

Government of India
SERIOUS FRAUD INVESTIGATION OFFICE

2nd Floor Pt. Deendayal Antyodaya Bhawan
B3 Wing, CGO Complex, Lodhi Road, New Delhi-110003

No. 02/01/2017-Admn/SFIO/Vol.III

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

Category of post	Tentative No. of vacancies	Tentative Place of Posting	Level in the pay matrix or pay scale
Private Secretary	07	Delhi/Mumbai/Kolkata/ Chennai/Hyderabad	Level 07 in pay matrix (Rs. 44900-142400)

The particulars of post, eligibility conditions, etc. may be obtained from the website. Interested and willing applicants may forward their application complete in all respect through proper channel in the prescribed format to the Director, Serious Fraud Investigation Office, 2nd 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.

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.

davn 07102/11/0019/1920

Additional Director [Adm.]

PUBLISHED IN HINDUSTAN TIMES DATED 03.08.2019

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
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
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 (IS'IC) / 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 _____

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
Private Secretary**

No of vacancies	:	07 (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><u>Note: 1</u> 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><u>Note: 2</u> 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>