



सत्यमेव जयते

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

द्वितीय तल, पं दीनदयाल अंत्योदय भवन

बी-3 खंड, केंद्रीय कार्यालय परिसर

लोदी रोड, नई दिल्ली- 110003

सं: 02/01/2017-Admn./SFIO/Vol.III/1/16292/2019

2<sup>nd</sup> Floor Pt. Deendayal Antyodaya Bhawan

B-3 Wing, CGO Complex

Lodi Road, New Delhi-110003

दिनांक/Date: 12<sup>th</sup> March, 2019

To

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

Subject: Filling up of vacant posts in various cadres in Serious Fraud Investigation Office (SFIO) on Deputation (ISTC) basis

Madam/Sir,

The undersigned is directed to say that Serious Fraud Investigation Office is an investigating agency under the Ministry of Corporate Affairs. This office intends to fill up vacant posts on Deputation(ISTC) basis in various cadres as per detail given below :-

Sr. No.	Category of post	Tentative No. of posts	Tentative Place of Posting	Level in the pay matrix or pay scale
1..	Deputy Director (Banking)	01	Delhi	Level 11 in pay matrix (Rs. 67700-208700)
2.	Senior Assistant Director (Forensic Audit)	04	Delhi/Mumbai/Kolkata/Chennai/Hyderabad	Level 10 in pay matrix (Rs. 56100-177500)
3.	Senior Assistant Director (Customs & Central Excise))	04	Delhi/Mumbai/Kolkata/Chennai/Hyderabad	Level 10 in pay matrix (Rs. 56100-177500)
4.	Senior Assistant Director (Corporate Law)	02	Delhi/Mumbai/Kolkata/Chennai/Hyderabad	Level 10 in pay matrix (Rs. 56100-177500)
5.	Senior Assistant Director (Capital Market)	02	Delhi/Mumbai/Kolkata/Chennai/Hyderabad	Level 10 in pay matrix (Rs. 56100-177500)
6.	Private Secretary	05	Delhi/Mumbai/Kolkata/Chennai/Hyderabad	Level 07 in pay matrix (Rs. 44900-142400)

...2/-

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The complete details including eligibility conditions as per notified RRs of each of these posts is given at Annexures I to VI and are also available at [www.s fio.nic.in/www.mca.gov.in](http://www.s fio.nic.in/www.mca.gov.in).

2. The pay and allowances of the officers selected in any of the posts mentioned above will be governed by the provisions laid down in the Department of Personnel & Training OM No. 6/8/2009-Estt (Pay-I) dated 17<sup>th</sup> June, 2010 as amended from time to time.
3. Applications from eligible officers in the prescribed proforma (in duplicate) may be forwarded **through proper channel** to the Director , Serious Fraud Investigation Office, 2<sup>nd</sup> floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi within 60 days from the date of publication of this advertisement in the Employment News along with photocopies of 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 his service. The Cadre Controlling Authority may also kindly certify to the effect that the particulars furnished by the officer have been verified and found correct. **Applicants who applied for the above posts in response to the earlier advertisement may, if otherwise eligible, apply afresh.**
4. The last date for receipt of applications is 22.05.2019. Applications received after the due date or without ACRs/APARs or otherwise found incomplete or not received through proper channel will not be considered.
5. All are requested that the vacancies may be given wide publicity in all the offices under their control.

Yours faithfully,

(Sanjay Sood)

Additional Director (Admn.)

Copy to:

- (i) The Under Secretary, Ad.III, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi with the request to get this vacancy circular uploaded on the website of MCA.
- (ii) The Additional Director (IT), SFIO with the request to place this circular (along with enclosures) on the website of SFIO under the heading "What is New" and under the heading "Recruitment/Vacancies"

**BIO-DATA/CURRICULUM VITAE**

**Post Applied for \_\_\_\_\_**

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

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

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)

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

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 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 Administrations or Public Sector Undertakings or Statutory or Autonomous Organisations-</p> <p>(A) (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;</p> <p>(B) Possessing the following educational qualifications and experience:</p> <p><b>Essential</b></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 of Business Administration (Finance) or Masters of Business Economics or Masters in Commerce.</p> <p><b>Experience</b></p> <p>Three year's experience in finance/banking affairs in any Government Organisation.</p> <p>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.</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>

**Eligibility Conditions for appointment to the post of  
Sr. Assistant Director (Forensic Audit)**

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 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 territories Administrations or Public Sector Undertakings or Statutory or Autonomous Organization:</p> <p>(A) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay or 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 the scale of pay or Level 7 in the Pay Matrix Rs. 44900-142400 or equivalent in the parent cadre or department.</p> <p>(B) Possessing the following educational qualifications and experience.</p> <p><b><u>Essential :</u></b></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 of Business Economics or Masters in Commerce or Bachelor's in Law</p> <p><b><u>Experience</u></b></p> <p>One year experience in audit or forensic audit 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 fifty-six years as on the closing date of the receipt of application.</p>

**Eligibility Conditions for appointment to the post of  
Senior Assistant Director [Customs & Central Excise.]**

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 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 Autonomoums Organisations-</p> <p>(A) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in 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 or Level 7 in the Pay Matrix Rs. 44900-142400 or equivalent in the parent cader or department; and</p> <p>(B) possessing the following educational qualifications and experience:</p> <p><b>Essential</b></p> <p>(i) Bachelor's Degree from a recognised University/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 &amp; Excise.</p> <p><b>Desirable</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>



**Eligibility Conditions for appointment to the post of  
Sr. Assistant Director (Corporate Law)**

No of vacancies	:	02 (Two)
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 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) (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) Possessing the educational qualifications and experience as under:</p> <p><b><u>Essential</u></b></p> <p>(i) Degree in any discipline and Bachelor's Degree in Law with one year experience in Corporate Law : or</p> <p>(ii) Integrated Bachelor's Degree in Law (of 5 years) and two year's 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 and two years experience in the field of Corporate Law.</p> <p><b><u>Desirable:-</u></b></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> <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 three years.</p>

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

No of vacancies	:	02 (Two)
Place of Posting	:	Delhi/Mumbai/Chennai/Hyderabad/Kolkata
Method of Recruitment	:	Deputation (ISTC)/Absorption
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) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(i) 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>(ii) 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) 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 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>

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

No of vacancies	:	05 (Five)
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 7 in pay matrix (Rs. 44900-142400)
Classification	:	General Central Service Group 'B' Gazetted Ministerial
Eligibility	:	<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/department; or</p> <p>(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Level 6 in the Pay Matrix Rs. 35400-112400 or equivalent in the parent Cadre or Department.</p> <p><b><u>Note: 1</u></b> 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 or department of the Central Government shall be for a period of three years.</p> <p><b><u>Note: 2</u></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) Rendering secretarial assistance to Senior Officers of SFIO</p> <p>(b) Maintaining statistical records/data.</p> <p>(c) Any other work assigned from time to time.</p>

**GOVERNMENT OF INDIA**  
**SERIOUS FRAUD INVESTIGATION OFFICE**  
**2<sup>nd</sup> FLOOR, PT. DEENDAYAL ANTYODAYA BHAWAN**  
**B3 WING, CGO COMPLEX, LODHI ROAD, NEW DELHI-110003**

**No. 02/01/2017-Admn/SFIO/Vo**

It is proposed to fill up the following vacancies in this office on deputation/ISTC basis.

Sr. No.	Category of post	Tentative No. of Posts	Tentative Place of Posting	Level in the pay matrix or pay scale
1.	Deputy Director (Banking)	01	Delhi	Level 11 in pay matrix (Rs. 67700-208700)
2.	Senior Assistant Director (Forensic Audit)	04	Delhi/Mumbai/Kolkata/Chennai/Hyderabad	Level 10 in pay matrix (Rs. 56100-177500)
3.	Senior Assistant Director (Customs & Central Excise)	04	Delhi/Mumbai/Kolkata/Chennai/Hyderabad	Level 10 in pay matrix (Rs. 56100-177500)
4.	Senior Assistant Director (Corporate Law)	02	Delhi/Mumbai/Kolkata/Chennai/Hyderabad	Level 10 in pay matrix (Rs. 56100-177500)
5.	Senior Assistant Director (Capital Market)	02	Delhi/Mumbai/Kolkata/Chennai/Hyderabad	Level 10 in pay matrix (Rs. 56100-177500)
6.	Private Secretary	05	Delhi/Mumbai/Kolkata/Chennai/Hyderabad	Level 07 in pay matrix (Rs. 44900-142400)

The particulars of posts, eligibility conditions, etc. may be obtained from the website [www.sfio.nic.in/www.mca.gov.in](http://www.sfio.nic.in/www.mca.gov.in). Interested and willing officers may forward their application complete in all respect through proper channel in the prescribed format to the Director, Serious Fraud Investigation Office, 2<sup>nd</sup> Floor, Pt. Deendayal Antyodaya Bhawan, B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003 within 60 days from the date of publication of this advertisement in the Employment News. Separate applications may be forwarded for each post.

Applications received after the due date or without ACRs/APARs, Vigilance Clearance or otherwise found incomplete will not be considered. Applicants who applied for the above posts in response to the earlier advertisement may, if otherwise eligible, apply afresh.

**Additional Director [Adm.]**  
davp 07102/11/0064/1819