPB, his/her services are liable to be summarily terminated.
- x. Decision of IPPB in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Interview, verification etc. and any other matter relating to the process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IPPB in this behalf.
- xi. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- xii. Any request for change of address, details mentioned in the application form will not be entertained.
- xiii. Any request for change of date, time and venue for Interview will not be entertained.
- xiv. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on the authorized website shall prevail.
- xv. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application form, attendance sheet etc. and in all correspondence with IPPB in future should be identical and there should be no variation of any kind.
- xvi. A recent, recognizable photograph (4.5cm × 3.5cm) should be affixed by the candidate in the application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.

- xvii. IPPB shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- xviii. IPPB reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- xix. Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the application form
- xx. IPPB shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IPPB and candidates are advised to keep a close watch on the authorised website for latest updates.
- xxi. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any IPPB recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- xxii. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in New Delhi and courts/tribunals/forums at New Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.

4. ANNOUNCEMENTS

All further announcements/ details including addendums or corrigendum if any, pertaining to this process will only be published/ provided on IPPB authorised website <http://www.ippbonline.com/> from time to time.

E. SELECTION PROCEDURE

Selection will be made based on Group Discussions and/or Personal Interviews. A preliminary screening of applications may be carried out by the Bank, to shortlist eligible candidates to be called for interviews. However, Bank reserves the right to change / include any other selection process in addition to personal interviews, as deemed fit, at any time of the selection process.

Sd/-
CHRO
IPPB Corporate Office,
Speed Post Centre,
Bhai Veer Singh Marg,
New Delhi – 110 001
Date: 23.01.2019

Annexure-1: Application for Deputation/Foreign Service from DoP to IPPB

Post Applying for:		Please affix your recent passport size photograph
Name:		
Father's Name:		
Date of Birth:		
Gender:		
Permanent Address: Address Line 1: Address Line 2: Address Line 3: District: State: Pin Code:	Correspondence Address: Address Line 1: Address Line 2: Address Line 3: District: State: Pin Code:	
Mobile Number:		
Alternate Number:		
Email ID:		

Educational Qualifications (starting from Graduation):				
Exam passed	Degree/ Stream/ Subject	Name of the University/ Institution/Board	Year of Passing	Class/ Grade

Work Experience:					
DoP Employee Code & Designation:					
Current Basic Pay:		Pay Scale/Level:			
Designation	Grade	Office	Period		Roles and Responsibilities
			From	To	

Special Achievement(s):	
1	
2	

Declaration:

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge. **I also declare that no vigilance case/enquiry is pending.** I understand that in the event of any information being found untrue or incorrect at any stage or in case I do not meet any of the defined eligibility criteria, my candidature is liable to be cancelled. My candidature will also stand cancelled in case any I try to influence the application and selection process in any way.

Signature:
Name:
Date:

For IPPB Office use only

Registration No:
Date received:

Annexure-II: Terms of deputation/foreign service for regular employees of DoP

The terms and conditions of Deputation/Foreign Service from DoP employees at various levels to different scales of IPPB shall be guided by the relevant sections of the **DoP&T OM No. 6/8/2009-Estt (pay II) dated 17th June 2010** and subsequent amendments by DoP&T except for the conditions which are mentioned as under.

Tenure of Deputation/Foreign Service:

- The period of deputation/foreign service shall be 3 years extendable for a period of another year that is 4th year subject to the approval of the cadre controlling authority at respective levels of DoP's employee and CEO, IPPB.
- If IPPB wishes to retain DoP employees beyond the prescribed period of three years, it shall initiate action for seeking approval of DoP six months before the expiry of deputation/foreign service period. IPPB should not retain the DoP employees beyond the sanctioned terms unless prior approval of competent authority is obtained for further retention.
- There shall be no further extension beyond 4th year and DoP employees shall automatically report back to the Department within one month of expiry of deputation/foreign service period, otherwise he/she will be deemed to be dismissed from the service without any disciplinary proceeding.
- IPPB shall ensure the DoP employees are relieved on the expiry of deputation/foreign service period.

Repatriation:

- Normally, DoP employees on deputation/foreign services to IPPB can be repatriated to Department of Post at the end of tenure.
- However as and when situation arises for premature repatriation of DoP employees from IPPB, his/her services can be returned after giving an advance notice of at least three months to DoP as well as to the employee who is being repatriated to DoP. The relevant records of the employees shall be returned to the Department at the time of repatriation.
- In case employee has initiated repatriation request within one year from the date of joining:
 - i. Employee shall be repatriated to DoP after recovery of the actual costs incurred towards his/her training, TA/DA etc. including GST as applicable.
 - ii. Actual Costs includes Training costs incurred by IPPB and Joining and Shifting expenses.

Leave Salary/Pension/NPS Contribution:

- IPPB will reimburse leave salary and pension contribution to Department of Post in accordance with Government regulations. The deputation/foreign service order should clearly indicate the rate at which the amount will be reimbursed to the department.
- In case of employees covered under NPS, IPPB shall make matching contribution to the NPS account of the employees.

Absorption:

- There will be no absorption of employees on deputation/foreign service from Department of Post to IPPB unless decided otherwise.

NBR/ Proforma Promotion:

- The pay fixation of employees on deputation/foreign service from DoP to IPPB shall be governed by the rules as applicable in case of NBR/ Proforma promotion mutatis mutandis. IPPB will not consider proforma promotion for awarding any higher post.
- In case of any dispute between IPPB and DoP employees, the legal jurisdiction will be Delhi only.