

Government of India
Ministry of Corporate Affairs
SERIOUS FRAUD INVESTIGATION OFFICE
2nd Floor, Pt. Deendayal Antyodaya Bhawan, B-3 Wing, CGO Complex
Lodhi Road, New Delhi-110003.
Phone : 011-24369593

5/12/2017-Admn./SFIO/

Expression of interest is invited from eligible applicants for engagement as Consultant-I/Consultant-II purely on short term contract basis, as per details given below:-

Field	Tentative place of Posting	No. of posts
A. Consultants in the Field of Law (Advocates)	Delhi/Mumbai/Kolkata/ Hyderabad/Chennai	16
B. - Consultants in the field of Financial Analysis (CA/CS/CWA)	Delhi/Mumbai/Kolkata/ Hyderabad/Chennai	11
. Part Time Consultants in the field of Financial Analysis (CA/CS/CWA)	Delhi	02
C. Consultants in other fields) (i) Banking - 5 (ii) Management Accountancy - 3 (iii) Investigation - 1 (iv) Audit & Accounts - 1 (v) General Administration - 2	Delhi/Mumbai Delhi	08 04
[In this (C) category retired Government/ Public Sector Undertakings/Autonomous Bodies employees are also eligible to apply]		

2. The eligibility criteria stating qualification, experience and also fee payable to Consultant-I/Consultant-II etc. is given in **Annexure-I**. Terms of Reference (ToR) and other general terms & conditions are given in **Annexure-II**.

3. The short listed candidates will be interviewed by a Consultancy Evaluation Committee constituted for the purpose, whose decision will be final and no correspondence in this regard will be entertained. Intimation will be sent only to selected candidates. SFIO would undertake police verification of the selected candidates.

4. Interested candidates may forward their applications in the enclosed format (**Annexure-III**) in a sealed envelope super-scribed "Application for the post of Consultant in SFIO" which should reach Director, Serious Fraud Investigation Office, 2nd Floor, Pt. Deendayal Antyodaya Bhawan, B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003 within 30 days from the date of publication of the advertisement in Times of India/Nav Bharat Times.

Joint Director(Admn.)

Qualification, Experience and Fee Payable to Experts/Consultants**(a) Experts/Consultants in the field of Law**

Sl.	Category of Experts/Consultants	Qualification and Experience	Fee payable
1.	Consultant-I	The incumbent should be an Advocate with at least 10 years experience at the Bar in the relevant field/specialization as specified in the Terms of Reference (ToR)	Rs. 50,000/- to Rs. 80,000/- depending upon the educational qualification and experience
2.	Consultant-II	The incumbent should be an Advocate with at least 4 years experience at the Bar in the relevant field/specialization as specified in the Terms of Reference (ToR)	Rs. 30,000/- to Rs. 50,000/- depending upon the educational qualification and experience

(b) Experts/Consultants in the field of Financial Analysis

Sl.	Category of Experts/Consultants	Qualification and Experience	Fee payable
1.	Consultant-I	The incumbent should be a CA/CWA/CS with at least 5 years experience in the relevant field/specialization as specified in the Terms of Reference (ToR)	Rs. 50,000/- to Rs. 80,000/- depending upon the educational qualification and experience
2.	Consultant-II	The incumbent should be a CA/CWA/CS with at least 3 years experience in the relevant field/specialization as specified in the Terms of Reference (ToR)	Rs. 30,000/- to Rs. 50,000/- depending upon the educational qualification and experience

(c) Experts/consultants in any other field

Sl.	Category of Experts/Consultants	Qualification and Experience	Fee payable
1.	Consultant-I	<p>Professionals having Qualification of Master's Degree in relevant field/subject as specified in the ToR for the specialisation/ field and minimum post qualification experience of at least 7 years in the requisite field. The candidates should have high competency and established peer reputation.</p> <p style="text-align: center;">OR</p> <p>Retired Government/Public Sector Undertakings/Autonomous Bodies employees with Grade Pay of Rs. 6,600/- and above (or equivalent) with experience of at least 7 years and knowledge in the required domain field as specified in the ToR for the specialization/field</p>	<p>Rs. 50,000/- to Rs. 80,000/- depending upon the educational qualification and experience</p> <p>Fee in the case of retired Government officials shall not exceed the ceiling of last pay drawn [(Pay + GP+ DA) – (Basic Pension)- Pre-revised]</p>
2	Consultant-II	<p>Professionals having qualification of Masters Degree in relevant field/subject as specified in the ToR for the specialization/field and minimum post qualification experience of at least 5 years in the requisite field</p> <p style="text-align: center;">OR</p> <p>Retired Government/Public Sector Undertakings/Autonomous Bodies employees with Grade Pay of Rs. 4,200/- and above (or equivalent) with experience of at least 5 years and knowledge in the required domain field as specified in the ToR for the specialization/field</p>	<p>Rs. 30,000/- to Rs. 50,000/- depending upon the educational qualification and experience</p> <p>Fee in the case of retired Government officials shall not exceed the ceiling of last pay drawn [(Pay + GP+ DA) – (Basic Pension)- Pre-revised]</p>

Serious Fraud Investigation Office
Terms of Reference & other General Terms and Conditions

1. **Background**

SFIO was set up through a Resolution dated 2.7.2003. It is a multi-disciplinary Investigating Agency, wherein experts from diverse sectors like Banking, capital markets regulation, corporate regulation, law, forensic audit, taxation, information technology etc. work together to unravel corporate frauds. Cases requiring investigation under the Companies Act consequent on preliminary inquiries or inspections, where there are indications of serious breach of law, are assigned to the SFIO. The ambit of investigation by the organization is not confined to the Companies Act but could cover other statutes including the Indian Penal Code. Under the Companies Act, 2013, SFIO has now been given statutory status

Investigation into the affairs of a Company is assigned to SFIO, where Government is of the opinion that it is necessary to investigate into the affairs of a company –

- (a) On receipt of a report of the Registrar or Inspector under section 208 of the Companies Act, 2013;
- (b) on intimation of a special resolution passed by a company that its affairs are required to be investigated;
- (c) in the public interest; or
- (d) on request from any department of the Central Government or a State Government.

2. **Scope of work**

Serious Fraud Investigation Office proposes to engage individual consultants to assist investigation process in distinct fields which inter alia include:

(a) **Consultants in the field of Law**

The consultants engaged in the field of Law would be required to perform following functions:-

- i) To draft complaints, petitions, replies, rejoinders, affidavits and other legal documents to be filed before various Hon'ble courts.
- ii) To appear before benches of the Hon'ble Company Law Board and if required in the District and subordinate courts in various states throughout India
- iii) To give expert opinion regarding filing of appeals in cases decided against SFIO
- iv) To keep SFIO informed about all the developments of each hearing and timely make available copies of judgements
- v) To render all assistance to the Law Officers, Advocate General of State Govt., Senior/Special councils, if required to do so, who may be engaged in a particular case before the High Court, Supreme Court of India, Tribunals, Commission of Enquiry, Company Law Board, Arbitrators/Umpires etc.
- vi) To render legal advice in various matters
- vii) Any other relevant work assigned by SFIO.

(b) Consultants in the field of Financial Analysis (CA/CS/CWA)

The consultants engaged in the field of Financial Analysis would be required to perform following functions:-

- i) To critically analyse the data stored with SFIO of the companies.
- ii) To critically analyse the data available in MCA 21 database in relation to relevant provisions and pronouncements
- iii) To critically Analyse the corporate announcements made by the listed companies
- iv) To study financial reports of the companies under investigation and make complex financial analysis.
- v) To assist investigation teams in forensic audit, examination/scrutiny of board minutes, directors reports and other schedules and documents.
- vi) Any other relevant work assigned by the SFIO

(c) Consultants in other fields

- (i) The consultants engaged in other fields (Banking/Investigation/Audit & Accounts/Management Accountancy) would, in the process of investigation of corporate frauds, be required to assist investigation teams in their field of specialization and also undertake the work of

analysis of information and other miscellaneous work assigned to them from time to time. They will also be required to assist the investigating teams in writing reports.

- (ii) The consultants engaged in the field of 'General Administration' would be required to attend to the work relating to Establishment, Accounts and General Administration including preparation of Budget, Reports and Returns and other miscellaneous work.

In this (c) category, retired Government/Public Sector Undertakings/autonomous body employees are also eligible to apply.

3. Period of Engagement

The initial term of engagement of consultants shall be for a period of six months and subsequent extension(s), if any, shall be considered depending upon the requirement, work performance and quality output.

4. Qualification, Experience & fee payable

Consultants would be engaged at two level i.e. Consultant-I and Consultant-II. The Qualification, Experience and fee payable to individual consultants in the field of Law/Financial Analysis/Other fields is given in **Annexure-I**.

5. General Terms & Conditions

- i) The Consultants engaged on full time basis would not be permitted to take up any other assignment during the period of Contract with SFIO.
- ii) The consultants would have no lien on any job and such engagement may be cancelled at any time by the SFIO without assigning any reason.
- iii) The consultants on having accepted the offer shall enter into a contract with SFIO and also give a declaration of Fidelity and Secrecy. The contract would remain provisional till police verification is received.
- iv) The Consultants shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters which is of confidential / secret nature.
- v) The Consultants shall not be entitled to any allowance such as conveyance allowance, dearness allowance, residential telephone, transport facility, residential accommodation, CGHS, medical reimbursement etc.
- vi) No TA /DA shall be admissible to consultants for interview/ joining the assignment or on its completion. However, they shall be allowed TA/DA for their travel in the country in connection with the official work

- vii) The consultants shall work in Serious Fraud Investigation Office at Headquarter at Delhi or any of its regional offices and shall perform the functions assigned to them by the competent authority of SFIO.
- viii) The consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis.
- ix) Consultants shall not be allowed to work after attaining the age of 65 years. However, competent authority may relax this condition in special cases.
- x) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Govt. may deem fit.

Application format

Attach recent
passport size
photograph

Post Applied for: Consultant-I/Consultant-II (Full Time/Part Time)

Field: Law/Financial Analysis/Banking/Investigation/Audit & Accounts/
Management Accountancy/General Administration

Preferred Place of Posting: Delhi/Mumbai/Kolkata/Chennai/Hyderabad

(Pl. Tick the position applied for and preferred place of posting)

[Note: Separate application may be made for different field]

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Aadhar No (if available) _____

7. Mailing address (with Tel./Mob. No. and e-mail address) _____

8. Permanent address _____

9. Educational Qualification:

S.No	Course	Subjects	School/College University/Institute	Year of Passing	%age of marks obtained	Division/Class

(Attach self-attested photocopies of certificates)

10. Computer Proficiency: (Please tick)

Computer Filed	Excellent	Good	Average	Not Conversant
MS Word				
MS Excel				
MS Power Point				

11. Work Experience:

S.No	Organization/ Institute	Period		Nature of Work	Specific reasons for leaving
		From	To		

(Attach self-attested photocopies of supporting documents/certificates. Advocates must attach Enrolment Certificate of respective Bar Council)

12. The information below may please be furnished by retired Government/Public Sector Undertakings /autonomous body employees (Pl. attach self-attested copy of PPO)

Date of superannuation	Office/Organisation from which retired (with complete address)	Last pay drawn			Basic pension (Pre-revised) (before commutation)
		Basic Pay(including GP)	DA	Total	

13. Give two references with complete details (Name, address, phone No. e-mail etc.)

- (i) _____
- (ii) _____

14. 250 words write up (listing areas of proficiency, special skills and forte and why you consider yourself suitable for the position applied for?)

(Signature)
Date _____

UNDERTAKING

The information given above is true and correct to the best of my knowledge and belief.

(Signature)
Date _____