



भारत सरकार

GOVERNMENT OF INDIA

कार्पोरेट कार्य मंत्रालय

MINISTRY OF CORPORATE AFFAIRS

श्रीरि कपट अन्वेषण कार्यालय

SERIOUS FRAUD INVESTIGATION OFFICE

2nd Floor Pt. Deendayal Antyodaya Bhawan
B-3 Wing, CGO Complex
Lodi Road, New Delhi-110003
दिनांक/Date: 28 June, 2018

दीवनीय तब, प दीनदयाल अंत्योदय भवन

बी 3-ब्लॉक, केन्द्रीय कार्यालय परिसर

लोदी रोड, नई दिल्ली- 110003

सं: 02/01/2017-Admn/SFIO/Vol.II/14830/2018

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	Scale of pay (Pre-revised)
1	Senior Assistant Director (Taxation)	3	Delhi/Mumbai/ Kolkata/Chennai/ Hyderabad	Rs.15600-39100 plus GP Rs. 5400
2.	Private Secretary	06	Delhi/Mumbai/ Kolkata/Chennai/ Delhi	Rs 9300-34800 plus GP Rs. 4600
3	Office Superintendent	1	Delhi	Rs 9300-34800 plus GP Rs. 4600

The complete details including eligibility conditions as per notified RRs of each of these posts are enclosed as Annexure-I to Annexure-III and are also available at www.sfiomic.in/www.mca.gov.in.

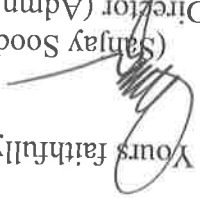
2. The pay and allowances of the officers selected in any of the posts mentioned above will be governed by the provisions laid down in the Department of Personnel & Training OM No. 6/8/2009-Estt (Pay-I) dated 17th June, 2010 as amended from time to time.

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3. Applications from eligible officers in the prescribed proforma (in duplicate) 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 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.

4. The last date for receipt of applications is **28.08.2018**. 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)
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	2. Date of Birth (in Christian era)
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	3. (i) Date of entry into service
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	(ii) Date of retirement under Central/State Government Rules
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	4. Educational Qualifications
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	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)
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Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Essential
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A) Qualification :	Essential
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C) Experience	Desirable
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D) Experience	Desirable
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E) Qualification:	Desirable
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G) Experience	Desirable
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H) Experience	Desirable
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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 insufficient.

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade and Pay/ Pay scale of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for
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*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
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.			
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			
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
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16A. 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 additional academic qualifications (i) professional training and work experience over and above prescribed in the vacancy circular / Advertisement)

16B. 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 _____

Telephone _____

E-mail ID _____

Date _____

Counter signed _____
(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)



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

No of vacancies	:	03 (Three)
Place of Posting	:	Delhi/Mumbai/Kolkata/Chennai/Hyderabad
Method of Recruitment	:	Deputation (ISTC)
Scale of pay	:	PB-3 Rs. 15600-39100 plus GP Rs. 5400 (Pre-revised)
Classification	:	General Central Service Group 'B' Gazetted Non-Ministerial
Eligibility	:	Officers from the Central Government or State Governments or Union Territories or public sector undertakings or autonomous or statutory organisations; (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) 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 of Rs.4800 (Pre-revised) or equivalent in the parent cadre or department; or (iii) 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 of Rs.4600 (Pre-revised) or equivalent in the parent cadre or department; and (b) Possessing the following educational qualifications and experience: Essential (i) Bachelor's Degree from a recognised University and Three years experience in the field of direct taxation Desirable (i) Bachelor's Degree in Law; or (ii) Chartered Accountant; or (iii) Company Secretary; or (iv) Cost and Management Accountant Note 1 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. 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>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.</p>	<p>Job Description (in brief)</p>
<p>(a) To act as a member of the investigation team for examination of the cases relating to Corporate Frauds ;</p> <p>(b) To collect evidences/record statements and presentation of evidences and preparation of Investigation Reports;</p> <p>(c) To provide expertise in the matters involving Direct Taxes</p> <p>(d) To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution.</p> <p>(e) To liaise with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution.</p> <p>(e) Any other work assigned from time to time.</p>	

Private Secretary
Eligibility Conditions for appointment to the post of

Annexure-II

06 (Six)	:	No of vacancies
Delhi/ Mumbai/Kolkata/Chennai	:	Place of Posting
Deputation (including short-term contract))	:	Method of Recruitment
PB-2 Rs. 9300-34800 plus GP Rs. 4600 (Pre-revised)	:	Scale of pay
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:	:	Eligibility
(i) holding analogous post on regular basis in the parent cadre/department; or (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 of Rs.4200/- or equivalent in the parent Cadre or Department.	:	
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 or department of the Central Government shall be for a period of three years. 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 (including short term contract) basis, the service rendered on a regular basis by an officer prior to 1 st January, 2006 or date from which the revised pay structure based on the recommendation 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 recommendations 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.	:	Job Description (in brief)
(a) Rendering secretarial assistance to Senior Officers of SFIO. (b) Maintaining statistical records/data. (c) Any other work assigned from time to time.	:	

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**Eligibility Conditions for appointment to the post of
Office Superintendent**

01 (one)	Delhi	Deputation	PB-2 Rs. 9300-34800 plus GP Rs. 4600 (Pre-revised)	Classification	Officers from the Central Government.
				Scale of pay	
				Method of Recruitment	
				Place of Posting	
				No of vacancies	
				Eligibility	<p>(a) (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 with Grade Pay of Rs 4200 (Pre-revised) or equivalent in the parent cadre or department ; and</p> <p>(b) possession a Bachelor's Degree from a recognized university and with two years experience in administration and establishment and accounts matters.</p> <p>Note</p> <p>(i) 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, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(ii) The period of deputation including period of deputation 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 to exceed three 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>(iii) For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 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>
				Job Description (in brief)	<p>(a) Supervising all administrative, establishment and accounts matters of administration division.</p> <p>(b) Preparation of BE/RE</p> <p>(c) To function as Drawing and Disbursing Officer.</p> <p>(d) Any other work assigned from time to time.</p>

