

संख्या: आई आई सी ए / File No. I-20012/1/2019/SOF/IAF)
भारतीय कॉरपोरेट कार्य संस्थान / Indian Institute of Corporate Affairs

प्लॉट न. ६, ७, और ८, सेक्टर-५ /Plot No. -6, 7 & 8, Sector - 5,

आई एम टी मानेसर, जिला - गुडगाँव /IMT Manesar, Distt., Gurgaon

पिन कोड -१२२०५०/ Pin Code-122050

दिनांक / Dated 22 July, 2019

Empanelment of Resource Persons (RPs) and Resource Agencies (RAs) for Conducting of Investor Awareness Programmes in India

The Indian Institute of Corporate Affairs (IICA) is poised to educate and protect the interests of investors through implementation of Investor Awareness Programmes (IAPs) under mandate of Investor Education and Protection Fund Authority (IEPFA), Ministry of Corporate Affairs, Government of India.

IICA is in the process of empanelment of Resource Persons (RPs) and Resource Agencies (RAs) including under the piggy-backing system for conduct of IAPs. The honorarium / fee will be paid by IICA at the rates approved by IEPFA, Ministry of Corporate Affairs.

In the first phase, IAPs will be started in 95 odd Tier II cities and their satellite towns / villages in India. The list of identified cities is enclosed. The applicants possessing a good command in finance and allied subjects, BFSI Sector products / services and related regulatory environment in the country with prior experience of conducting Investor Awareness workshops shall be empanelled as RPs. Especially towards encouraging the participation of women in promoting investor awareness, IICA also intends to empanel the non-working home makers / housewives who possess minimum qualification as graduate/postgraduate in accountancy/ commerce / management to be empanelled as RP. The empanelment of RPs shall be initially for 3 years and is subject to performance based renewal for another block of 3 years till RPs attains the age of 70 years. The organizations to be empanelled as RAs must not be an entity in the BFSI Sector or engaged in the business of selling any product or services with commercial interest.

During the period of empanelment, the services of RPs and RAs shall be governed by the rules and regulations which may be effective from time to time as per requirements and at sole discretion of IICA. As a part of empanelment criteria, the shortlisted candidates / RPs will undergo one day ToT (Training of the Trainer) programme and the head of organizations shortlisted for empanelment of resource agency will be called for personal interview.

In this regard, the IICA invites applications in the prescribed form from interested, eligible, self-driven and experienced candidates for empanelment as RPs and also from organizations with capacity to independently conduct IAPs for empanelment of RAs. The last date of submission is Monday, 05 August 2019. For more information, please visit www.iica.nic.in and www.iepf.gov.in


22/7/2019

Empanelment of RPs for Conducting the Investor Awareness Programmes

(List of Tier-II Cities)

Northern Region – 32

1) Agra, 2) Ajmer, 3) Aligarh, 4) Allahabad, 5) Amritsar, 6) Bareilly, 7) Bhopal, 8) Bikaner, 9) Chandigarh, 10) Dehradun, 11) Faridabad, 12) Firozabad, 13) Ghaziabad, 14) Gorakhpur, 15) Gurgaon, 16) Gwalior, 17) Indore, 18) Jaipur, 19) Jalandhar, 20) Jammu, 21) Jhansi, 22) Jodhpur, 23) Kanpur, 24) Kota, 25) Lucknow, 26) Ludhiana, 27) Meerut, 28) Moradabad, 29) Noida, 30) Srinagar, 31) Ujjain, 32) Varanasi

Eastern Region – 15

1) Agartala, 2) Asansol, 3) Bhubaneswar, 4) Bokaro Steel City, 5) Cuttack, 6) Dhanbad, 7) Durgapur, 8) Gangtok, 9) Guwahati, 10) Jamshedpur, 11) Patna, 12) Ranchi, 13) Rourkela, 14) Shillong, 15) Siliguri

Western Region – 16

1) Amravati, 2) Aurangabad, 3) Bhavnagar, 4) Bhiwandi, 5) Jamnagar, 6) Kolhapur, 7) Malegaon, 8) Nagpur, 9) Nashik, 10) Panaji, 11) Rajkot, 12) Sangli, 13) Solapur, 14) Surat, 15) Vadodara, 16) Vasai-Virar City

Southern Region – 32

1) Belgaum, 2) Coimbatore, 3) Durg-Bhilai Nagar, 4) Erode, 5) Gulbarga, 6) Guntur, 7) Hubli Dharwad, 8) Jabalpur, 9) Kakinada, 10) Kannur, 11) Kochi, 12) Kollam, 13) Kottayam, 14) Kozhikode, 15) Kurnool, 16) Madurai, 17) Malappuram, 18) Mangalore, 19) Mysore, 20) Nellore, 21) Palakkad, 22) Pondicherry, 23) Raipur, 24) Rajahmundry, 25) Salem, 26) Thiruvananthapuram, 27) Thrissur, 28) Tiruchirappalli, 29) Tiruppur, 30) Vijayawada, 31) Visakhapatnam, 32) Warangal

Honorarium / Remuneration to RPs and RAs

The remuneration will be paid by IICA at the rates approved or as may be revised by IEPF Authority. Presently, the rates approved by IEPF Authority are Rs. 5000/- for each workshop conducted by RPs and financial limits for IAPs conducted by RAs are as below;

S.No.	Location	Financial Limit per programme (In Rs.)
1.	Delhi, Mumbai, Chennai, Kolkata, Bangalore and Hyderabad and satellite towns of these cities	35,000/-
2.	All other Capital Cities (Other than NE states)	25,000
3.	NE States(Capital Cities)	30,000

Above rates are subject to TDS and applicability criteria is number of participants per workshop / seminar as prescribed / may be revised by IEPF Authority.

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**APPLICATION FORM FOR EMPANELMENT OF
INVESTOR EDUCATION RESOURCE PERSONS**

(*Please read the instructions carefully before filling the form)

Please mention the place of residence / work									
State	District			Pin Code					
1. Name in Full (Mr/Ms/Dr) (Capital Letters only)									
2. Date of Birth	D	D	M	M	Y	Y	Paste a passport sized Colored Photograph		
3. Nationality									
4. Pan Card No.									
5. Aadhaar No.									
6. Marital Status									
7. Comm. Address									
8. Mobile					9. Email				
10. Academic Qualifications									
Qualification	Degree /Diploma Specialization		Year of Passing	University / Institute		Overall (%)of Marks	Class / Division		
Graduation									
Post-Graduation									
Doctorate									
Professional									
Any other									
11. Total Experience :									
Name & Address of Organization		Designation	Job Profile			Period Duration			
						From	To	Yrs.	Month
12. Details of previous empanelment as RP with other Regulator / Government agency/ies for IAPs/ Financial Literacy /Awareness programmes etc.									
Name of Organization		Duration	Registration no. /ID No.		Region / State		No. of Programmes Organized		
13. Languages Known: (Please mark <input checked="" type="checkbox"/> at appropriate boxes)									
			Read		Write		Speak		
			Read		Write		Speak		
			Read		Write		Speak		

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14. Give a brief, if you own / have been associated / are presently associated with any BFSI market intermediary as advisor/agent?

15. Have you ever conducted any educational/ investor awareness programmes for government or any regulator? If yes, give details about number of workshops done in last three years / attach the list of activities:

16. Are you apt in operation of computer/laptop (word /excel / ppt) Yes No

17. Do you own digital computing device with Internet facility? Yes No

18. References (Two):

Name: Designation: Address: Contact: Email:	Name: Designation: Address: Contact: Email:
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I, the undersigned, hereby confirm that,

- No criminal case/investigation is pending against me in any court of law/police station and that I would inform IICA about any such case/investigation filed/started in future.
- No action have been initiated/taken against me by any regulator or government body or local authorities
- The information furnished above is true and correct to the best of my knowledge & belief.
- If any information given in this application is found false / incorrect or I do not satisfy the eligibility criteria according to IICA, my candidature/ engagement is liable to be cancelled / terminated.
- I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them. IICA has right to reject my application without assigning any reason.

Name:

Signature:

Date:

Place:

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**APPLICATION FORM FOR EMPANELMENT OF
RESOURCE AGENCIES FOR CONDUCTING INVESTOR
AWARENESS PROGRAMMES IN INDIA**

(Society/ Trust/ NGO/ University/Academic Institution/ Investor Association/
Business Chamber/ and other Non-Profit Organizations)

Particulars of Organization

1.	Full name of the Organization	
2.	Address of the Registered Office	
3.	Name of the CEO / Proprietor / chief functionary with address	
4.	Type of Company (Ownership)	
5.	Year of incorporation	
6.	Annual turnover (as per last audited financial statements) Kindly attach annual reports of last three years	
7.	Net surplus generated (as per last audited balance sheets during last 3 years)	
8.	a) Staff Strength of Financial / Investor Education Trainers	
	b) Average qualification of staff	
	c) Staff Engagement whether Full time / Part Time / contractual for fixed term	
9.	Locations of operations	
	a) Head Office	
	b) No. of Branch Offices / Regional Offices	
10.	Details of earlier empanelment with regulators / govt. agencies (Please attach certificates / evidence)	
11.	Whether content delivered for IAPs in the past was owned & developed by regulator or by the applicant organization-self? (Please attach the hard copy and soft copy (PPT / PDF) of content used or is proposed to be used if empanelled by IICA)	
12.	What impact has been brought out by your organization in the field of investor education and protection?	
13.	How do you assess that your organization can bring out change in terms of improvising the investors' financial literacy and decision making?	
14.	What are the challenges faced by your organization / trainers in delivering the IAPs in the in your region in the past?	
15.	What are your suggestions to improve the financial capability of the citizens / investors in your region?	

12

16. Details of Investor Awareness Programmes conducted in past

S. No.	Targeted Age Group	No. of Programmes conducted	Concerned Regulator	Year	Region / Location
I.					
II.					
III.					
IV.					
V.					

17. Details of Contact Person

Name			
Designation			
Address			
Pin			
Telephone No		Mobile	
Fax		Email	
Website			

Declaration

I / We hereby declare that all information submitted in pursuance of seeking empanelment for Resource Agencies for Conducting the Investor Awareness Programmes in India is true and correct to the best of my/our knowledge. I / We am / are willing to provide any supporting documentation / evidence that may be required to verify the information provided herein and I / We agree to abide by the decision of IICA in all matters relating to the empanelment. In the event, if any information is found to be incorrect the empanelment stands cancelled.

Authorized Signatory:

Name & Designation:

Organization Seal:

Date:

Place:

12

General instructions for filling of application form

1. Candidates may submit application as per below requirements.
 - a) The application form should be filled- in CAPITAL LETTERS only.
 - b) The application as well as photograph will be duly signed by the candidate before submission.
 - c) Applications which are incomplete, mutilated, illegible, received after the prescribed date or from ineligible candidates will not be considered. Candidates should satisfy themselves about their eligibility before applying.
 - d) IICA shall not entertain request from the candidates seeking advice about their eligibility to apply.
 - e) Candidates need to attach a copy of their certificate of qualification, employment and experience of minimum 5 years with the application form. Existing RPs empannened with other regulator/s or government agency who are applying under piggy backing system need to support their application with relevant evidences of their experience / association with such bodies.
 - f) Information in respect of shortlisted candidates, date and place of their ToT (Training of Trainers) will be communicated by email / phone only.
 - g) No further communication in respect of selection / rejection of candidates will be entertained.
 - h) IICA reserves the right to accept / reject the applications from applicants post timelines. Application forms not submitted in the prescribed format will be summarily rejected.
2. Canvassing in any form will be a disqualification. In all matters regarding eligibility, interview, assessment and communication of result, the decision of IICA shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
3. Interested candidates should send their duly filled application form and scanned copies of necessary certificates by email at investorprotection.iica@gmail.com, followed by physical copies of the same through courier / post at the below address. The last date for receiving applications by email is Monday, 05 August 2019.

4. For any information, please contact:

Shri Santosh Parashar

Chief Program Executive & Head, Advocacy

Email: investorprotection.iica@gmail.com

5. **Address for sending the offline applications:**

Indian Institute of Corporate Affairs

Plot no. : P 6, 7, 8

Sec. 5, IMT Manesar,

Distt. Gurgaon (Haryana). Pin Code – 122 050



Sd/-

(Rajesh Kumar Singh)
Chief Administrative Officer
IICA, M/o Corporate Affairs

**APPLICATION FORM FOR EMPANELMENT OF
RESOURCE AGENCIES FOR CONDUCTING INVESTOR
AWARENESS PROGRAMMES IN INDIA**

(Society/ Trust/ NGO/ University/Academic Institution/ Investor Association/
Business Chamber/ and other Non-Profit Organizations)

Particulars of Organization

1.	Full name of the Organization	
2.	Address of the Registered Office	
3.	Name of the CEO / Proprietor / chief functionary with address	
4.	Type of Company (Ownership)	
5.	Year of incorporation	
6.	Annual turnover (as per last audited financial statements) Kindly attach annual reports of last three years	
7.	Net surplus generated (as per last audited balance sheets during last 3 years)	
8.	a) Staff Strength of Financial / Investor Education Trainers	
	b) Average qualification of staff	
	c) Staff Engagement whether Full time / Part Time / contractual for fixed term	
9.	Locations of operations	
	a) Head Office	
	b) No. of Branch Offices / Regional Offices	
10.	Details of earlier empanelment with regulators / govt. agencies (Please attach certificates / evidence)	
11.	Whether content delivered for IAPs in the past was owned & developed by regulator or by the applicant organization-self? (Please attach the hard copy and soft copy (PPT / PDF) of content used or is proposed to be used if empanelled by IICA)	
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16. Details of Investor Awareness Programmes conducted in past

S. No.	Targeted Age Group	No. of Programmes conducted	Concerned Regulator	Year	Region / Location
I.					
II.					
III.					
IV.					
V.					

17. Details of Contact Person

Name			
Designation			
Address			
Pin			
Telephone No		Mobile	
Fax		Email	
Website			

Declaration

I / We hereby declare that all information submitted in pursuance of seeking empanelment for Resource Agencies for Conducting the Investor Awareness Programmes in India is true and correct to the best of my/our knowledge. I / We am / are willing to provide any supporting documentation / evidence that may be required to verify the information provided herein and I / We agree to abide by the decision of IICA in all matters relating to the empanelment. In the event, if any information is found to be incorrect the empanelment stands cancelled.

Authorized Signatory: Name & Designation: Organization Seal: Date: Place:

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State		District		Pin Code			
1. Name in Full (Mr/Ms/Dr) (Capital Letters only)							
2. Date of Birth	D	D	M	M	Y	Y	Paste a passport sized Colored Photograph
3. Nationality							
4. Pan Card No.							
5. Aadhaar No.							
6. Marital Status							
7. Comm. Address							
8. Mobile				9. Email			
10. Academic Qualifications							
Qualification	Degree /Diploma Specialization		Year of Passing	University / Institute		Overall (%)of Marks	Class / Division
Graduation							
Post-Graduation							
Doctorate							
Professional							
Any other							
11. Total Experience :							
Name & Address of Organization	Designation		Job Profile			Period Duration	
						From	To
						Yrs.	Month
12. Details of previous empanelment as RP with other Regulator / Government agency/ies for IAPs/ Financial Literacy /Awareness programmes etc.							
Name of Organization	Duration	Registration no. /ID No.		Region / State		No. of Programmes Organized	
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			Read		Write		Speak
			Read		Write		Speak
			Read		Write		Speak

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16. Are you apt in operation of computer/laptop (word /excel / ppt)	Yes	No
17. Do you own digital computing device with Internet facility?	Yes	No
18. References (Two):		
Name: Designation: Address: Contact: Email:		Name: Designation: Address: Contact: Email:
<p>I, the undersigned, hereby confirm that,</p> <ul style="list-style-type: none"> No criminal case/investigation is pending against me in any court of law/police station and that I would inform IICA about any such case/investigation filed/started in future. No action have been initiated/taken against me by any regulator or government body or local authorities The information furnished above is true and correct to the best of my knowledge & belief. If any information given in this application is found false / incorrect or I do not satisfy the eligibility criteria according to IICA, my candidature/ engagement is liable to be cancelled / terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them. IICA has right to reject my application without assigning any reason. 		
Name:	Signature:	
Date:	Place:	