

SP 10/4
अमरदीप सिंह भाटिया, आई ए एस
निदेशक
Amardeep S Bhatia, IAS
Director



24 5/4/18
D.O.-230(19) 18
भारत सरकार
कॉर्पोरेट कार्य मंत्रालय
गंभीर कपट अन्वेषण कार्यालय
नई दिल्ली
Government of India
Ministry of Corporate Affairs
Serious Fraud Investigation Office
New Delhi

D.O. No. Dir/SFIO/2018/ 13362 (19)

April 5, 2018

Dear Sir,

I am writing to invite nomination of officers for appointment on deputation to various posts in the Serious Fraud Investigation office (SFIO), a statutory authority under the Companies Act, 2013 and the country's premier agency to investigate corporate frauds. SFIO is a multi-disciplinary organisation under the Ministry of Corporate Affairs drawing officers from various cadres including the Indian Police Service, Indian Revenue Service (Income Tax, Customs & Central Excise), Indian Company Law Service, Banks, SEBI, state police services, etc. having experience in investigations, accountancy, forensic auditing, law, company law, capital markets, taxation, etc.

2. The complete details for the posts against which application are invited including eligibility conditions as per notified Recruitment Rules is given at **Annexure-I** and is also available at www.sfio.nic.in and www.mca.gov.in.

3. SFIO has offices at Delhi, Mumbai, Chennai, Kolkata and Hyderabad and the organization strives to accommodate, to the extent feasible, the choice of location of officers. The selection of officers against the posts will be made through the Union Public Service Commission (UPSC) for which they may call for an interview.

4. Applications from eligible officers in the prescribed proforma (in duplicate) as given at **Annexure-II** along with all required documents may be forwarded through proper channel to the Director, Serious Fraud Investigation Office, 2nd Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi latest by the dates indicated in the enclosed Annexure.

5. I would like to request you to give wide publicity to all officers in the cadres under your control and allow/forward the names of eligible, interested officers for posting in this organization.

Yours sincerely,

(Signature)
5/4/18
(Amardeep S Bhatia)

Encls: As above

Shri O.P Singh
Director General of Police
Government of Uttar Pradesh
Lucknow

Sec-1
(Signature)
अपर पुलिस महानिदेशक (कार्मिक)
मुख्यालय पुलिस महानिदेशक,
उत्तर प्रदेश

10.4.18

S.N	Post	No. of vacancies	Scale of Pay (pre-revised)	Last Date	Eligibility as per RRs
1.	Additional Director (Financial Transactions)	02	PB-4 Rs. 37400-67000 plus GP Rs. 8700	30.04.2018	Officers of the Central Govt/State Govt/Union Territories/ PSUs/ autonomous/statutory bodies: A(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in pay band-3, Rs. 15600-39100 with grade pay of Rs. 7600 in the parent cadre/department 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 Masters in Business Economics or Post Graduate diploma in Management (Finance); (ii) ten years experience in the field of regulation or operation of Banking sector <u>Desirable</u> Degree in Law from a recognised university
2.	Additional Director (Forensic Audit)	02	PB-4 Rs. 37400-67000 plus GP Rs. 8700	30.04.2018	Officers of the Central Govt/State Govt/Union Territories/ PSUs/ Semi-government/autonomous bodies: A(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in pay band-3, Rs. 15600-39100 with grade pay of Rs. 7600 in the parent cadre/department B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Chartered Accountant or Cost Accountant or Master of Business Administration (Finance) or Post Graduate diploma in Management (Finance) or Master in Business Economics or Master in Commerce; and (ii) ten years experience in the field of forensic auditing or commercial audit or internal audit division or investigation of accounts and auditing. <u>Desirable</u> 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.

3	Additional Director (Capital Market)	01	PB-4 Rs. 37400-67000 plus GP Rs. 8700	30.04.2018	Officers of the Central Govt/State Govt/Union Territories/ PSUs/ autonomous/statutory bodies: A(i) holding analogous post on regular basis in the parent cadre or department; or A(ii) holding analogous post on regular basis in pay band-3, Rs. 15600-39100 with grade pay of Rs. 7600 in the parent cadre/department B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Chartered Accountant or Company Secretary or Chartered Financial Analyst or Cost & Management Accountant or Master of Business Administration (Finance) or Post Graduate diploma in Management (Finance) (ii) ten years experience in the field of regulation of capital market or merchant banking. <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.
4	Deputy Director (Banking)	01	PB-3 Rs. 15600-39100 plus GP Rs. 6600	30.04.2018	Officers of the Central Govt/State Govt/Union Territories' Administration/ PSUs/ Statutory/autonomous organisations: A(i) holding analogous post on regular basis in the parent cadre or department; or A(ii) holding analogous post on regular basis in pay band-3, Rs. 15600-39100 with grade pay of Rs. 5400 in the parent cadre/department 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 Post Graduate diploma in Management (Finance) or Masters of Business Administration (Finance) or Master of Business Economics or Masters in Commerce. (ii) three years experience in finance/banking affairs in any Government Organisation
5	Deputy Director (Corporate Law)	01	PB-3 Rs. 15600-39100 plus GP Rs. 6600	30.04.2018	Officers of the Central Govt/State Govt/Union Territories/ PSUs/ statutory/ autonomous bodies: A(i) holding analogous post on regular basis in the parent cadre or department; or A(ii) holding analogous post on regular basis in pay band-3, Rs. 15600-39100 with grade pay of Rs. 5400 or equivalent in the parent cadre/department B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Degree in any discipline and bachelor's degree in Law (LLB) from any recognised 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. <u>Desirable</u> 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.
6	Senior Assistant Director (Forensic Audit)	05	PB-3 Rs.15600-39100 plus GP Rs. 5400	30.04.2018	Officers of the Central Govt/State Govt/Union Territories Administration/ PSUs/ /statutory / autonomous organisation: A(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4800 or equivalent in the parent cadre/department (iii) with three years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4600 or equivalent in the parent cadre/department 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 Post Graduate Diploma in Management (Finance) or Masters in Business Administration (Finance) or Masters of Business Economics or Master in Commerce or Bachelor's in Law. (ii) one years experience in audit or forensic audit in any Govt. Organisation.
7	Senior Assistant Director (Corporate Law)	03	PB-3 Rs.15600-39100 plus GP Rs. 5400	30.04.2018	Officers of the Central Govt/State Govt/Union Territories Administration/ PSUs/ /statutory / autonomous organisation: A(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4800 or equivalent in the parent cadre/department; or (iii) with three years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4600 or equivalent in the parent cadre/department B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Degree in any discipline and bachelor's degree in Law with one year experience in corporate law; or (ii) Five year's integrated bachelor's degree in Law with two years experience in the field of Corporate Law; or

					<p>(iii) Bachelor's degree in any subject and Company Secretary from Institute of Company Secretaries of India with two years experience in the field of Corporate Law.</p> <p><u>Desirable</u></p> <p>Should be conversant with tools and techniques of collection of evidence or recording of statement or collection and presentation of best evidence to be used in prosecution proceedings.</p>
8	Private Secretary	08	PB-2 Rs.9300-34800 plus GP Rs. 4600	30.04.2018	<p>Stenographers from the Central Government or State Governments or Union Territories or Public Sector Undertakings or Autonomous or statutory organizations or recognised research institutions or universities;</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4200 or equivalent in the parent cadre/department</p>
9	Senior Assistant Director (Taxation)	02	PB-3 Rs.15600-39100 plus GP Rs. 5400	30.04.2018	<p>Officers of the Central Govt/State Govt/Union Territories Administration/ PSUs/ /statutory / autonomous organisation:</p> <p>A(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4800 or equivalent in the parent cadre/department; or</p> <p>(iii) with three years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4600 or equivalent in the parent cadre/department</p> <p>B. Possessing the following educational qualifications and experience:</p> <p><u>Essential</u></p> <p>(i) Bachelor's Degree from a recognised University and</p> <p>(ii) Three years experience in the field of direct taxation</p>
10	Senior Assistant Director (Capital Market)	03	PB-3 Rs.15600-39100 plus GP Rs. 5400	30.04.2018	<p><u>Desirable</u></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>Officers of the Central Govt/State Govt/Union Territories Administration/ PSUs/ /statutory / autonomous organisation:</p> <p>A(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4800 or equivalent in the parent cadre/department; or</p> <p>(iii) with three years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4600 or equivalent in the parent cadre/department</p> <p>B. Possessing the following educational qualifications and experience:</p> <p>(i) Chartered Accountant or Cost and Management Accountant or Chartered Financial Analyst or Master of Business Administration (Finance) or Post</p>

					<p>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>
11	Office Superintendent	01	PB-2 Rs.9300-34800 plus GP Rs. 4600	30.04.2018	<p>Officers from the Central Government.</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4200 or equivalent in the parent cadre/department</p> <p>(b) Possessing a Bachelor's Degree from a recognised university and with two years experience in administration and establishment and accounts matters.</p>
12	Senior Assistant Director (Banking)	05	PB-3 Rs.15600-39100 plus GP Rs. 5400	08.05.2018	<p>Officers from the Central Govt/State Govt/Union Territories/ PSUs/ statutory/ autonomous organisations:-</p> <p>A(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4800 or equivalent in the parent cadre/department; or (iii) with three years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4600 or equivalent in the parent cadre/department</p> <p>B. Possessing the following educational qualifications and experience:</p> <p>Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Post Graduate Diploma in Management (Finance) or Masters in Business Administration (Finance) or Masters in Business Economics or Masters in Commerce and one year experience in finance or banking affairs in any Government organization.</p>
13	Deputy Director (Forensic Audit)	01	PB-3 Rs.15600-39100 plus GP Rs. 6600	31.05.2018	<p>Officers from the Central Govt/State Govt/Union Territories/ PSUs/ statutory/ autonomous organisations:-</p> <p>A(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in pay band-3, Rs. 15600-39100 with grade pay of Rs. 5400 in the parent cadre/department</p> <p>B. Possessing the following educational qualifications and experience:</p> <p><u>Essential</u></p> <p>(i) Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Post Graduate Diploma in Management (Finance) or Master's in Business Administration (Finance) or Master's of Business Economics or Master's in Commerce or Bachelor's in Law</p>

					(ii) Three years experience in audit or forensic audit from any Government listed private organization.
14	Deputy Director (Investigation)	02	PB-3 Rs.15600-39100 plus GP Rs. 6600	31.05.2018	Officers from the Central Govt/State Govt/Union Territories/ PSUs/ statutory/ autonomous organisations:- A(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in pay band-3, Rs. 15600-39100 with grade pay of Rs. 5400 or equivalent in the parent cadre/department B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Degree from any recognized University or Institution (ii) Five year's experience in enforcement of regulatory laws or investigation of economic offences and collection of intelligence thereto. <u>Desirable</u> (i) Qualified Chartered Accountant or Cost and Management Accountant or Company Secretary or Bachelor's in Law or Master's in Business Administration or Post Graduate Diploma in Management from a recognized university.
15	Senior Assistant Director (Investigation)	03	PB-3 Rs. 15600-39100 plus GP Rs. 5400	31.05.2018	Officers from the Central Govt/State Govt/Union Territories Administration/Centre/State PSUs/ statutory/ autonomous organisations:- A(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4800 or equivalent in the parent cadre/department; or (iii) with three years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4600 or equivalent in the parent cadre/department; and B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Bachelor Degree from a recognized University; and <u>Desirable</u> (i) Three years experience in enforcement of regulatory laws or investigation of economic offences and collection of intelligence thereto. (i) Chartered Accountant or Cost and Management Accountant or Company Secretary or Bachelor's Degree in Law or Masters of Business Administration or Post Graduate Diploma from a recognized university or institutions. (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.

16	Senior Assistant Director (Custom & Central Excise)	03	PB-3 Rs.15600-39100 plus GP Rs. 5400	31.05.2018	<p>Officers from the Central Govt/State Govt/Union Territories/ PSUs/ statutory/ autonomous organisations:-</p> <p>A(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4800 or equivalent in the parent cadre/department; or</p> <p>(iii) with three years' regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4600 or equivalent in the parent cadre/department; and</p> <p>B. Possessing the following educational qualifications and experience:</p> <p><u>Essential</u></p> <p>(i) Bachelor Degree from a recognized University/ Institution; and</p> <p>(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 and Excise.</p> <p><u>Desirable</u></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>
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BIO-DATA/CURRICULUM VITAE

Post Applied for _____

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

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

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

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on

regular basis to be mentioned. Details of ACP/MACP with present pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent.			
9. In case the present employment is held on deputation / contract basis, please state.			
a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization
<p>9.1. Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p>9.2. Note: Information under Column 9(C) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			

Basic Pay with Scale of pay and rate of increment	Dearness Pay/interim relief/ other allowances etc. (with break-up details)	Total Emoluments
16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular / Advertisement)		
16.B. Achievements: The candidates are requested to indicate information with regard to: (i) Research publication and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ Institutions/ societies and (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non- Government organizations are eligible only for Short Term Contract)		
# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. Whether belongs to SC / ST		

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address_____

Date_____

Telephone_____

E-mail ID_____

Countersigned

(Employer/ Cadre Controlling Authority with seal)

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri./ Smt. _____
- (ii) His/ Her integrity is certified.
- (iii) His/ Her ACR/APAR Dossier in original is enclosed/ photocopies of the ACRs/APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with seal)