



B-3 Wing, 2nd Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
बी-3 विंग, द्वितीय तल, पंडित दीनदयाल अंत्योदय भवन, केंद्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली-110003

सं./No. SFIO/ADMN-II/BILLS/0034/2015-ADMN-II-Part(1)(6528)/I/

It is proposed to fill up the following vacancies in this office on deputation (ISTC) basis: -

S. No.	Designation	Tentative no. of vacancies	Level in the pay matrix as per 7 th CPC	Tentative Place of Posting
01	Additional Director (Capital Market)	01	Level-13	Delhi / Mumbai/ Kolkata / Chennai / Hyderabad
02	Joint Director (Financial Transaction)	01	Level-12	
03	Deputy Director (Corporate Law)	10	Level-11	
04	Deputy Director (Forensic Audit)	01		
05	Deputy Director (Investigation)	01		
06	Principal Private Secretary	01		
07	Senior Assistant Director (Banking)	01	Level-10	
08	Senior Assistant Director (Customs & Central Excise)	01		
09	Senior Assistant Director (Investigation)	01		
10	Senior Prosecutor	02	Level-8	
11	Assistant Director (Investigation)	04		
12	Assistant Director (Law)	01	Level-7	
13	Private Secretary	01		
Total		26		

2. Since, these are the deputation (ISTC) posts, private candidates need not to apply.
3. The number of posts advertised are tentative and may increase/decrease on administrative grounds. Interested and willing eligible candidates may forward their application/s, complete in all respects, through proper channel in prescribed proforma to The Director, Serious Fraud Investigation Office, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 by Speed Post within 60 days from the date of publication of this advertisement in the Employment News. For details, etc. visit www.sfo.nic.in/ www.mca.gov.in.
3. Separate applications may be forwarded for each post as per proforma along with photocopies of self-attested copies of educational qualifications, 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. The Cadre Controlling Authority may also certify that the particulars furnished by the officer have been verified and found correct.
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 without ACRs/ APARs, Vigilance Clearance, self-attested copies of Educational Qualification, etc. or otherwise found incomplete will not be considered.

Senior Assistant Director [Admn.]



गंभीर कपट अन्वेषण कार्यालय

भारत सरकार

Serious Fraud Investigation Office

Government of India



B-3 Wing, 2nd Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road
New Delhi-110003

बी-3 विंग, द्वितीय तल, पंडित दीनदयाल अंत्योदय भवन, केंद्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली-110003
सं./No. SFIO/ADMIN-II/BILLS/0034/2015-ADMN-II-Part(1)(6528)/II

It is proposed to fill up the following vacancies in this office on deputation (ISTC) basis:-

S. No.	Designation	Tentative no. of vacancies	Level in the pay matrix as per 7th CPC	Tentative Place of Posting
1.	Additional Director (Capital Market)	01	Level-13	Delhi/Mumbai/ Kolkata/Chennai/ Hyderabad
2.	Joint Director (Financial Transaction)	01	Level-12	
3.	Deputy Director (Corporate Law)	10	Level-11	
4.	Deputy Director (Forensic Audit)	01		
5.	Deputy Director (Investigation)	01		
6.	Principal Private Secretary	01	Level-10	
7.	Senior Assistant Director (Banking)	01		
8.	Senior Assistant Director (Customs & Central Excise)	01		
9.	Senior Assistant Director (Investigation)	01		
10.	Senior Prosecutor	02	Level-8	
11.	Assistant Director (Investigation)	04		
12.	Assistant Director (Law)	01	Level-7	
13.	Private Secretary	01		
Total		26		

2. Since, these are the deputation (ISTC) posts, private candidates need not to apply.

3. The number of posts advertised are tentative and may increase/decrease on administrative grounds. Interested and willing eligible candidates may forward their applications, complete in all respect, through proper channel in prescribed proforma to **The Director, Serious Fraud Investigation Office, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003** by **Speed Post** within **60 days** from the date of publication of this advertisement in the Employment News. For details etc. visit www.sfio.nic.in/www.mca.gov.in.

4. Separate applications may be forwarded for each post as per proforma along with photocopies of self-attested copies of educational qualifications, 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. The Cadre Controlling Authority may also certify that the particulars furnished by the officer have been verified and found correct.

5. 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.

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



CBC 07102/11/0017/2324

Senior Assistant Director [Admn.]
EN 49/54

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

No. of vacancies	: 01 (One)
Place of Posting	: Delhi/Mumbai/ Kolkata/ Chennai/ Hyderabad
Method of Recruitment	: Deputation (including short-term contract)
Scale of pay	: Level 13 in the pay matrix Rs. 1,23,100-2,15,900
Classification	: General Central Service Group 'A' Gazetted Non-Ministerial
Eligibility	: Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous or statutory bodies: (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 Level-12 in the pay matrix Rs. 78,800-2,09,200 or equivalent in the parent cadre or department; and (B) Possessing the following educational qualifications and experience: <u>Essential:</u> (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) from a recognized university or institute; (ii) ten years' experience in the field of regulation of capital market or merchant banking. <u>Desirable:</u> (i) Degree in Law from a recognized 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. Note: - 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 (including short term contract) shall be not exceeding fifty-six years as on the closing date of the receipt of applications.
Job Description (in brief)	: 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 operations and regulation of Capital Markets/Merchant Banking; 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.

Annexure-II**Eligibility Conditions for appointment to the post of
Joint Director (Financial Transactions)**

No. of vacancies	: 01 (One)
Place of Posting	: Delhi/Mumbai/ Kolkata/ Chennai/ Hyderabad
Method of Recruitment	: Deputation (including short-term contract)
Scale of pay	: Level 12 in the pay matrix Rs. 78,800-2,09,200
Classification	: General Central Service Group 'A' Gazetted Non-Ministerial
Eligibility	: Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous or statutory bodies: (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 Level-11 in the pay matrix Rs. 67,700-2,08,700 in the parent cadre or department; and (B) Possessing the following educational qualifications and experience: <u>Essential:</u> (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); (ii) eight years' experience in the field of regulation or operation of Banking Sector. <u>Desirable:</u> (i) Degree in Law from a recognized university; Note: - 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 (including short term contract) shall be not exceeding fifty-six years as on the closing date of the receipt of applications.
Job Description (in brief)	: 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
Deputy Director (Corporate Law)**

No of vacancies	: 10 (Ten)
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 the pay matrix Rs. 67,700-2,08,700
Classification	: General Central Service Group 'A' Gazetted Non-Ministerial
Eligibility	: Officers from the Central Government or State Governments or Union territories or Public Sector Undertakings or Statutory or Autonomous Bodies: - (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 Level 10 Rs. 56,100-1,77,500 in the pay matrix or equivalent in the parent Cadre or Department; and (B) Possessing the educational qualifications and experience as under. Essential: (i) Degree in any discipline and bachelor's degree in Law (LLB) from any recognized University with two years' experience in Corporate Law: or (ii) Five year's Integrated bachelor's degree in Law with three years' experience in the field of Corporate Law: or (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. Desirable: 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. 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. 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.
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 Corporate Law; (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
Deputy Director (Forensic Audit)**

No of vacancies	: 01 (One)
Place of Posting	: Delhi/Mumbai/ Kolkata/ Chennai/ Hyderabad
Method of Recruitment	: Deputation (including short-term contract)
Level in the pay matrix or pay scale	: Level 11 in the pay matrix Rs. 67,700-2,08,700
Classification	: General Central Service Group 'A' Gazetted Non-Ministerial
Eligibility	: Officers of the Central Government or State Governments or Union territories Administrations or Central or State Public Sector Undertakings or Semi-Government or autonomous organisations: - (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 Level-10 in the pay matrix Rs. 56,100-1,77,500; and (B) Possessing the following educational qualifications and experience: Essential: (i) Chartered Accountant 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 (ii) five years' experience in the field of forensic auditing or commercial audit or internal audit division or investigation of accounts and auditing. Desirable: 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. Note 1: - 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). 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 applications.
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/ 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
Deputy Director (Investigation)**

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 11 in the pay matrix Rs. 67,700-2,08,700
Classification	: General Central Service Group 'A' Gazetted Non-Ministerial
Eligibility	: Officers from the Central Government or State Government or Union territory Administrations or Public Sector Undertakings or Statutory or Autonomous organizations; (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 Level-10 in the pay matrix Rs. 67,700-2,08,700 or equivalent in the parent Cadre or Department; and (B) Possessing the following educational qualifications and experience: <u>Essential:</u> (i) Degree from any recognized University or Institutions; (ii) Five years' experience in enforcement of regulatory Laws or investigation of economic offences and collection of Intelligence thereto. <u>Desirable:</u> Qualified Chartered Accountant or Cost & Management Accountant or Company Secretary or Bachelor's Degree in Law or Master in Business Administration or Post Graduate Diploma in Management from a recognized university. 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. 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.
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 legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution; d) To liaise with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution; e) Any other work assigned from time to time.

Annexure-VI

Eligibility Conditions for appointment to the post of
Principal Private Secretary

No of vacancies	: 01 (One)
Place of Posting	: Delhi
Method of Recruitment	: Deputation (including short-term contract)
Level in the pay matrix or pay scale	: Level 11 in the pay matrix Rs. 67,700-2,08,700
Classification	: General Central Service Group 'A' Gazetted Non-Ministerial
Eligibility	: 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: (i) holding analogous post on regular basis in the parent cadre/department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Level-10 in the pay matrix or equivalent in the parent Cadre or Department 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. 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.
Job Description (in brief)	: a) Rendering secretarial assistance to the Head of Department, SFIO; b) Maintaining of statistical records/data; c) Monitoring/coordination of the work of SFIO; d) Any other work assigned by the Head of Department, SFIO from time to time.

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

No of vacancies	: 01 (One)
Place of Posting	: Delhi/Mumbai/ Kolkata/ Chennai/ 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	: Officers of the Central Government or State Governments or Union territories Administrations or Central or State Public Sector Undertakings or Semi-Government or autonomous organisations: - (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 level 8 in the pay matrix Rs. 47,600-1,51,100; or (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in level 7 in the pay matrix Rs. 44,900-1,42,400; and (B) Possessing the following educational qualifications and experience: Essential: (i) Chartered Accountant, or Cost and Management Accountant, or Company Secretary, or Chartered Financial Analyst, or Post Graduate Diploma in Management (Finance), or Master in Business Administration (Finance) or Master in Business Economics or Master in Commerce; and (ii) One-year experience in finance or banking affairs in any government organization. <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 be for a period of three years extendable up to five years <u>Note 2:</u> - 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.
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/ vetting of Investigation Reports; (c) To analyze banking/financial transactions, 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.

Annexure-VIIIEligibility Conditions for appointment to the post of
Senior Assistant Director (Customs & Central Excise)

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 the pay matrix Rs. 56,100-1,77,500
Classification	: General Central Service Group 'A' Gazetted Non-Ministerial
Eligibility	: Officers from the Central Government or State Governments or Union territories or public sector undertakings or statutory or Autonomus Organisations- (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 Level-8 in the pay matrix Rs.47,600-1,51,100 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 Level-7 in the pay matrix Rs. 44,900-1,42,400 or equivalent in the parent cader or department; and (B) Possessing the following educational qualifications and experience: Essential (i) Bachelor's Degree from a recognised University/Institution; and (ii) Three years' experience in the field of enforcement of economic Law such as Foreign Contribution Regulation Act/ Foreign Exchange Management Act Conservation of Foreign Exchange and Prevention of Smuggling Activities Act Customs & Excise. Desirable (i) Bachelor's Degree in Law; or (ii) Chartered Accountant; or (iii) Company Secretary; or (iv) Cost and Management Accountant. 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 other organization or department of the Central Government shall be for a period of three years. 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.
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 on economic laws such as Foreign Contribution Regulation Act, Foreign Exchange Management Act, Conservation of Foreign Exchange and Prevention of Smuggling Activities Act and Customs & Excise; d) To provide legal outputs 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
Senior Assistant Director (Investigation)**

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 the pay matrix Rs. 56,100-1,77,500
Classification	:	General Central Service Group 'B' Gazetted Non-Ministerial
Eligibility		<p>Officers from the Central or State Governments or Union Territories Administrations or Central or State 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 the 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 the pay matrix Rs. 44,900-1,42,400 or equivalent in the parent cader or department; and</p> <p>(B) Possessing the following educational qualifications and experience:</p> <p>Essential</p> <p>(i) Bachelor Degree from a recognized University; and</p> <p>(ii) Three years' experience in enforcement of regulatory laws or investigation of economic offences and collection of intelligence thereto.</p> <p>Desirable:</p> <p>(i) Chartered Accountant or Cost and Management Accountant or Company Secretary or Bachelor's Degree in Law or Master of Business Administration or Post Graduate diploma from a recognized university or institutions.</p> <p>(ii) Should be conversant with tools and techniques of collection of evidences or recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings.</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.</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>
Job Description (in brief)	:	<p>a) To act a member of the investigation team for examination of the cases relating to Corporate Frauds.</p> <p>b) To collect evidences/record statement and presentation of evidences and preparation 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 liaise 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>

Annexure-X**Eligibility Conditions for appointment to the post of
Senior Prosecutor**

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 10 in the pay matrix Rs. 56,100-1,77,500
Classification	: General Central Service Group 'B' Gazetted Non-Ministerial
Eligibility	: Officers under the Central/State Governments/union territories/ public sector undertakings /statutory or autonomous bodies: (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 Level-8 in the pay matrix Rs.47,600-1,51,100 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 Level-7 in the pay matrix Rs. 44,900-1,42,400 or equivalent in the parent cader or department; and (B) Possessing the following educational qualifications and experience: <u>Essential</u> (i) Graduate in any discipline plus bachelor's degree in Law from a recognized university or institute plus two years' experience in handling litigation & court matters/ administration of Law in a Government organization; or (ii) Integrated graduate in Law (5 years duration) from a recognized university or institute plus 3 years' experience in handling litigation & court matters/administration of Law in a Government organization. <u>Desirable</u> (i) Additional One-year experience in corporate/criminal Law matters (ii) Masters in Law (LLM) from a recognized university or institute. 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.
Job Description (in brief)	: a) To assist filing of prosecutions/ complaints in all the cases investigated by SFIO in the concerned courts and pursue their progress. b) Coordination with counsels detailed by the government. c) To provide expertise in Law matters. d) Supervision/ Maintenance of database of court cases e) Rendering assistance to Senior Officers in the prosecution division f) Any other work assigned from time to time.

Annexure-XI**Eligibility Conditions for appointment to the post of
Assistant Director (Investigation)**

No of vacancies	:	04 (Four)
Place of Posting	:	Delhi/ Mumbai/ Kolkata/Chennai/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)</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-7 in the pay matrix Rs. 44,900-1,42,400 or equivalent in the parent cader or department; or</p> <p>iii) with six years' service in the grade rendered after appointment thereto on a regular basis in Level-6 in pay matrix Rs. 35,400-1,12,400 or equivalent in the parent cadre or department; and</p> <p>(B) Possessing the following educational qualifications and experience:</p> <p>Essential</p> <p>Bachelor's Degree from a recognised University; and Three years' experience in enforcement of regulatory Laws or investigation of economic offences and collection of intelligence thereto in a Government department.</p> <p>Desirable</p> <p>i) Bachelor's degree in Law or Chartered Accountancy or Cost and Management Accountancy or Company Secretary or Master of Business Administration (Finance) or Post Graduate Degree in Management (Finance) from a recognized 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:</p> <p>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)	:	<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 legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution;</p> <p>d) To liaise 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
Assistant Director (Law)**

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 8 in the Pay Matrix Rs. 47,600-1,51,100
Classification	: General Central Service Group 'B' Gazetted Non-Ministerial
Eligibility	: Officers from the Central Government or State Governments or Union territories or Public Sector Undertakings or Statutory or Autonomous Bodies: - (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 Level 7 in the pay matrix or equivalent in the parent Cadre or Department; or (iii) with six years' service in the grade rendered after appointment thereto on a regular basis in Level 6 in the pay matrix or equivalent in the parent Cadre or Department; and (B) Possessing the educational qualifications and experience as under: Essential: (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 organization; or (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. Desirable: (i) One-year experience in corporate / criminal law matters (ii) Master's in Law (LLM) from a recognized university or institute. Note-1: 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. 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.
Job Description (in brief)	: (a) To assist filing of prosecutions / complaints in all the cases investigated by SFIO in the concerned courts and pursue their progress; (b) Coordination with counsels detailed by the government; (c) To provide expertise in Law matters; (d) Supervision / maintenance of data base of court cases; (e) Rendering assistance to senior officers in the prosecution division; (f) Any other work assigned from time to time.

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

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 7 in pay matrix Rs. 44,900-1,42,400
Classification	: General Central Service Group 'B' Gazetted Ministerial
Eligibility	: 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: (i) holding analogous post on regular basis in the parent cadre/department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Level-6 in the pay matrix or equivalent in the parent Cadre or Department 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. 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.
Job Description (in brief)	: a) Rendering secretarial assistance to Senior Officers of SFIO; b) Maintaining statistical records/data; c) Any other work assigned from time to time.

**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
<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)			

<p>16.B. Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (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. <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.....

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)