

No. 4/2/2008-Admn.SFIO
Government of India
SERIOUS FRAUD INVESTIGATION OFFICE

2nd Floor, Paryavaran Bhavan, B Block,
B-3 Wing, CGO Complex, Lodi Road, New Delhi.

Serious Fraud Investigation Office, seeks to fill up the following vacancies in Headquarters at New Delhi on **transfer on deputation / absorption** [likely in future] **basis**.

Regular vacancies

Sl.no.	Category of post	No. of post	Scale of pay
1.	Deputy Director [Corporate Law]	01	Rs.15600-39100+GP ` .6600/-
2.	Deputy Director [Forensic Audit]	01	Rs.15600-39100+GP ` 6600/-
3.	Sr. Assistant Directors Banking/capital market/ Forensic Audit and Investigation	29	Rs.15600-39100+GP ` 5400
4.	Sr. Prosecutors	05	Rs.15600-39100+GP ` 5400
5.	Assistant Directors Investigation, Banking, /capital Market, Corporate Law	07	Rs.9300-34800+ GP ` 4800
6.	Prosecutors-II	03	Rs.9300-34800+GP ` 4800
7.	Private Secretary	07	Rs.9300-34800+ GP` .4600
8.	Assistants	03	Rs.9300-34800+GP ` 4200
9.	Personal Assistants	8	Rs.9300-34800+GP ` 4200

The particulars of the post, eligibility conditions etc. may be obtained from the website **www. sfio.nic.in** **Interested and willing officers may apply through proper channel, and may also directly submit an advance copy of the applications to this organisation.** The last date for submission of application is **six weeks** from the date of advertisement in the employment news.

[Assistant Director [I/A]

Eligibility conditions of the posts advertised on 8th August 2010

Deputy Director – Forensic Audit

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.
11	12
Deputation	<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 revised scale of pay of Rs.15600-39100 +GP 5400 [PB-3] [Group A entry]/ Rs.9300-34800/- + GP 5400 [PB:2] [Rs.8000-13500/- [pre-revised] or equivalent in the parent Cadre or Department; or</p> <p>(iii) with six years' service in the grade of Audit/Accounts Officer rendered after appointment thereto on a regular basis in the revised scale of pay of Rs.9300-34800/-+GP Rs.4800/- [PB:2] [Rs.7500-12000/- [pre-revised] or equivalent in the parent cadre or department or</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 or equivalent;</p> <p>[ii] five years experience in the field of commercial auditing or forensic auditing;</p> <p><u>Desirable:-</u></p> <p>[i] Degree in Commerce</p> <p>[ii] Qualifications recognized for enrolment in the</p>

Register of Members of the Institute of chartered Accountant of India or qualification recognized for enrolment in the Register of Members of the Institute of Company Secretaries of India or Qualifications recognized for enrolment in the Register of Members of Institute of Cost and Works Accountants of India.

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 be five years extendable up to seven years. The maximum age limit for appointment by deputation [including short term contract] shall be not exceeding 56 years as on the closing date of the receipt of application.

Note: [i] For purposes of appointment on deputation/absorption 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 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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/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.

Deputy Director – Corporate Law

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.
11	12
Deputation	<p>-</p> <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 revised scale of pay of Rs.15600-39100 +GP 5400 [PB-3] Rs.9300-34800/- + GP 5400[Rs.8000-13500/- [PB:2] [pre-revised] or equivalent in the parent Cadre or Department; or</p> <p>iii] with 6 years' service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of Rs.9300-34800/- + GP Rs.4800/-] PB:2 or equivalent in the parent cadre / 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 or equivalent;</p> <p>[ii] five years experience in the field of Corporate Law</p>

Desirable:-

[i] LLB from a recognized University or equivalent;

[ii] Qualification recognized for enrolment in the Register of Members of Institute of Company Secretaries of India

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 four years. The maximum age limit for appointment by deputation [including short term contract] shall be not exceeding 56 years as on the closing date of the receipt of application.

Note: [i] For purposes of appointment on deputation/absorption 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 6th CPC 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/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.

SENIOR PROSECUTORS

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.
11	12
<p>Transfer on Deputation/by promotion</p> <p>50% by deputation 50% by promotion failing which by deputation</p> <p>Feeder grade posts Prosecutors-II [5 posts]</p>	<p><u>Transfer on Deputation / by promotion</u></p> <p><u>50% by deputation</u></p> <p>Officers under the Central/State Government /union territories / public sector undertakings / statutory bodies</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p style="padding-left: 40px;">[ii] with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 GP Rs.4800 or equivalent in the parent cadre or department; or</p> <p style="padding-left: 40px;">(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; or</p> <p style="padding-left: 40px;">(iii) with eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 GP Rs.4200 or equivalent in the parent cadre or department;</p> <p>Essential:-</p> <p>Possessing the following educational qualifications and experience –</p> <p style="text-align: right;">[i] Bachelor's degree in Law from a</p>

recognized University or equivalent.

[ii] Three years' experience in handling litigation and court matters.

Desirable:

should have two year experience in handling prosecution matters in courts relating to companies in corporate/criminal law

[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.

50% by promotion [as indicated below] failing which by deputation as per service/desirable conditions / experience [as indicated above].

with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 GP Rs.4800 or equivalent in the cadre of SFIO or

with three years' combined 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 SFIO ; or

(iii) with eight years' combined service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 GP Rs.4200 or equivalent

in the parent cadre or department and SFIO;

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 be five years extendable upto 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.

Note: [i] For purposes of appointment on deputation/absorption 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 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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/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

SENIOR ASSISTANT DIRECTORS – MULTI DISCIPLINARY

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.
11	12
<p>Transfer on Deputation /by promotion</p> <p>50% by deputation 50% by promotion</p> <p>Feeder grades for promotion failing which by deputation:-</p> <p>Assistant Directors – 30 posts</p>	<p><u>Transfer on Deputation / by promotion</u></p> <p>50% by deputation – common eligibility service for the multi disciplines – taxation, customs & central excise, capital market, banking, forensic audit, corporate law and investigation.</p> <p>Officers under the Central/State Government /union territories / public sector undertakings / statutory bodies</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p style="padding-left: 40px;">[ii] with two years’ service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 GP Rs.4800 or equivalent in the parent cadre or department; or</p> <p style="padding-left: 40px;">(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; or</p> <p style="padding-left: 40px;">(iii) with eight years’ service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 GP Rs.4200 or equivalent in the parent cadre or department;</p> <p>Essential:-</p> <p>Possessing the following educational qualifications</p>

and experience –

[i] Bachelor's Degree from a recognized University or equivalent;

[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 & Excise/ Banking/ Stock Market Regulations Merchant Banking/Corporate Law/commercial auditing or forensic auditing/ Police Investigation.

Desirable:

[i] Degree in Law from a recognized university or equivalent;

[ii] Qualifications recognized for enrolment in the Register of Members of the Institute of Chartered Accountants of India or

Qualifications recognized for enrolment in the Register of Members of the Institute of Company Secretaries of India; or

Qualifications recognized for enrolment in the Register of Members of the Institute of Chartered Financial Analysis of India; or Qualifications recognized for enrolment in the Register of Members of the Institute of Cost Accountants of India

[iii] 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 thorough understanding of regulatory environment and also possessing good analytical, communication and interpersonal skills and exposure in investigating fields, market manipulations, price rigging, frauds on stock exchanges etc.

50% by promotion [as indicated below] failing which by deputation as per service/desirable conditions / experience [as indicated above].

with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 GP Rs.4800 or equivalent in the cadre of SFIO or

with three years' combined 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 SFIO ; or

(iii) with eight years' combined service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 GP Rs.4200 or equivalent in the parent cadre or department and SFIO;

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

	<p>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: [i] For purposes of appointment on deputation/absorption 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 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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/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>
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Assistant Director – Banking – Deputation [including short term contract]

Officers from the Central or State Governments or Union Territories or Public Sector Undertakings or Reserve Bank of India or Nationalized Banks/ Securities & Exchange Board of India or Statutory or Autonomous Bodies;

- (a) (i) holding analogous post on regular basis in the parent Cadre or Department; or

Middle Management [Scale-II and III] level officers working in Nationalized Banks, Public Sector Undertakings or RBI Manager and Senior Manager level officers working in Securities & Exchange Board of India or statutory or autonomous bodies, or

- (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of Rs.9300-34800/- + GP Rs.4200/- [Rs.5500-9000/- [pre-revised] or equivalent in the parent Cadre or Department; or

- (b) Possessing the following educational qualifications and experience:

Essential

- i] Qualifications recognized for enrolment in the Register of Members of the Institute of Chartered Accountants of India.

or

Qualifications recognized for enrolment in the Register of Members of the Institute of Company Secretaries of India.

or

Qualifications recognized for enrolment in the Register of Members of the Institute of Chartered Financial Analysis of India

or

Bachelor's Degree in Economics or Commerce or Business Economics or Business Studies or Business Administration from a recognized University or Institution or equivalent;

- ii] three years' experience in the field of Banking

Desirable

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;

Should have expert knowledge of Capital Market and Security Law Procedures, Commercial and Business Laws and thorough understanding of regulatory environment and also possessing good analytical, communication and interpersonal skills and exposure in investigating fields, market manipulations, price rigging, frauds on stock exchanges etc.

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 five years extendable upto seven years. The maximum age limit for appointment by deputation [including short term contract] shall be not exceeding 56 years as on the closing date of the receipt of applications.

Assistant Director – Capital Market – Deputation [including short term contract]

Officers from the Central or State Governments or Union Territories or Public Sector Undertakings or Reserve Bank of India or Nationalized Banks/ Securities & Exchange Board of India or Statutory or Autonomous Bodies;

- (a) (i) holding analogous post on regular basis in the parent Cadre or Department; or

Manager and Senior Manager level officers working in Securities & Exchange Board of India or statutory or autonomous bodies , Middle Management [Scale-II and III] level officers working in Nationalized Banks, Public Sector Undertakings or RBI or

- (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of Rs.9300-34800/- + GP Rs.4200/- [Rs.5500-9000/- [pre-revised] or equivalent in the parent Cadre or Department; or

- (b) Possessing the following educational qualifications and experience:

Essential

i] Qualifications recognized for enrolment in the Register of Members of the Institute of Chartered Accountants of India.

or

Qualifications recognized for enrolment in the Register of Members of the Institute of Company Secretaries of India.

or

Qualifications recognized for enrolment in the Register of Members of the Institute of Chartered Financial Analysis of India

or

Bachelor's Degree in Economics or Commerce or Business Economics or Business Studies or Business Administration from a recognized University or Institution or equivalent;

iii] three years' experience in regulation of Capital Market or Merchant Banking.

Desirable

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;

Should have expert knowledge of Capital Market and Security Law Procedures, Commercial and Business Laws and thorough understanding of regulatory environment and also possessing good analytical, communication and interpersonal skills and exposure in investigating fields, market manipulations, price rigging, frauds on stock exchanges etc.

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 five years extendable upto seven years. The maximum age limit for appointment by deputation [including short term contract] shall be not exceeding 56 years as on the closing date of the receipt of applications.

Assistant Director – Corporate Law- Deputation

Officers under the Central Government

(a) (i) holding analogous post on regular basis in the parent Cadre or Department; or

(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of Rs.9300-34800/- + GP Rs.4200/- [Rs.5500-9000/- [pre-revised] or equivalent in the parent Cadre or Department; or

(b) Possessing the following educational qualifications and experience:

[i] Bachelor's Degree from a recognized University or equivalent;

[ii] three years' experience in the field of corporate law.

Desirable:

[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;

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 exceed five years extendable upto seven years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

Assistant Director - Investigation

1. Name of the Post : Assistant Director [InvestigationN]
2. Pay Scale : Rs.9300-34800+4800/-[Rs.6500-200-10500/-
[pre-revised]
3. Mode of Recruitment : Deputation
4. Eligibility :

Officers under the Central Government:

a (i) holding analogous post on regular basis in the parent cadre/department; or

(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5500-9000 [pre-revised] or equivalent in the parent cadre or department; and

[b] Possessing the following educational qualifications and experience:

[i] Bachelor's Degree from a recognized University or equivalent;

[ii] Three years' experience in Enforcement of regulatory laws or Investigation of Economic offences and collection of intelligence thereto.

Desirable

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.

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 upto 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.

Prosecutors-II - Deputation

Officers under the Central Government

- a) i) Holding analogous post on regular basis in the parent cadre/department: or
- (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of Rs.9300-34800/- + GP Rs.4200/- [Rs.5500-9000/- [pre-revised] or equivalent in the parent Cadre or Department; or
- b) Possessing the following educational qualifications and experience –

Essential:

- [i] Bachelor's degree in Law from a recognized University or equivalent.
- [ii] Two years' experience in handling litigation and court matters.

Desirable:

- [i] should have one year experience in handling prosecution matters in courts relating to companies in corporate/criminal law
- [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.

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 exceed five years extendable upto seven years as per DOPT's instructions. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

Private Secretaries - Deputation

Officers under the Central Government

a) i) Holding analogous post on regular basis in the parent cadre/department: or

(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of Rs.9300-34800/- + GP Rs.4200/- [Rs.5500-9000/- [pre-revised] or equivalent in the parent Cadre or Department; or

b) Possessing a speed of 100 w.p.m. in stenography.

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 not be exceeding 56 years as on the closing date of the receipt of applications.

Assistants - deputation

Officers under the Central Government

a) i) Holding analogous post on regular basis in the parent cadre/department: or

[ii] with three years' service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of Rs.9300-34800/- + GP Rs.4200/- [Rs.5000-8000/- [pre-revised] or equivalent in the parent Cadre or Department; or

[iii] With 10 years' service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of Rs.5200-20200/- + GP Rs.2400/- [Rs.4000-6000/- [pre-revised] or equivalent in the parent cadre / department.

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 not be exceeding 56 years as on the closing date of the receipt of applications.

Personal Assistant

1. Name of the Post : Personal Assistants
2. Pay Scale : Rs.9300-34800+4200/-[Rs.5500-9000]
[pre-revised]
3. Mode of Recruitment : Deputation
4. Eligibility :

Officers of the Central Government:

a (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with three years' service in the grade of stenographers rendered after appointment thereto on a regular basis in the scale of Rs.5000-8000/- [pre-revised] or equivalent in the parent cadre/department;

or

[iii] with seven years' service in the grade of Stenographers rendered after appointment thereto on a regular basis in the pay scale of Rs.4000-6000 [pre-revised] or equivalent in the parent cadre or department; and

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.

ANNEXURE-

BIO DATA PROFORMA

1. Name and Address in Block Letters :
 2. Date of Birth [in Christian Era] :
 3. Date of retirement under Central Govt. :
 4. Educational Qualifications :
 5. 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	Scale of Pay And Last Basic Pay	Nature of Duties

6. Nature of Present employment i.e. :
Temporary or quasi-permanent or Permanent :
7. In case the present employment is held on deputation basis/contract basis please state

[a] The date of Initial appointment :
[b] Period of appointment on deputation/contract:
[c] Name of parent office/orgn. To which you belong:
8. 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
9. Are you in the revised scale of pay. If yes :
give the date from which the revision took place :
and also indicate the pre-revised scale :
10. Total emoluments per month now drawn :

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 :

Signature of the candidate:

Name :

Address :

Tel. No. :

Date:

Countersigned _____
[Employer]

CERTIFICATE

1. Certified that particulars furnished by
Shri/Smt./Kum. _____
Have been verified from his/her record found correct.
2. No vigilance case is either pending or contemplated against
Shri/Smt./Kum. _____
_____. His/her integrity is certified.
3. No major or minor penalty was imposed on
Shri/Smt./Kum. _____
During the last 10 years as per records in the Ministry/Department.

SIGNATURE OF HEAD OF OFFICE/DEPARTMENT
WITH STAMP

PLACE:

DATE:

Job Description

Deputy Director – Corporate Law

Supervising the work of Corporate Law Division. Examination of cases under various sections of the Companies Act and advice accordingly during the course of investigation on violations of provisions of Companies Act and related rules etc..

Deputy Director – Forensic Audit

Supervising the work of Forensic Audit Division. Investigation and advice in the field of auditing and forensic auditing etc. Liaisoning with various institutions like Institute of Chartered Accountants of India, Institute of Company Secretaries of India, Institute of Chartered Financial Analysis of India, Institute of Cost and Works Accountant of India

Sr. Assistant Director

To function as a member of investigating team for examination of the investigation cases relating to 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 & Excise/ Banking/ Stock Market Regulations Merchant Banking/Corporate Law/commercial auditing or forensic auditing/ Police Investigation. Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Assistant Director [Investigation]

To function as a member of investigating team for examination of the investigation cases under regulatory laws, economic offences and collection of intelligence thereto and rendering assistance to Additional/Joint director [Investigation]. Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Assistant Director [Corporate Law]

To function as a member of investigating team for examination of investigation cases in the field of corporate laws and render assistance to Joint Director [Company Law].

Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Assistant Director [Capital Market]

To render assistance in the SUPERVISING /ANALYSING/ investigating CORPORATE FRAUD CASE[S] on the matters Involving capital stock market and stock market and examining them with reference to various laws relating to securities market. Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Assistant Director [Banking]

To examine the investigation cases from banking angle. Finding the Irregularities noticed in various types of bank & term lending institutions Forex, Credit Remittances etc. by corporate under Investigation. Maintaining liaison with Reserve Bank of India, All India Term Lending institutions, mutual funds, other Regulatory authorities like stock exchange, Registrar of Companies and Commercial Banks. Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Sr. Prosecutor / Prosecutors –II

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.

Principal Private Secretary

Rendering assistance to all the official work pertaining to the Head of Department, SFIO. Supervision of the work of subordinates posted in the office of the HOD.

Private Secretary

Rendering secretarial assistance to the Head of Department of SFIO.

Assistants

Work of the establishment branch of SFIO. Cash and accounting matters, housekeeping and office management and caretaker work, vigilance and parliament matters , sending of miscellaneous reports to various branches of the administrative ministry, record management, library, stationery issue, maintenance of various accounting registers, budget matters, pay matters, drawal of bills for processing and payment by Pay and Accounts Office and all other miscellaneous work pertaining to administration.

Personal Assistant

Rendering secretarial assistance to the officers at the level of Group A and to look after all the miscellaneous work that may be assigned by the concerned officers working in SFIO.