

# **LAST DATE EXTENDED UPTO : 01.07.2015**

## **ADVERTISEMENT PUBLISHED IN**

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**EMPLOYMENT NEWS : 02-08.05.2015**

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

### **No. 4/2/2015-Admn.SFIO**

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

<b>Sr. No.</b>	<b>Category of post</b>	<b>No. of posts</b>	<b>Scale of pay</b>
1.	<b>Additional Director</b> (Investigation) <b>(Delhi, Chennai, Kolkata, and Hyderabad)</b>	05	Rs.37400-67000 + GP 8700
2.	<b>Sr. Assistant Director</b> <b>(Delhi, Kolkata)</b>	03	Rs.15600-39100 + GP 5400
3.	<b>Assistant Director</b> (Corporate Law) <b>(Delhi)</b>	01	Rs.9300-34800 + GP 4800
4.	<b>Assistant Director</b> (Investigation) <b>(Delhi)</b>	01	Rs.9300-34800 + GP 4800
5.	<b>Prosecutor-II</b> <b>(Delhi)</b>	01	Rs.9300-34800 + GP 4800
6.	Private Secretary (Delhi)	01	Rs.9300-34800 + GP 4600

The particulars of posts, eligibility conditions, etc. may be obtained from the website **[www.sfiio.nic.in/www.mca.gov.in](http://www.sfiio.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, 2<sup>nd</sup> 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 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 :
2. Date of Birth [in Christian Era] :
3. Date of entry into Govt Service :
4. Date of retirement under Central Govt. :
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] Government Undertakings
- [f] Universities

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 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 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 (Investigation)**

No of vacancies	:	05 (Five)
Place of Posting	:	Delhi, Chennai, Kolkata, Hyderabad
Method of Recruitment	:	Deputation
Eligibility	:	<p>Officers of Indian Revenue Service [Taxation/Customs], Indian Police Service under the Central Government and other organizations such as Enforcement Directorate, Central Bureau of Investigation; .</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 the pay band and grade pay/scale of pay of Rs.15600-39100/- with Grade Pay of Rs.7600 in PB-3 or equivalent in the parent cadre or department ; and</p> <p><b><u>Essential:</u></b></p> <p>(A) (i) Bachelor's Degree from a recognized University; and</p> <p>(ii) Five years experience in the field of enforcement of economic laws such as Foreign Contribution Regulation Act/Foreign Exchange Management Act/ Income Tax/ Monopolies and Restrictive Trade Practices Act/Conservation of Foreign Exchange and Prevention of Smuggling Activities Act/ Customs and Excise etc./ Enforcement of regulatory laws/ Investigation of Economic Offences and collection of Intelligence thereto.</p> <p><b><u>Desirable:-</u></b></p> <p>(i) Degree in Law/ Commerce/ Economics;</p> <p>(ii) should be conversant with tools and techniques of collection of evidence or recording of statement or collection,</p>

		<p>collation and presentation of best evidence to be used in prosecution proceedings.</p> <p>(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 five years extendable up to seven years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).</p> <p>Note: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the 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/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.</p>
Charter of Duties	:	<p>(a) To head the investigation team for examination of the cases relating to enforcement of various laws viz, Indian Companies Act, Indian Penal Code (IPC) and other economic laws for the time being in force;</p> <p>(b) To collect evidences/record statements and presentation of evidences in the preparation of Investigation Reports;</p> <p>(c) To provide legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution.</p> <p>(d) To co-ordinate 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>

**Eligibility Conditions for appointment to the post of  
Sr Assistant Director (Group `B' Gazetted)**

No of vacancies	:	03 (Three)
Place of Posting	:	Delhi/Kolkata
Method of Recruitment	:	Deputation
Educational Qualifications	:	<p>Officers under the Central Government</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 Pay Band-2 Rs.9300-34800 + GP Rs.4800 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 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>(i) Bachelor's Degree from a recognized University or equivalent; and</p> <p>(ii) Four years experience in the field of enforcement of economic laws such as Foreign Contribution Regulation Act/Foreign Exchange Management Act/ Income Tax/ Monopolies and Restrictive Trade Practices Act/Conservation of Foreign Exchange and Prevention of Smuggling Activities Act/ Customs and Excise</p> <p><b><u>Desirable:-</u></b></p> <p>(i) Degree in Law from a recognised University or equivalent;</p> <p>(ii) should be conversant with tools and techniques of collection of evidence or</p>



	<p>recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings.</p> <p>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 56 years as on the closing date of the receipt of applications).</p>
<p>Charter of Duties</p>	<p>(a) To function as member of investigating team for examination of the investigation cases relating to enforcement of economic laws, which inter alia includes collection and collation of evidence/recording of statements and presentation of evidences in the preparation of reports to be subsequently used in prosecution.</p> <p>(b) Any other work assigned from time to time.</p>

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

No of vacancies	:	01 (One)
Place of Posting	:	Delhi
Method of Recruitment	:	Deputation
Educational Qualifications	:	<p>Officers under the Central Government</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Pay Band-2 Rs.9300-34800 + GP Rs.4600 or equivalent in the parent cadre or department; or</p> <p>(iii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Pay Band-2 Rs.9300-34800 + GP Rs. 4200 or equivalent in the parent cadre or department; and;</p> <p>(b) Possessing the following educational qualifications and experience-</p> <p>(i) Bachelor's Degree from a recognized University or equivalent and</p> <p>(ii) Three 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, collation and presentation of best evidence to be used in prosecution proceedings.</p> <p>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 56 years as on the closing date of the receipt of applications).</p>

Charter of Duties	<p>(a) To function as member of investigating team for examination of the investigation cases relating to corporate law and render assistance in collection and collation of evidence/recording of statements and presentation of evidences for the preparation of reports to be subsequently used in prosecution.</p> <p>(b) Any other work assigned from time to time</p>
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**Eligibility Conditions for appointment to the post of  
Assistant Director (Investigation)**

No of vacancies	:	01 (One)
Place of Posting	:	Delhi
Method of Recruitment	:	Deputation
Educational Qualifications	:	<p>Officers under the Central Government</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Pay Band-2 Rs.9300-34800 + GP Rs.4600 or equivalent in the parent cadre or department; or</p> <p>(iii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Pay Band-2 Rs.9300-34800 + GP Rs. 4200 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experience-</p> <p>(i) Bachelor's Degree from a recognized University or equivalent; and</p> <p>(ii) Three years experience in the enforcement of regulatory laws or Investigation of Economic Offences and collection of intelligence thereto</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, collation and presentation of best evidence to be used in prosecution proceedings.</p> <p>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</p>

		department of the central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).
Charter of Duties		(a) To assist as member of investigating team for examination of the investigation cases relating to enforcement of economic laws, which inter alia includes collection and collation of evidence/recording of statements and presentation of evidences in the preparation of reports to be subsequently used in prosecution. (b) Any other work assigned from time to time.

**Eligibility Conditions for appointment to the post of  
Prosecutor-II**

No of vacancies	:	01 (One)
Place of Posting	:	Delhi
Method of Recruitment	:	Deputation
Educational Qualifications	:	<p>Officers under the Central Government</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 Pay Band-2 Rs.9300-34800/- with Grade Pay of Rs.4600/- or equivalent in the parent Cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2 Rs.9300-34800/- with Grade Pay Rs.4200/- or equivalent in the parent Cadre or Department; and</p> <p>(b) Possessing the following educational qualifications and experience-</p> <p>(i) Bachelor's Degree from a recognized University; and</p> <p>(ii) Two years experience in handling litigation and court matters</p> <p><b><u>Desirable:-</u></b></p> <p>(i) should have one year experience in handling prosecution matters in courts relating to companies in corporate/criminal law.</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>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</p>

		department of the central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).
Charter of Duties		(a) To assist filing of prosecutions /complaints in all the cases that are investigated by the SFIO in the concerned courts and pursue their progress. Coordination with the Counsels detailed by the government. Maintenance of database of court cases. Rendering assistance to Additional Director [Law] in the prosecution division. (b) Any other work assigned from time to time.

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

No of vacancies	:	01 (One)
Place of Posting	:	Delhi
Method of Recruitment	:	Deputation
Educational Qualifications	:	<p>Officers under the Central Government</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 the Pay Band-2 Rs.9300-34800 + Grade Pay Rs.4200/- or equivalent in the parent Cadre or Department.</p> <p>(b) Possessing a speed of 100 w.p.m. in stenography.</p> <p>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 56 years as on the closing date of the receipt of applications).</p>
Charter of Duties	:	<p>(a) To provide all secretarial assistance to the officers at the level of Group A in compilation of Investigation Reports, upkeep of records and other miscellaneous work.</p> <p>(b) Any other work assigned from time to time.</p>