



**भारत सरकार**  
**Government of India**  
**कारपोरेट कार्य मंत्रालय**  
**Ministry of Corporate Affairs**  
**गंभीर धोखाधड़ी जांच कार्यालय**  
**Serious Fraud Investigation Office**



द्वितीय तल, प.दीनदयाल अंत्योदया भवन  
 बी-3 खंड, केंद्रीय कार्यालय परिसर  
 लोदी रोड, नई दिल्ली-110003

2<sup>nd</sup> Floor Pt.Deendayal Antyodaya Bhawan  
 B-3 Wing, CGO Complex  
 Lodi Road, New Delhi-110003  
 दिनांक/Date: 04.10.2022

To

All Ministries/Departments of Government of India/  
 The Chief Secretaries of all State Governments/UTs  
 Director Generals of Police/Director Generals of Central Armed Police Force/  
 Reserve Bank of India, Mumbai/Securities & Exchange Board of India, Mumbai/  
 All Public Sector Undertakings/Banks

**Sub: Filling up of the various posts in Serious Fraud Investigation Office on deputation (including short term contract) basis - reg.**

Sir/Madam,

I am directed to refer this office letter of even no. dated 18.07.2022 on the above-mentioned subject and to say that the last date of receiving of applications, in r/o the following posts published in Employment News dated 16-22 July 2022 to be filled on deputation (ISCC) basis, has been extended up to **14.10.2022**:

Sl. No.	Category of post	Tentative Nos. of vacant posts	Level in the pay matrix or pay scale	Tentative Place of Posting
1	Joint Director (Investigation)	04*	Level 12 in pay matrix Rs.78800-209200	Delhi/ Mumbai/ Kolkata/ Chennai/ Hyderabad
2	Deputy Director (Corporate Law)	12	Level 11 in pay matrix Rs.67700-208700	
3	Sr.Assistant Director(Capital Market)	01	Level 10 in pay matrix Rs.56100-177500	
4	Sr.Assistant Director(Forensic Audit)	03		
5	Sr.Assistant Director(Banking)	01		
6	Sr.Assistant Director(Taxation)	01		

\*The tentative no. of three (3) vacant posts of Joint Director (Investigation) have been enhanced to four (4).

- The complete details including eligibility conditions as per notified RRs of this post is given at Annexures-I to X and is also available at [www.sfio.nic.in/](http://www.sfio.nic.in/) [www.mca.gov.in](http://www.mca.gov.in).
- Applications received after the due date or without ACRs/ APARs or otherwise found incomplete or not received through proper channel will not be considered.
- All are requested that this vacancy may be given wide publicity in all the offices under their control.



Yours faithfully,  
*Kundan Lal*  
 (Kundan Lal)  
 Deputy Director (Admn)

Copy to:

- The Under Secretary, Ad.III, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi with the request to put the above vacancy circular on the website of MCA.
- The Additional Director, NIC, SFIO with the request to put the above vacancy circular on SFIO under the heading "What is New" and under the heading "Recruitment/Vacancies"



Government of India

## Serious Fraud Investigation Office



2nd Floor, Pt. Deendayal Antyodaya Bhawan  
B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003.  
No. 2/1/2021-Admn. SFIO

### NOTICE FOR EXTENSION OF LAST DATE

The closing date for receipt of applications in respect of following vacancy published in Employment News 09-15 Oct 2021 to be filled on deputation (ISTC) basis in SFIO has further been extended upto 14.10.2022:

Sl. No.	Category of post	Tentative Nos. of vacant posts	Level in the pay matrix or pay scale	Tentative Place of Posting
1.	Joint Director (Investigation)	04*	Level 12 in pay matrix Rs. 78800-209200	Delhi/
2.	Deputy Director (Corporate Law)	12	Level 11 in pay matrix Rs. 67700-208700	Mumbai/ Kolkata/
3.	Senior Assistant Director (Forensic Audit)	03		Chennai/ Hyderabad
4.	Senior Assistant Director (Capital Market)	01	Level 10 in pay matrix Rs. 56100-177500	
5.	Senior Assistant Director (Banking)	01		
6.	Senior Assistant Director (Taxation)	01		
	<b>Total</b>	<b>22</b>		

\* The tentative no. of three (3) vacant posts of Joint Director (Investigation) have been enhanced to four (4).

- The selected candidates will also be eligible for Special Security Allowance @ 20% of the basic pay. No deputation allowance shall be admissible alongwith SSA.
- Application received after the due date or without ACRs/APARs or without supporting certificates/ documents in support of Qualification and Experience or otherwise found incomplete or not received through proper channel would not be processed for determining the eligibility of the candidates.
- The applicants working in PSUs / Autonomous Organizations not following the Central Government may submit documents showing equivalency of pay scales with Central Government.
- All other terms and conditions would remain the same. The particulars of post, eligibility conditions etc. may be obtained from the website [www.sfo.nic.in/](http://www.sfo.nic.in/) [www.mca.gov.in.](http://www.mca.gov.in/)



Joint Director [Admn]  
EN 25/69



## Other dailies

। नवभारत टाइम्स । नई दिल्ली ।

गुरुवार, 8 सितंबर 2022

www.nbt.in



**भारत सरकार**  
**गंभीर कपट अन्वेषण कार्यालय**  
 द्वितीय तल पं. दीनदयाल अंत्योदय भवन  
 बी-3 विंग, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003।



**सं. 2/1/2021-Admn.SFIO**  
**अंतिम तिथि के विस्तार की सूचना**

एसएसआईओ में प्रतिनियुक्ति (आईएसटीसी) आधार पर भरे जाने के लिए रोजगार समाचार 09-15 अक्टूबर 2021 में प्रकाशित निम्नलिखित रिक्ति के संबंध में आवेदन प्राप्त करने की अंतिम तिथि 14.10.2022 तक बढ़ा दी गई है:

क्र.सं.	पद की श्रेणी	रिक्त पदों की संभावित संख्या	पे मैट्रिक्स या वेतनमान में लेवल	नियुक्ति का संभावित स्थान
1	संयुक्त सचिव (अन्वेषण)	04*	पे मैट्रिक्स रु. 78800-209200 में लेवल 12	दिल्ली / मुंबई / कोलकाता / चेन्नई / हैदराबाद
2	उप निदेशक (ऑपरेटिव चिधि)	12	पे मैट्रिक्स रु. 67700-208700 में लेवल 11	
3	वरिष्ठ सहायक निदेशक (फौजिनिक लेखा परीक्षा)	03	पे मैट्रिक्स रु. 56100-177500 में लेवल 10	
4	वरिष्ठ सहायक निदेशक (पुकी चावार)	01		
5	वरिष्ठ सहायक निदेशक (बैंकिंग)	01		
6	वरिष्ठ सहायक निदेशक (कारधान)	01		
	<b>कुल</b>	<b>22</b>		

- \* संयुक्त निदेशक (अन्वेषण) के संभावित तीन (3) रिक्त पदों को बढ़ाकर चार (4) कर दिया गया है।
- चयनित उम्मीदवार मूल वेतन के 20% की दर से विरोध सुरक्षा भत्ता के लिए भी पात्र होंगे। एसएसए के साथ कोई प्रतिनियुक्ति भत्ता स्वीकार्य नहीं होगा।
  - नियत तारीख के बाद या एसीआर/एपीआर के बिना या योग्यता और अनुभव के समर्थन में प्रमाण पत्र/दस्तावेजों के समर्थन के बिना प्राप्त आवेदन या अन्यथा अपूर्ण पाए जाने या उचित माध्यम से प्राप्त नहीं होने पर उम्मीदवारों को भ्रष्टाचार निरोधक कानून के लिए संसर्गित नहीं किया जाएगा।
  - केंद्र सरकार का पालन नहीं करने वाले पौरसभ/स्वायत्त संगठनों में काम करने वाले आवेदक केंद्र सरकार के साथ वेतनमान की समकक्षता दर्शाने वाले पत्र/वेब साइट प्रस्तुत कर सकते हैं।
  - अन्य सभी नियम व शर्तें पद्यावत रहेंगी। पद का विवरण, पात्रता की इतने अदि वेबसाइट [www.sfto.nic.in](http://www.sfto.nic.in) / [www.mca.gov.in](http://www.mca.gov.in) से प्राप्त की जा सकती है।

CSC 07102/11/0330 2223



संयुक्त निदेशक [प्रशासन]

## Corrigendum

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[www.employmentnews.gov.in](http://www.employmentnews.gov.in)

Employment News 1 - 7 October 2022


Government of India

**Serious Fraud Investigation Office**

2nd Floor, Pt. Deendayal Antyodaya Bhawan, B-3 Wing  
CGO Complex, Lodhi Road, New Delhi-110003  
No. 2/1/2021-Admn.SFIO

**CORRIGENDUM**

In the advertisement "NOTICE FOR EXTENSION OF DATE" published in the Employment News 17-23 September 2022, the words appearing in the second line "Employment News 09-15 Oct 2021" may be read as "Employment News 16-22 July 2022".



Joint Director [Admn]  
FN 27/105

CBC 07102/11/0032/2223

# 1<sup>st</sup> Advertisement

## Employment News 16-22 July 2022

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Employment News 16 - 22 July 2022



Government of India

### Serious Fraud Investigation Office

2nd Floor, Pt. Deendayal Antyodaya Bhawan  
B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003  
No. 2/1/2021-Admn.SFIO



It is proposed to fill up the following tentative vacancies in Serious Fraud Investigation Office on deputation (including short term contract) basis:

Sl. No.	Category of post	Tentative Nos. of vacant posts	Level in the pay matrix or pay scale	Tentative Place of Posting
1.	Joint Director (Investigation)	03	Level 12 in pay matrix Rs.78800-209200	Delhi /Mumbai / Kolkata/Chennai / Hyderabad
2.	Deputy Director (Corporate Law)	12	Level 11 in pay matrix Rs.67700-208700	
3.	Senior Assistant Director (Forensic Audit)	03	Level 10 in pay matrix Rs. 56100-177500	
4.	Senior Assistant Director (Capital Market)	01		
5.	Senior Assistant Director (Banking)	01		
6.	Senior Assistant Director (Taxation)	01		
	<b>Total</b>	<b>21</b>		

2. Interested candidates may forward their application complete in all respect through proper channel in the prescribed format to **The Director, Serious Fraud Investigation Office, 2nd Floor, Pt.Deendayal Antyodaya Bhawan, B-3 Wing, CGO Complex, Lodi Road, New Delhi-110003** within 60 days from the date of publication of this advertisement in the Employment News. For details, etc. visit [www.s fio.nic.in/www.mca.gov.in](http://www.s fio.nic.in/www.mca.gov.in).

3. Since, this is a deputation post, private candidates need not to apply. Separate applications may be forwarded for each post alongwith photocopies of self-attested copies of Educational Qualification, up-to-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 their service. The Cadre Controlling Authority may also certify that the particulars furnished by the officer have been verified and found correct. The advertisement published in the Employment News dated 9-15 October 2021 stands cancelled with immediate effect. Those who applied earlier may apply afresh.

4. The selected candidates will also be eligible for Special Security Allowance @ 20% of the basic pay. No deputation allowance shall be admissible along with SSA.

5. Applications received after the due date or without self-attested copies of Educational Qualification, ACRs/APARs, Vigilance Clearance, etc. or otherwise found incomplete will not be considered.

6. The applicants working in PSUs/Autonomous Organisations not following the Central Government pay scales may submit documents showing equivalency of pay scales with Central Government. All other terms and conditions would remain the same. The particulars of post, eligibility conditions etc. may be obtained from the website [www.s fio.nic.in/www.mca.gov.in](http://www.s fio.nic.in/www.mca.gov.in).

CBC 07102/11/0026/2223

Additional Director [Admn]

EN 16/38

**Eligibility Conditions for appointment to the post of  
Joint Director (Investigation)**

No of vacancies	:	04 (Four)
Method of Recruitment	:	Deputation (including short-term contract)
Scale of pay	:	Level 12 in pay matrix (Rs. 78,800-2,09,200)
Classification	:	General Central Service Group 'A' Gazetted Non-Ministerial
Eligibility	:	<p>Officers of Central Government or State Government or Union Territory Administrations or Central or State Public Sector Undertakings or semi-Government or autonomous Organizations:</p> <p>(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 level 11 of the pay matrix (Rs. 67,700-2,08,700) 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) Bachelor's Degree from a recognized University; and</p> <p>(ii) ten years in the field of enforcement of economic laws offences and collection of intelligence thereto.</p> <p><b><u>Desirable:</u></b></p> <p>(i) Degree in Law or Commerce or Economics;</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><b><u>Note 1:</u></b> 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 Central Government shall ordinarily not to exceed five years (extendable up to seven years).</p> <p><b><u>Note 2:</u></b> 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>
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 legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution.</p> <p>(d) To co-ordinate with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution</p> <p>(e) Any other work assigned from time to time.</p>



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

No of vacancies	:	12 (Twelve)
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 11 in pay matrix (Rs. 67700-208700)
Classification	:	General Central Service Group 'A' Gazetted Non-Ministerial
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)</p> <p>(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 Level 10 in the pay matrix Rs.56100-177500 or equivalent in the parent Cadre or Department; and</p> <p>(B) Possessing the educational qualifications and experience as under.</p> <p><b>Essential:</b></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><b>Desirable:</b></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><b>Note-1:</b> 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><b>Note-2:</b> 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>(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  
Senior Assistant Director (Forensic Audit)**

No of vacancies	: 03 (Three)
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 pay matrix (Rs.56100-177500)
Classification	: General Central Service Group 'B' Gazetted Non-Ministerial
Eligibility	: Officers from the Central Government or State Government or Union territories Administrations or Public Sector Undertakings or Statutory or Autonomous Organization: (A) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay or Level 8 in the Pay Matrix Rs.47600-151100 or equivalent in the parent cadre or department; or (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay or Level 7 in the Pay Matrix Rs. 44900-142400 or equivalent in the parent cadre or department. (B) Possessing the following educational qualifications and experience. <b><u>Essential :</u></b> 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. <b><u>Experience</u></b> One-year experience in audit or forensic audit in any Government organization. <b>Note-1:</b> 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. <b>Note-2:</b> 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.
Job Description (in brief)	: 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  
Senior Assistant Director (Capital Market)**

No of vacancies	: 01 (One)
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 pay matrix (Rs.56100-177500)
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 statutory or autonomous bodies;</p> <p>(A)</p> <p>(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 Level 8 in the Pay Matrix Rs. 47600-151100 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 Level 7 in the Pay Matrix Rs.44900-142400 or equivalent in the parent cadre or department; and</p> <p>(B)</p> <p>Possessing the following educational qualifications and experience:</p> <p><b><u>Essential:</u></b></p> <p>(i) Chartered Accountant or Cost and Management Accountant or Chartered Financial Analyst or Master of Business Administration (Finance) or Post Graduate Diploma in Management (Finance) or Company Secretary with two years' experience in the field of capital markets;</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/ expert knowledge of capital market and security law procedures, commercial and business laws and understanding of regulatory environment and also possessing good analytical, communication and interpersonal skills and exposure in investigating fields, market manipulations, price rigging, frauds on stock exchanges, etc.</p> <p><b><u>Note 1:</u></b> The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion.</p> <p><b><u>Note 2:</u></b> 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 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)	: <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 Capital Market/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 liaise with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution.</p> <p>b) (f) Any other work assigned from time to time.</p>

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

No of vacancies	: 01 (One)
Place of Posting	: Delhi/Mumbai/Chennai/Kolkata/Hyderabad
Method of Recruitment	: Deputation (including short-term contract)
Scale of Pay	: Level 10 in pay matrix Rs.56100-177500
Classification	: General Central Service Group 'B' Gazetted Non-Ministerial
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)</p> <p>(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.</p> <p>(B)</p> <p>Possessing the following educational qualifications and experience:</p> <p><b><u>Essential</u></b></p> <p>(i) 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 and one-year experience in finance or banking affairs in any Government organization.</p> <p><b>Note-1:</b> 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><b>Note-2:</b>The maximum Age-limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of application.</p>
Job Description (in brief)	: <ol 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 analyse financial/banking transactions etc.;</li> <li>d. To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution.</li> <li>e. To liaise with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution.</li> <li>f. Any other work assigned from time to time.</li> </ol>

**Eligibility Conditions for appointment to the post of  
Senior Assistant Director (Taxation)**

No of vacancies	:	01 (One)
Place of Posting	:	Delhi/Mumbai/Chennai/Kolkata/Hyderabad
Method of Recruitment	:	Deputation (ISTC)
Scale of pay	:	Level 10 in pay matrix (Rs. 56100-177500)
Classification	:	General Central Service Group 'B' Gazetted Non-Ministerial
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)</p> <p>(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.</p> <p>(B)</p> <p>Possessing the following educational qualifications and experience:</p> <p><b><u>Essential</u></b></p> <p>(i) Bachelor's Degree from a recognized University; and</p> <p>(ii) Three years' experience in the field of direct taxation</p> <p><b><u>Desirable</u></b></p> <p>(i) Bachelor's Degree in Law; or</p> <p>(ii) Chartered Accountant; or</p> <p>(iii) Company Secretary; or</p> <p>(iv) Cost and Management Accountant</p> <p><b>Note 1</b> 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.</p> <p><b>Note 2</b> 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>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 Direct Taxes</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>

**PROFORMA  
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
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 (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular / Advertisement)</p>	
<p>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)</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**

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**(Employer/ Cadre Controlling Authority with seal)**