

CAREER OPPORTUNITIES

In accordance with the understanding between the Institute of Company Secretaries of India (ICSI) and Investor Education and Protection Fund Authority (IEPFA) for deployment of Resources on contract by ICSI at IEPFA, New Delhi, the ICSI invites applications for the post of :-

FLOOR MANAGER (ON CONTRACTUAL BASIS)

NO. OF POST : 01

JOB LOCATION : IEPF Authority: Ground Floor, Jeevan Vihar Building, 3, Parliament Street, New Delhi- 110001

AGE (as on 01.02.2025) : Between 35 -55 years. However, age criteria for retired government servant, government norms for appointment of government servant as consultant will be applicable.

CONSOLIDATED PAYOUT : Upto Rs.75,000/- per month

PERIOD OF CONTRACT

The tenure for the position will be initially for a period of one year. The period of contract may be extended every year up to a maximum period of two more years based on the performance and the requirement.

QUALIFICATION

Graduation from any recognized University and two years Post Graduate Degree / Diploma in Management with Human Resources background.

For Retired Government Servant- Graduation from any recognized University

EXPERIENCE :

Minimum 8 years' experience in Government Organisation /Autonomous Body/Educational Institution/University/ Statutory Body / Large Public Sector Undertaking/ Large Private Sector Company, Preference would be given to candidates with Human Resources background having experience in managing human resources.

For Retired Government Servant: Retired at the pay level of 10 and 11

(Note: Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience).

JOB CONTENTS:

1. Assist in Maintaining office services
2. Assist in engagement of IEPFA Executives as per the demand of work.
3. Organizing office operations and procedures.
4. Assist in designing on the Job Training, capacity building workshops for IEPFA and familiarising the filing system of newly engaged IEPFA Executive.
5. Preparing, maintaining and forwarding the attendance of the persons working at IEPF Authority to ICSI.
6. Handling of Drafting, Noting and presenting correspondence independently on various matters as per requirement of IEPFA.
7. Redressal of complaints/grievances of investors and resolving problems of IEPF Executives.

8. Assigning track of performance and consistency of IEPF Executives.
9. Keeping track of performance and consistency of IEPF Executives in coordination with GM (Admin).
10. Preparation of periodic Reports & returns including collation of data.
11. Arrange for necessary medical assistance in case of any exigency to the IEPF Executives.
12. Act as the point of contact between IEPFA Executive and IEPF Authority.
13. Processing the invoices/correspondence and other necessary documents.
14. Computation of remuneration of the IEPFA Executives on the productivity of the IEPFA Executive's benchmark.
15. Any other task as assigned by Administrator/ICSI from time to time.

Interested candidates must **apply only through electronic application form (Online)** by clicking on the hyperlink provided at the end of this page.

The link shall be active from **07.06.2025 to 20.06.2025 (20.06.2025 is the last date for applying Online)**.

Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer.

In case you want to take a printout of the application form for your reference, please ensure that your printer is attached to your computer.

Please Note:

1. **The candidates who were /are employed at Central Registration Centre (CRC), Manesar, Central Scrutiny Centre (CSC), Manesar or Investor Education and Protection Fund Authority (IEPFA), New Delhi are not eligible for applying for the above post.**
2. Before applying for the above post(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post(s).
3. **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above post is 01.06.2025.**

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 20.06.2025

1	Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post. In case it is found at any stage of recruitment that an applicant does not fulfill Eligibility Criteria and/ or that he has furnished any incorrect / false information / certificate(s)/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. Even if any of these shortcomings is/ are detected after engagement, his/her contract is liable to be terminated. Applicants must fill the online Form very carefully. Applications which are incomplete or vague (i.e. details relating to qualifications / experience etc.) or applications not in the prescribed format will be rejected, hence candidates are advised to ensure that all the relevant fields mentioned in the on-line Resume Form are duly completed in all respects.
2	Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding further Selection Process. In case, a candidate does not have a valid personal email address, he/she should create his/her new email address before applying Online. "ICSI" reserves the right to communicate with the applicant through e-mail and not by post.
3	All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested not to send the hard copy of their online

	application Form/ CV's /Certificates to the Institute. The original documents would be required for verification at a subsequent stage. Candidates may take out the print out in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent.
4	The percentage obtained in various degrees/ diplomas should be rounded off to the lower whole number. For eg. 49.3% or 49.8% should be entered as 49% & not as 50%. In case grades are awarded, they should be converted to numerical equivalent percentages.
5	While Filling the Online Resume Form :- <ol style="list-style-type: none"> 1. Don't enter Special Characters like " ' / & etc. 2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board & School Name / etc. <p>Upload a resume file which does not exceed 100 KB.</p>

GENERAL CONDITIONS

1	The selected candidates shall undergo an orientation programme which will equip them to get acquainted and to perform the functions of IEPFA.
2	Engagement will be on full working day basis and their place of work shall be "IEPF Authority: Ground Floor, Jeevan Vihar Building, 3, Parliament Street, New Delhi – 110001".
3	The Contract would be purely of temporary (non-official) nature and the Contract can be terminated at any time by the ICSI, without assigning any reasons.
4	The shortlisted candidates after screening by the Selection Committee shall be informed about the final selection process.
5	No TA/DA shall be admissible for appearing for the Selection process and joining the assignment or on its completion
6	The "ICSI" takes no responsibility for any delay in receipt or loss in transmitting of any applications or communication.
7	Canvassing in any form will straightway disqualify the candidature.
8	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

**FOR APPLYING ONLINE, click on the link below
OR**

Copy, Paste and Enter the link on the address bar of the internet Explorer / Google Chrome

<https://stimulate.icsi.edu/RECRUITMENT/IndexHome/IndexHome>

(Note : Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer)

In case of any query please email at the below mentioned email address :

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