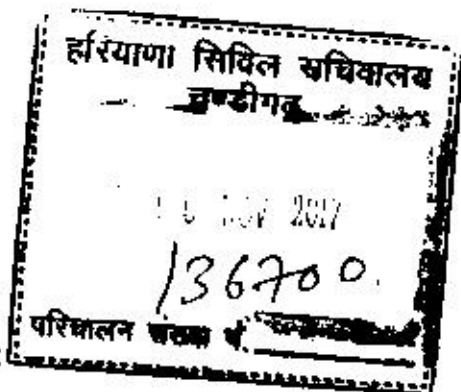




भारत सरकार
GOVERNMENT OF INDIA
कारपोरेट कार्य मंत्रालय
MINISTRY OF CORPORATE AFFAIRS
गंभीर कपट/अनुवेषण कार्यालय
SERIOUS FRAUD INVESTIGATION OFFICE



द्वितीय तल, पं दीनदयाल अंत्योदय भवन
बी-3 खंड, केंद्रीय कार्यालय परिसर
लोदी रोड, नई दिल्ली- 110003

2nd Floor Pt. Deendayal Antyodaya Bhawan
B-3 Wing, CGO Complex
Lodi Road, New Delhi-110003
दिनांक/Date: 1st Nov., 2017

सं: 02/01/2017-Admn./SFIO/Vol.II/ I/13089/ 2017

To
All Ministries/Departments of Government of India
The Chief Secretaries of all State Governments/UTs
Reserve Bank of India, Mumbai
Securities and Exchange Board of India, Mumbai
Public Sector Undertakings/Banks

Subject: Filling up of vacant posts in various cadres in Serious Fraud Investigation Office (SFIO) on Deputation (ISTC) basis

Madam/Sir,

The undersigned is directed to say that Serious Fraud Investigation Office is an investigating agency under the Ministry of Corporate Affairs. This office intends to fill up vacant posts on Deputation(ISTC) basis in various cadres as per detail given below :-

Sr. No.	Category of post	Tentative No. of posts	Tentative Place of Posting	Scale of pay (Pre-revised)
1.	Additional Director (Financial Transactions)	02	Delhi/Mumbai	Rs 37400-67000 + GP 8700
2.	Additional Director (Forensic Audit)	02	Delhi/Mumbai	Rs 37400-67000 + GP 8700
3.	Additional Director (Capital Market)	01	Delhi	Rs 37400-67000 + GP 8700
4.	Deputy Director (Banking)	01	Delhi	Rs.15600-39100 + GP 6600
5.	Deputy Director (Corporate Law)	01	Delhi	Rs.15600-39100 + GP 6600
6.	Senior Assistant Director (Forensic Audit)	05	Delhi/Mumbai/ Kolkata	Rs.15600-39100 + GP 5400
7.	Senior Assistant Director (Corporate Law)	03	Delhi/Mumbai	Rs.15600-39100 + GP 5400
8.	Private Secretary	08	Delhi/Mumbai/ Kolkata/Chennai	Rs 9300-34800 + GP 4600

...2/-

-1-

Services-I Branch

Diary No. 136700

Date 17/11/2017

The complete details including eligibility conditions as per notified RRs of each of these posts are available at www.s fio.nic.in/www.mca.gov.in.

2. The pay and allowances of the officers selected in any of the posts mentioned above will be governed by the provisions laid down in the Department of Personnel & Training OM No. 6/8/2009-Estt (Pay-I) dated 17th June, 2010 as amended from time to time.
3. Applications from eligible officers in the prescribed proforma (in duplicate) may be forwarded through proper channel to the Director, Serious Fraud Investigation Office, 2nd floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi within 60 days from the date of publication of this advertisement in the Employment News along with photocopies of upto date ACRs/APARs for the last 5 years, duly attested (on each page) by an officer of the level of Under Secretary or above, Vigilance Clearance Certificate, Integrity Certificate and the Certificate of major/minor penalty imposed on the officer during the last 10 years of his service. The Cadre Controlling Authority may also kindly certify to the effect that the particulars furnished by the officer have been verified and found correct.
4. Applications received after the due date or without ACRs/APARs or otherwise found incomplete or not received through proper channel will not be considered.
5. All are requested that the vacancies may be given wide publicity in all the offices under their control.

Yours faithfully,

(Sanjay Sood)
Joint Director (Admn.)

Copy to:

- (i) Shri Ravi Vazirani, Under Secretary, Ad.III, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi with the request to get this vacancy circular uploaded on the website of MCA.
- (ii) The Additional Director (IT), SFIO with the request to place this circular (along with enclosures) on the website of SFIO under the heading "What is New" and under the heading "Recruitment/Vacancies"

BIO-DATA/CURRICULUM VITAE

Post Applied for _____

1. Name and Address (in Block letters)			
2. Date of Birth (in Christian era)			
3. (i) Date of entry into service			
(ii) Date of retirement under Central/State Government Rules			
4. Educational Qualifications			
5. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)			
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ Experience possessed by the officer		
Essential	Essential		
A) Qualification :	B) Qualification:		
C) Experience	D) Experience		
Desirable	Desirable		
E) Qualification:	F) Qualification:		
G) Experience	H) Experience		
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/ Office at the time of issue of circular and issue of Advertisement in the Employment News.			
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.			
6. 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.			
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.			

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is in-sufficient.

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay scale of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post 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	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent.			
9. 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 of the post and pay of the post held in substantive capacity in the parent organization
<p>9.1.Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p>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</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. 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 c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. 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			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	

15. 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
16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other 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)		
16.B. Achievements: The candidates are requested to Indicate Information with regard to: (i) Research publication and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ Institutions/ societies and (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non- Government organizations are eligible only for Short Term Contract)		
# [The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
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 documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address _____

Telephone _____

E-mail ID _____

Date _____

Countersigned

(Employer/ Cadre Controlling Authority with seal)

Certification by the Employer / Cadre Controlling Authority

The information / details provided 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 ACRs/APARs for the last 5 years duly attested (on each page) 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)

Countersigned

(Employer/ Cadre Controlling Authority with seal)

**Eligibility Conditions for appointment to the post of
Additional Director (Financial Transactions)**

No of vacancies	:	02 (Two)
Place of Posting	:	Delhi/Mumbai
Method of Recruitment	:	Deputation (ISTC)
Scale of pay	:	PB-4 Rs. 37400-6700 plus GP Rs. 8700 (Pre-revised)
Eligibility	:	<p>Officers of the Central Government or the State Governments or the Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p>(A) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in pay band- 3, Rs.15600-39100 with grade pay of Rs.7600 in the parent cadre or department.</p> <p>(B) Possessing the following educational qualifications and experience:</p> <p><u>Essential:</u></p> <p>(i) Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Master of Business Administration or Master in Business Economics or Post Graduate Diploma in Management (Finance);</p> <p>(ii) ten years experience in the field of regulation or operation of Banking Sector.</p> <p><u>Desirable:</u></p> <p>(i) Degree in Law from a recognised university;</p> <p><u>Note 1 :</u> Period of deputation (including short-term contract) including period of deputation (Including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of the receipt of applications.</p>

	<p>Note 2 : For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.</p>
Job Description (in brief)	<p>:</p> <ul style="list-style-type: none"> (a) To head the investigation team for examination of the cases relating to Corporate Frauds ; (b) To collect evidences/record statements and presentation of evidences and preparation/vetting of Investigation Reports; (c) To provide expertise in the field of regulation and operation of banking sector etc ; (d) To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution. (e) To co-ordinate with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution. (f) Any other work assigned from time to time.

**Eligibility Conditions for appointment to the post of
Additional Director (Forensic Audit)**

Annexure-II

No of vacancies	:	02 (Two)
Place of Posting	:	Delhi/Mumbai
Method of Recruitment	:	Deputation (including short-term contract)
Scale of pay	:	PB-4 Rs. 37400-67000 plus GP Rs.8700 (Pre-revised)
Eligibility	:	<p>Officers of Central Government or State Governments or Union Territory Administrations or Central or State Public Sector Undertakings or semi-government or autonomous organisations:</p> <p>(A) (i) holding analogous post in the parent cadre or department on regular basis; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band- 3, Rs.15600-39100 with grade pay of Rs.7600 in the parent cadre or department.</p> <p>(B) Possessing the following educational qualification and experience:</p> <p><u>Essential:</u></p> <p>(i) Chartered Accountants or Cost Accountants or Master in Business Administration (Finance) or Post Graduate Diploma in Management (Finance) or Master in Business Economics or Master in Commerce; and</p> <p>(ii) ten years experience in the field of forensic auditing or commercial audit or internal audit division or investigation of accounts and auditing.</p> <p><u>Desirable:</u></p> <p>Should be conversant with tools and techniques of collection of evidence or recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings.</p> <p><u>Note 1 :</u> Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed five years (extendable up to seven years).</p>

	<p>Note 2 : The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of the receipt of applications.</p> <p>Note 3 : For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.</p>
Job Description (in brief)	<ul style="list-style-type: none"> (a) To head the investigation team for examination of the cases relating to Corporate Frauds ; (b) To collect evidences/record statements and presentation of evidences and preparation/vetting of Investigation Reports; (c) To provide expertise in the matters involving forensic audit; (d) To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution. (e) To co-ordinate with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution. (f) Any other work assigned from time to time.

**Eligibility Conditions for appointment to the post of
Additional Director (Capital Market)**

No of vacancies	:	01 (One)
Place of Posting	:	Delhi
Method of Recruitment	:	Deputation (ISTC)
Scale of pay	:	PB-4 Rs. 37400-67000 plus GP Rs. 8700 (Pre-revised)
Eligibility	:	<p>Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p>(A) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in pay band- 3, Rs.15600-39100 with grade pay of Rs.7600 in the parent cadre or department.</p> <p>(B) Possessing the following educational qualifications and experience:</p> <p><u>Essential:</u></p> <p>(i) Chartered Accountant or Company Secretary or Chartered Financial Analyst or Cost and Management Account or Master of Business Administration (Finance) or Post Graduate Diploma in Management (Finance); (ii) ten years experience in the field of regulation of capital market or merchant banking.</p> <p><u>Desirable:</u></p> <p>(i) Degree in Law from a recognised university; (ii) should be conversant with tools and techniques of collection of evidence or recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings.</p> <p>Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of the receipt of applications.</p> <p><u>Note:</u> For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or</p>

		pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.
Job Description (in brief)	:	<p>(a) To head the investigation team for examination of the cases relating to Corporate Frauds ;</p> <p>(b) To collect evidences/record statements and presentation of evidences and preparation/vetting of Investigation Reports;</p> <p>(c) To provide expertise in the matters involving operations and regulation of Capital Markets/Merchant Banking;</p> <p>(d) To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution.</p> <p>(e) To co-ordinate with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution.</p> <p>(f) Any other work assigned from time to time.</p>

**Eligibility Conditions for appointment to the post of
Deputy Director (Banking)**

No of Vacancies	: 01 (One)
Place of Posting	: Delhi
Method of Recruitment	: Deputation (including short-term contract)
Scale of Pay	: PB-3 Rs. 15600-39100 + GP Rs. 6600 (Pre-revised)
Eligibility	<p>Officers from the Central Government or State Governments or Union territories Administrations or Public Sector Undertakings or Statutory or Autonomus Organisations-</p> <p>(A) (i) holding analogous post on regular basis in the parent Cadre or Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39100 plus grade pay Rs. 5400 or equivalent in the parent Cadre or Department;</p> <p>(B) Possessing the following educational qualifications and experience:</p> <p>Essential</p> <p>Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Post Graduate Diploma in Management (Finance) or Masters of Business Administration (Finance) or Masters of Business Economics or Masters in Commerce.</p> <p>Experience</p> <p>Three year's experience in finance/banking affairs in any Government Organisation.</p> <p>Note 1: Period of deputation, including period of deputation [including short-term contract] in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be for a period of four years.</p>

	<p>Note 2: For purposes of appointment on deputation (including short-term contract) basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended, based on the recommendation of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post[s] for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> <p>Note 3: The maximum Age-limit for appointment by deputation [including short-term contract] shall be not exceeding fifty-six years as on the closing date of the receipt of application.</p>
Job Description (in brief)	<p>:</p> <ul style="list-style-type: none"> a) To act as a member of the investigation team for examination of the cases relating to corporate frauds. b) To collect evidences/record statements and presentation of evidences and preparation of Investigation Reports. c) To provide expertise on the analysis of financial/banking transactions. d) To identify issues relating to financial/banking transactions for further investigation. e) To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution. f) To liaise with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution. g) Any other work assigned from time to time.

**Eligibility Conditions for appointment to the post of
Deputy Director (Corporate Law)**

No of vacancies	:	01 (One)
Place of Posting	:	Delhi
Method of Recruitment	:	Deputation (including short-term contract)
Scale of Pay	:	PB-3 Rs. 15600-39100 plus GP Rs. 6600 (Pre-revised)
Eligibility	:	<p>Officers from the Central Government or State Governments or Union territories or Public Sector Undertakings or Statutory or Autonomous Bodies:-</p> <p>(A) (i) Holding analogous post on regular basis in the parent Cadre or Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3 Rs.15600-39100/- plus grade pay of Rs.5400 or equivalent in the parent Cadre or Department ; and</p> <p>(B) Possessing the educational qualifications and experience as under.</p> <p>Essential;</p> <p>(i) Degree in any discipline and bachelor's degree in Law (LLB) from any recognized University with two years experience in Corporate Law ; or</p> <p>(ii) Five year's Integrated bachelor's degree in Law with three years experience in the field of Corporate Law ; or</p> <p>(iii) Bachelor's Degree in any subject and Company Secretary from Institute of Company Secretaries of India with three years experience in the field of Corporate Law.</p> <p>Desirable:</p> <p>Should be conversant with tools and techniques of collection of evidence or recording of statements and presentation of best evidence to be used in prosecution proceedings.</p> <p>Note 1 Period of deputation including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be for a period of four years.</p>

	<p>Note 2 The maximum Age-limit for appointment by deputation {including short-term contract} shall be not exceeding fifty-six years as on the closing date of the receipt of application.</p> <p>Note 3 For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p>
Job Description (in brief) ,	<p>(a) To act as a member of the investigation team for examination of the cases relating to Corporate Frauds ;</p> <p>(b) To collect evidences/record statements and presentation of evidences and preparation of Investigation Reports;</p> <p>(c) To provide expertise in the matters involving Corporate Law;</p> <p>(d) To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution.</p> <p>(e) To liaise with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution.</p> <p>(f) Any other work assigned from time to time.</p>

**Eligibility Conditions for appointment to the post of
Sr. Assistant Director (Forensic Audit)**

Annexure -VI

No of vacancies	:	05 (Five)
Place of Posting	:	Delhi/Mumbai/Kolkata
Method of Recruitment	:	Deputation (including short-term contract)
Scale of pay	:	PB-3 Rs. 15600-39100 plus GP 5400 (Pre-revised)
Eligibility	:	<p>Officers from the Central Government or State Government or Union territories Administrations or Public Sector Undertakings or Statutory or Autonomous Organization:</p> <p>(A) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay or Pay band- 2 Rs.9300-34800/- plus Grade Pay of Rs.4800 or equivalent in the parent cadre or department ;or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay or Pay band- 2, Rs. 9300-34800 plus grade pay Rs. 4600 or equivalent in the parent cadre or department.</p> <p>(B) Possessing the following educational qualifications and experience.</p> <p><u>Essential :</u></p> <p>Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Post Graduate Diploma in Management (Finance) or Masters in Business Administration (Finance) or Masters of Business Economics or Masters in Commerce or Bachelor's in Law</p> <p><u>Experience</u></p> <p>One year experience in audit or forensic audit in any Government organization.</p> <p>Note 1 The period of deputation including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be for a period of three years extendable up to five years.</p> <p>Note 2 The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of the receipt of application.</p>

		<p>Note 3 For purposes of appointment on deputation (including short-term contract) basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended, based on the recommendation of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay / pay scale is the normal replacement grade without any up-gradation.</p>
Job Description (in brief)	:	<ul style="list-style-type: none"> (a) To act as a member of the investigation team for examination of the cases relating to Corporate Frauds ; (b) To collect evidences/record statements and presentation of evidences and preparation of Investigation Reports; (c) To provide expertise in the matters involving forensic audit; (d) To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution. (e) To liaise with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution. (f) Any other work assigned from time to time.

**Eligibility Conditions for appointment to the post of
Sr. Assistant Director (Corporate Law)**

Annexure-VII

No of vacancies	:	03 (Three)
Place of Posting	:	Delhi/Mumbai
Method of Recruitment	:	Deputation (including short-term contract)
Scale of Pay	:	PB-3 Rs. 15600-39100 plus GP Rs. 5400 (Pre-revised)
Eligibility	:	<p>Officers from the Central Government or State Government or Union territory Administrations or Public Sector Undertakings or Statutory or Autonomous Organizations:</p> <p>(A) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the pay band- 2 Rs.9300-34800/- plus grade pay of Rs.4800 or equivalent in the parent cadre or department ;or</p> <p>(iii) With three years' service in the grade rendered after appointment thereto on a regular basis in the pay Band- 2, Rs. 9300-34800 plus grade pay Rs. 4600 or equivalent in the parent cadre or department, and</p> <p>(B) Possessing the educational qualifications and experience as under:</p> <p>Essential</p> <p>(i) Degree in any discipline and Bachelor's Degree in Law with one year experience in Corporate Law : or</p> <p>(ii) Integrated Bachelor's Degree in Law (of 5 years) and two year's experience in the field of Corporate Law: or</p> <p>(iii) Bachelor's Degree in any subject and Company Secretary from Institute of Company Secretaries of India and two years experience in the field of Corporate Law.</p> <p>Desirable:-</p> <p>Should be conversant with tools and techniques of collection of evidence or recording of statement or collection and presentation of best evidence to be used in prosecution proceedings.</p> <p>Note 1 Period of deputation including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be for a period of three years.</p>

	<p>Note 2 The maximum Age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of the receipt of application.</p> <p>Note 3 For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended, based on the recommendation of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p>
Job Description (in brief)	<p>(a) To act as a member of the investigation team for examination of the cases relating to Corporate Frauds ;</p> <p>(b) To collect evidences/record statements and presentation of evidences and preparation of Investigation Reports;</p> <p>(c) To provide expertise in the matters involving Corporate Law;</p> <p>(d) To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution.</p> <p>(e) To liaise with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution.</p> <p>(f) Any other work assigned from time to time.</p>

**Eligibility Conditions for appointment to the post of
Private Secretary**

Annexure-VIII

No of vacancies	:	08 (Eight)
Place of Posting	:	Delhi/ Mumbai/Kolkata/Chennai
Method of Recruitment	:	Deputation (including short-term contract))
Scale of pay	:	PB-2 Rs. 9300-34800 plus GP Rs. 4600 (Pre-revised)
Eligibility	:	<p>Stenographers from the Central Government or State Governments or Union Territories or Public Sector Undertakings or Autonomous or statutory organizations or recognised research institutions or universities:</p> <p>(i) holding analogous post on regular basis in the parent cadre/department; or</p> <p>(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2, Rs.9300-34800 plus Grade Pay of Rs.4200/- or equivalent in the parent Cadre or Department.</p> <p>Note: 1 The Period of deputation (including short-term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be for a period of three years.</p> <p>Note: 2 The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of the receipt of application.</p> <p>Note: 3 For purposes of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or date from which the revised pay structure based on the recommendation of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended, based on the recommendations of the said pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p>
Job Description (in brief)	:	<p>(a) Rendering secretarial assistance to Senior Officers of SFIO.</p> <p>(b) Maintaining statistical records/data.</p> <p>(c) Any other work assigned from time to time.</p>