

No. A-31/1/2021-Ad.III-MCA/E-187062

Government of India
Ministry of Corporate Affairs

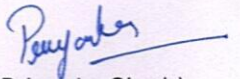
5th Floor, Shastri Bhawan,
New Delhi, dated 02.12.2025

OFFICE MEMORANDUM

Subject: Inviting comments of all stakeholders on draft amended Recruitment Rules for the post of Assistant Director (Digital Forensic), Senior Assistant Director (Digital Forensic), and Deputy Director (Digital Forensic) in the Serious Fraud Investigation Office (SFIO) under Ministry of Corporate Affairs-reg.

The undersigned is directed to refer to the Department of Personnel and Training's OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015 regarding inviting comments of all stakeholders on the draft Recruitment Rules framed/ amended by the respective Ministry/ Department for the post of Assistant Director (Digital Forensic), Senior Assistant Director (Digital Forensic), and Deputy Director (Digital Forensic) in Serious Fraud Investigation Office (SFIO).

2. Accordingly, the draft amended Recruitment Rules to the said posts in the Serious Fraud Investigation Office (SFIO) under the Ministry of Corporate Affairs are available on the websites of Ministry of Corporate Affairs and Serious Fraud Investigation Office (SFIO) for information of stakeholders. All stakeholders are requested to go through the draft Recruitment Rules and furnish their comments/inputs preferably in a tabular form (in a word file), if any, on the email admin3-mca@gov.in within a period of one month i.e., date of its uploading on the website for facilitating the Ministry for taking further action in the matter.


(Priyanka Singh)

Under Secretary to the Government of India

Tel: Phone: 011-23070216

Email: admin3-mca@gov.in

Enc: As above.

To
Concerned Stakeholders

Copy to:

1. Director, SFIO, CGO Complex, New Delhi- a copy of draft Notification of RRs on the aforementioned posts is enclosed with a request to upload the same on the website of SFIO.
2. E-Gov. cell, Ministry of Corporate Affairs for uploading the same on the website of MCA under 'News and Important Updates' and 'Employees Corner-→ Recruitment Rules'.

Ministry of Corporate Affairs

NOTIFICATION

New Delhi, the-----
2025

G.S.R.----(E).__ In exercise of the powers conferred by the proviso sub section (5) of section 211 of the Companies Act (18 of 2013), the Central Government hereby makes the following rules regulating the method of recruitment to the post of Assistant Director (Digital Forensics), Senior Assistant Director (Digital Forensics) and Deputy Director (Digital Forensics) in the Ministry of Corporate Affairs, Serious Fraud Investigation Office, namely-

1. Short title and commencement-

- I. These rules may be called the Ministry of Corporate Affairs, Serious Fraud Investigation Office, Assistant Director (Digital Forensics), Senior Assistant Director (Digital Forensics) and Deputy Director (Digital Forensics) Recruitment Rules, 2025.
- II. They shall come into force on the date of their publication in the Official Gazette.

2. **Application-** These rules shall apply to the posts specified in the Column (1) of the Schedule-I, Schedule-II & Schedule-III annexed to these rules.

3. **Number of posts, classification and level in the pay matrix or pay scale-** The number of posts, their classification and the level in the pay matrix or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedules annexed to these rules.

4. **Method of recruitment, age limit and other qualifications-**The method of recruitment to the said posts, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedules.

5. **Disqualification-** No person,-

- a. who has entered into or contracted a marriage with a person having spouse living, or
- b. who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax-** Where the Central Government is of the opinion that it is

necessary or expedient so to do, it may, by order and for reasons to be recorded in writing and in consultation with Union Public Service Commission relax any of the provisions of these rules with respect to any class or categories of persons.

7. **Saving-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE – I

Name of Post	Number of Post	Classification	Level in the Pay matrix	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Assistant Director (Digital Forensics)	6* (2025) *Subject to variation dependent on workload	General Central Service Group 'B' Gazetted, Non-Ministerial	Level-08 (Rs. 47,600 - 1,51,100)	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods
(6)	(7)	(8)	(9)	(10)
Not exceeding thirty years Note 1: Relaxable for Government	Essential: (i) Graduate in Computer Science, Computer Applications, Electronics, Information Security and Digital Forensics (ISDF), Computer Forensics, Information Technology or equivalent from a	Not applicable	Two years subject to successful completion of mandatory induction	By direct recruitment failing which by Deputation (including short term contract)

servants up to five years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be as advertised by UPSC.	recognized university or institution. (ii) One year experience in Digital Forensics, Database Analysis. Desirable: Nil Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in the case of candidates otherwise well qualified. Note 2: The Qualifications(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in the case of candidates belonging to scheduled castes or scheduled tribes if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.		training of two weeks duration.
--	---	--	---------------------------------

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made

(11)

Deputation (Including Short-Term Contract)

Officers from the Central Government or State Governments or Union Territories or Central Public Sector Undertakings or Statutory or Autonomous organizations: -

(A) holding analogous posts on regular basis in the parent cadre or department; or
(I) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Matrix Level-7 (Rs. 44,900-1,42,400) or equivalent in the parent cadre or department; or
(II) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Matrix Level-6 (Rs. 35,400-1,12,400) or equivalent in the parent cadre or department;

(B) Possessing the educational qualifications and experience as given below:

(i) Graduate in Computer Science, Computer Applications, Electronics, Information Security and Digital Forensics (ISDF), Computer Forensics, Information Technology or equivalent from a recognized university or institution.

(ii) One year experience in Digital Forensics or Database Analysis in Central Government or State Governments or Union Territories or Central Public Sector Undertakings or Statutory or Autonomous organisations.

Desirable:

Nil	
Note 1: The Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central/ State Government(s) shall ordinarily not to exceed three years extendable up to five years. Note 2: The maximum age limit for appointment by deputation (including short term contract) shall be 'Not exceeding 56 years' as on the closing date of receipt of application. Note 3: 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 will not be eligible for consideration for appointment by promotion.	
If a Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(12)	(13)
Group B Departmental Confirmation Committee (for considering confirmation) consisting of: 1. Director, Serious Fraud Investigation Office - Chairman 2. Additional/ Joint Director, Serious Fraud Investigation Office - Member 3. Director/Deputy Secretary, Ministry of Corporate Affairs - Member	Consultation with Union Public Service Commission is necessary for making direct recruitment.

SCHEDULE – II

Name of Post	Number of Post	Classification	Level in the Pay matrix	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Senior Assistant Director (Digital Forensics)	2* (2025) *Subject to variation dependent on workload	General Central Service Group 'A' Gazetted, Non-Ministerial	Level-10 (Rs. 56,100 - 1,77,500)	Selection

--	--	--	--	--

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods
(6)	(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Two years	By Promotion failing which by deputation including short- term contract

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made

(11)

Promotion:

The departmental Assistant Director (Digital Forensics) in Level 8 of Pay Matrix (Rs. 47,600-1,51,100) with four years of regular service in the grade.

Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation (Including Short-term Contract)/ Absorption:

Officers from the Central Government or State Governments or Union Territories or Central Public Sector Undertakings or Statutory or Autonomous organizations: -

- (A)(I) holding analogous posts on regular basis in the parent cadre or department; or
- (II) with four years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Matrix Level-8 (Rs. 47,600-1,51,100) or equivalent in the parent cadre or department; or
- (III) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Matrix Level-7 (Rs. 44,900-1,42,400) or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualifications and experience:

Essential:

(i) Graduate in Computer Science, Computer Applications, Electronics, Information Security and Digital Forensics (ISDF), Computer Forensics, Information Technology or equivalent from a recognized university or institution.

(ii) Three years' experience in Digital Forensics or Database Analysis in Central Government or State Governments or Union Territories or Central Public Sector Undertakings or Statutory or Autonomous organisations.

Desirable:

1. Successfully completing a certified course in Digital Forensics, Database

Note 1: The Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central/ State Government(s) shall ordinarily not to exceed three years extendable up to five years.

Note 2: The maximum age limit for appointment by deputation (including short term contract) shall be 'Not exceeding 56 years' as on the closing date of receipt of application.

Note 3: 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 will not be eligible for consideration for appointment by promotion.

If a Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(12)	(13)
(I) Group 'A' Departmental Promotion Committee (for considering promotion) consisting of: 1. Chairman or Member, Union Public Service Commission - Chairman 2. Director, Serious Fraud Investigation Office - Member 3. Additional/ Joint Director, Serious Fraud Investigation Office - Member 4. Director/Deputy Secretary, Ministry of Corporate Affairs – Member (II) Group A Departmental Confirmation Committee (for considering confirmation) consisting of: (1) Director, Serious Fraud Investigation Office - Chairman (2) Additional/ Joint Director, Serious Fraud Investigation Office - Member (3) Director/Deputy Secretary, Ministry of Corporate Affairs - Member	Consultation with Union Public Service Commission is necessary for making promotion.

SCHEDULE – III

Name of Post	Number of Post	Classification	Level in the	Whether Selection post or non-
--------------	----------------	----------------	--------------	--------------------------------

			Pay matrix	selection post
(1)	(2)	(3)	(4)	(5)
Deputy Director (Digital Forensics)	1* (2025) *Subject to variation dependent on workload	General Central Service Group 'A' to Gazetted, Non-Ministerial	Level-11 (Rs. 67,700 - 2,08,700)	Selection

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods
(6)	(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Not applicable	By Promotion failing which by deputation including short- term contract

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made

(11)

Promotion:

The departmental Senior Assistant Director (Digital Forensics) in Level 10 of Pay Matrix (Rs. 56,100-1,77,500) with five years of regular service in the grade.

Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation including short-term contract:

Officers from the Central Government or State Governments or Union Territories or Central Public Sector Undertakings or Statutory or Autonomous organizations:-

(A)(I) holding analogous posts 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 posts in Pay Matrix Level-10 (Rs. 56,100-1,77,500) or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualifications and experience:

Essential:

(i) Graduate in Computer Science, Computer Applications, Electronics, Information Security and Digital Forensics (ISDF), Computer Forensics, Information Technology or equivalent from a recognized university or institution.

(ii) Five years' experience in Digital Forensics or Computer Forensics or Database

Analysis in Central Government or State Governments or Union Territories or Central Public Sector Undertakings or Statutory or Autonomous organisations.

Desirable:

1. Having familiarity with Laboratory Quality Management System (LQMS)

Note 1: The Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central/ State Government(s) shall ordinarily not to exceed four years.

Note 2: The maximum age limit for appointment by deputation (including short term contract) shall be 'Not exceeding 56 years' as on the closing date of receipt of application.

Note 3: 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.

If a Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(12)	(13)
Group 'A' Departmental Promotion Committee (for considering promotion) consisting of: (1) Chairman or Member UPSC - Chairman (2) Director Serious Fraud Investigation Office - Member (3) Additional/Joint Director, Serious Fraud Investigation Office - Member (4) Director/Deputy Secretary, Ministry of Corporate Affairs - Member	Consultation with Union Public Service Commission is necessary for making promotion.