

Government of India
SERIOUS FRAUD INVESTIGATION OFFICE
2nd Floor, Paryavaran Bhavan, B Block,
B3 Wing, CGO Complex, Lodhi Road, New Delhi-110003.

No. 1/2/2016-Admn.SFIO

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

Sr. No.	Category of post	No. of posts	Tentative Place of Posting	Scale of pay
1.	Additional/Joint Director (Financial Transaction)	02	New Delhi/ Kolkata	PB-4- Rs.37400-67000 + GP 8700/ PB-3 – Rs15600-39100+ GP 7600
2.	Additional/Joint Director (Capital Market)	01	New Delhi	PB-4- Rs.37400-67000 + GP 8700/ PB-3 – Rs15600-39100+ GP 7600
3.	Sr Assistant Director (Capital Market)	03	New Delhi/ Mumbai/ Kolkata	Rs.15600-39100 + GP 5400
4.	Sr Assistant Director (Investigation)	02	New Delhi/ Kolkata	Rs.15600-39100 + GP 5400
5.	Private Secretary	08	New Delhi /Mumbai/ Chennai/ Kolkata /Hyderabad	Rs.9300-34800 + GP 4600

The particulars of posts, eligibility conditions, etc. may be obtained from the website www.sfo.nic.in/www.mca.gov.in. Interested and willing officers may forward their application complete in all respects through proper channel in the prescribed format to the Director, Serious Fraud Investigation Office, 2nd Floor, Paryavaran Bhawan, B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003 within 45 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.

Dy Director [Adm]

BIO DATA PROFORMA

Affix recent
Passport
size
Photograph

Post Applied for _____

For Headquarters at New Delhi/Regional Office at _____

1. Name and Address in Block Letters :
(with e-mail address and contract No)
2. Date of Birth [in Christian Era] :
3. Date of entry into Govt Service :
4. Date of retirement :
5. Educational Qualifications :

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	Qualifications/experience possessed by the officer
Essential :		
1.		
2.		
3.		
Desired :		
1.		
2.		

6. Please state clearly whether in the light of entries
made by you above, you meet the requirement
of the post :

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

Office/Institution/Organisation	Post Held	From	To	Pay Band and grade pay or Scale of Pay	Nature of Appointment i.e., whether regular/adhoc/deputation	Nature of Duties

8. Name of the post held substantively, if any, and scale of pay thereof :

9. Present pay and date from which it is drawn(Scale in which drawn also be indicated)

10. Additional details about present employment. Please state whether working under:

- [a] Central Government.
- [b] State Government
- [c] Union Territory/Administration
- [d] Autonomous Organisation
- [e] Public Sector Undertakings

11. Additional information, if any, which you Would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient :

12. Whether belongs to SC/ST :

13. Remarks, if any :

Signature of the candidate:

Name :
 Address :
 Tel. No. :
 E-mail Address :

Date:

Countersigned _____

Address _____
 [Employer]

CERTIFICATE

1. Certified that particulars furnished by Shri/Smt./Kum. _____
_____ have been verified from his/her record and found correct.

2. It is also certified that no vigilance case is either pending or contemplated against Shri/Smt./Kum. _____ and his/her integrity is beyond doubt.

3. No major or minor penalty was imposed on Shri/Smt./Kum. _____
_____ during the last 10 years as per records in the Ministry/Department.

4. The ACRs/APARs (duly attested) of Shri/Smt./ Kum _____
for the last five years are enclosed.

5. It is also certified that the Cadre Clearance from the Competent Authority has been obtained.

SIGNATURE OF HEAD OF OFFICE/DEPARTMENT

WITH STAMP

PLACE:

DATE:

**Eligibility Conditions for appointment to the post of
Additional Director (Financial Transactions)/ Joint Director (Financial Transactions)**

No of vacancies	:	02
Place of Posting	:	New Delhi/ Kolkata
Method of Recruitment	:	Deputation (ISTC)
Scale of pay		PB-4 Rs. 37400-67000+ GP 8700/ PB-3 – Rs. 15600-39100+ GP 7600
Eligibility	:	<p>Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p><u>For the post of Additional Director (Financial Transactions):</u></p> <p>(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 pay band- 3, Rs.15600-39100 with grade pay of Rs.7600 in the parent cadre or department.</p> <p><u>For the post of Joint Director (Financial Transactions):</u></p> <p>(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 pay band- 3, Rs. 15600-39100/- with grade pay of Rs. 6600 in the parent cadre or department; and (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 Master of Business Administration or Master in Business Economics or Post Graduate Diploma in Management (Finance); (ii) ten years (for the post of Additional Director (Financial Transactions)/ eight years (for the post of Joint Director (Financial Transactions) experience in the field of regulation or operation of Banking Sector.</p> <p><u>Desirable:</u></p> <p>(i) Degree in Law from a recognised university;</p> <p><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 Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of the receipt of applications.</p>

Note 2 :

For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.

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

No of vacancies	:	01
Place of Posting	:	New Delhi
Method of Recruitment	:	Deputation (ISTC)
Scale of pay		PB-4 Rs. 37400-67000+ GP 8700/ PB-3 – Rs. 15600-39100+ GP 7600
Eligibility	:	<p>Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p><u>For the post of Additional Director (Capital Market)</u> (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 pay band- 3, Rs.15600-39100 with grade pay of Rs.7600 in the parent cadre or department.</p> <p><u>For the post of Joint Director (Capital Market):</u> (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 pay band- 3, Rs. 15600-39100/- with grade pay of Rs. 6600 in the parent cadre or department; and (B) Possessing the following educational qualifications and experience:</p> <p><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); (ii) ten years (for the post of Additional Director (Capital Market)/ eight years (for the post of Joint Director (Capital Market) experience in the field of regulation of capital market or merchant banking.</p> <p><u>Desirable:</u> (i) Degree in Law from a recognised 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.</p> <p>Period of deputation (including short-term contract) including period of deputation (Including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of the receipt of applications.</p>

		<p>Note: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.</p>
--	--	---

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

No of vacancies	:	03
Place of Posting	:	New Delhi/Mumbai/ Kolkata
Method of Recruitment	:	Deputation (ISTC)/Absorption
Scale of pay	:	Rs. 15600-39100 + GP 5400
Eligibility	:	<p>Officers from the Central or State Governments or Union Territories or Pubic 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 the Pay Band-2, Rs.9300-34800 plus grade pay Rs.4800 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 the Pay Band-2, Rs.9300-34800 plus grade pay Rs.4600 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 Market;</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 investigation fields, market manipulations, price rigging, frauds on stock exchanges etc.</p> <p><u>Absorption</u> Officers from Central Government or State Government or Union Territory shall be eligible for absorption.</p> <p><u>Note 1:</u> The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion.</p>

Note 2:

For purpose of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.

Note 3:

Period of deputation [including short term contract] including period of deputation [including short term contract] in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation [including short term contract] shall be not exceeding fifty six years as on the closing date of the receipt of application.

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

No of vacancies	:	02
Place of Posting	:	New Delhi/ Kolkata
Method of Recruitment	:	Deputation (ISTC)
Scale of pay	:	Rs. 15600-39100 + GP 5400
Eligibility	:	<p>Officers from the Central or State Governments or Union Territories or Pubic 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 the Pay Band-2, Rs.9300-34800 plus grade pay Rs.4800 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 the scale of pay of Rs.9300-34800 + GP Rs.4600 or equivalent in the parent cadre or department; and</p> <p>(B) Possessing the following educational qualifications and experience:</p> <p><u>Essential</u></p> <p>(i) Bachelor's 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><u>Desirable:</u></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 evidence or recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings.</p> <p><u>Note 1:</u> 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>

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.

Note 3:

For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended, based on the recommendation of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post[s] for which that grade pay or pay scale is the normal replacement grade without any up gradation.

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

No of vacancies	:	08
Place of Posting	:	New Delhi/ Chennai/ Kolkata/ Hyderabad/ Mumbai
Method of Recruitment	:	Deputation (ISTC)
Scale of pay	:	Rs. 9300-34800 + GP 4600
Eligibility	:	<p>Stenographers from the Central Government or State Governments or Union Territories or Public Sector Undertakings or Autonomous or statutory organisation 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 the Pay Band-2, Rs.9300-34800 plus Grade Pay Rs.4200/- or equivalent in the parent Cadre or Department.</p> <p><u>Note: (i)</u></p> <p>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><u>Note: (ii)</u></p> <p>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> <p><u>Note: (iii)</u></p> <p>For purposes of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or date from which the revised pay structure based on the Sixth Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended, based on the recommendation of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post[s] for which that grade pay or pay scale is the normal replacement grade without any up gradation.</p>