

AD-II



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

द्वितीय तल, पं दीनदयाल अंत्योदय भवन  
बी 3-खंड, केंद्रीय कार्यालय परिसर  
लोदी रोड, नई दिल्ली- 110003  
सं: 02/01/2017-Admn./SFIO/Vol.II/I/13 509/2018

2<sup>nd</sup> Floor Pt. Deendayal Antyodaya Bhawan  
B-3 Wing, CGO Complex  
Lodi Road, New Delhi-110003  
दिनांक/Date: 16<sup>th</sup> April, 2018

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 :-

Category of post	Tentative No. of posts	Level in the pay matrix or pay scale	Tentative Place of Posting
Assistant Director (Investigation)	07	Level 8 in pay matrix (Rs. 47600-1,51,100)	Delhi/Mumbai/ Chennai/Kolkata/ Hyderabad
Assistant Director (Law)	02	Level 8 in pay matrix (Rs. 47600-1,51,100)	
Senior Prosecutor	05	Level 10 in pay matrix (Rs. 56,100-1,77,500)	

The complete details including eligibility conditions as per notified RRs of each of these posts are enclosed as Annexure-I to III and are also available at [www.sfio.nic.in/www.mca.gov.in](http://www.sfio.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 17<sup>th</sup> 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, 2<sup>nd</sup> 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. Applicants who applied for the above posts in response to the earlier advertisements may, if otherwise eligible, apply afresh.

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) The 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 insufficient.

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
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.			
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			
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	

<p>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</p> <ul style="list-style-type: none"> <li>(i) additional academic qualifications</li> <li>(ii) professional training and</li> <li>(iii) work experience over and above prescribed in the vacancy circular / Advertisement )</li> </ul>	
<p>16.B. Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> <li>(i) Research publication and reports and special projects</li> <li>(ii) Awards/ Scholarships/ Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/ Institutions/ societies and</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition</li> <li>(vi) Any other information.</li> </ul> <p>( Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>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)</p>	
<p># (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC / ST</p>	

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 \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail ID \_\_\_\_\_

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  
Assistant Director (Investigation)**

No of vacancies	:	07 (Seven)
Place of Posting	:	Delhi/Mumbai/Chennai/Kolkata/Hyderabad
Method of Recruitment	:	Deputation (including short-term contract)
Level in the pay matrix or pay scale	:	Level 8 in the Pay Matrix (Rs. 47,600-1,51,100)
Classification	:	General Central Service Group 'B' Gazetted Non-Ministerial
Eligibility	:	<p>Officers: from the Central Government or State Governments or Union territories or Public Sector Undertakings or Autonomous or Statutory bodies:-</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 level 7 in pay matrix (Rs. 44900-1,42,400) or equivalent in the parent cadre or department ;or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the level 6 in pay matrix (Rs. 35400-1,12,400) or equivalent in the parent cadre or department; and</p> <p>(B) Possessing the following educational qualifications and experience:</p> <p><b>Essential</b></p> <p>(I) Bachelor's Degree from a recognised University; and (II) Three years' experience in enforcement of regulatory Laws or investigation of economic offences and collection of intelligence thereto in a Government department.</p> <p><b>Desirable</b></p> <p>(I) Bachelor's degree in Law or Chartered Accountancy or Cost and Management Accountancy or Company Secretaryship or Master of Business Administration (Finance) or Post Graduate Degree in Management (Finance) from a recognised university/institute.</p> <p>(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>Note: Period of deputation (Including Short-term Contract) including period of deputation (Including Short-term Contract) in another ex-cadre post immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum Age-limit for appointment by deputation (Including Short-term Contract) shall be not exceeding fifty-six years on the closing date of the receipt of applications.</p>

Job Description (in brief)	: <ul style="list-style-type: none"><li>(a) To act as a member of the investigation team for examination of the cases relating to Corporate Frauds ;</li><li>(b) To collect evidences/record statements and presentation of evidences and preparation of Investigation Reports;</li><li>(c) To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution.</li><li>(d) To liaise with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution.</li><li>(e) Any other work assigned from time to time.</li></ul>
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**Annexure-II****Eligibility Conditions for appointment to the post of  
Assistant Director (Law)**

No of vacancies	:	02 (Two)
Place of Posting	:	Delhi/Mumbai/Chennai/Kolkata/Hyderabad
Method of Recruitment	:	Deputation (including short-term contract)
Level in the pay matrix or pay scale	:	Level 8 in the Pay Matrix (Rs. 47,600-1,51,100)
Classification	:	General Central Service Group 'B' Gazetted Non-Ministerial
Eligibility	:	<p>Officers from the Central Government or State Governments or Union territories or Public Sector Undertakings or Autonomous or Statutory bodies:</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 level 7 in pay matrix (Rs. 44900-1,42,400) or equivalent in the parent cadre or department ;or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the level 6 in pay matrix (Rs. 35400-1,12,400) or equivalent in the parent cadre or department; and</p> <p>(B) Possessing the following educational qualifications and experience:</p> <p><b><u>Essential</u></b></p> <p>(I) Graduate in any discipline plus Bachelor's degree in Law from a recognised university or institute plus one year experience in handling litigation and court matters/administration of Law in a Government organisation; or</p> <p>(II) Integrated graduate in Law (five years' duration) from a recognised university or institute plus two years' experience in handling litigation and court matters/administration of law in a Government organization.</p> <p><b><u>Desirable</u></b></p> <p>(I) One year experience in corporate/criminal law matters</p> <p>(II) Masters' in Law (LL.M) from a recognised university or institute.</p> <p>Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. 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 applications.</p>

Job Description (in brief)	: <ul style="list-style-type: none"><li>(a) To assist filing of prosecutions/complaints in all the cases investigated by SFIO in the concerned courts and pursue their progress.</li><li>(b) Coordination with counsels detailed by the government.</li><li>(c) To provide expertise in Law matters.</li><li>(d) Supervision/Maintenance of data base of court cases.</li><li>(e) Rendering assistance to Senior Officers in the prosecution division</li><li>(f) Any other work assigned from time to time.</li></ul>
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**Eligibility Conditions for appointment to the post of  
Senior Prosecutor**

No of vacancies	:	05 (Five)
Place of Posting	:	Delhi/Mumbai/Chennai/Kolkata/Hyderabad
Method of Recruitment	:	Deputation (including short-term contract)
Level in the pay matrix or pay scale	:	Level 10 in the Pay Matrix (Rs. 56,100-1,77,500)
Classification	:	General Central Service Group 'B' Gazetted Non-Ministerial
Eligibility	:	<p>Officers under the Central/State Governments/union territories/ public sector undertakings /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 two years' service in the grade rendered after appointment thereto on a regular basis in the level 8 in pay matrix (Rs. 47,600-1,51,100) 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 level 7 in pay matrix (Rs.44,900-1,42,400) or equivalent in the parent cadre or department; and</p> <p>(B) Possessing the following educational qualifications and experience:</p> <p><b><u>Essential</u></b></p> <p>(I) Graduate in any discipline plus bachelor's degree in Law from a recognised university or institute plus two years experience in handling litigation &amp; court matters/administration of Law in a Government organisation; or</p> <p>(II) Integrated graduate in Law (5 years duration) from a recognised university or institute plus 3 years experience in handling litigation &amp; court matter /administration of Law in a Government organisation.</p> <p><b><u>Desirable</u></b></p> <p>(I) Additional One year experience in corporate/criminal Law matters</p> <p>(II) Masters in Law (LL.M) from a recognised university or institute</p> <p>Note: 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 ordinarily not to exceed three years. 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>Job Description (in brief)</p>	<p>:</p> <ul style="list-style-type: none"> <li>(a) To assist filing of prosecutions/complaints in all the cases investigated by SFIO in the concerned courts and pursue their progress.</li> <li>(b) Coordination with counsels detailed by the government.</li> <li>(c) To provide expertise in Law matters.</li> <li>(d) Supervision/Maintenance of database of court cases</li> <li>(e) Rendering assistance to Senior Officers in the prosecution division</li> <li>(f) Any other work assigned from time to time.</li> </ul>