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**Ministry of Finance**  
**(Department of Company affairs)**  
**Serious Fraud Investigation Office**

New Delhi , the

2003

**Notification**

G.S.R. \_\_\_\_\_

- In exercise of powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Private Secretary in the Serious Fraud Investigation Office, Department of Company Affairs, namely :-

1. **Short title and commencement.** - (1) These rule may be called the Serious Fraud Investigation Office, Department of Company Affairs Private Secretary (Group 'B' Post) Recruitment Rules, 2004.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. **Number of post, classification and scale of pay.** - The number of post, its classification, and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

3. **Method of recruitment, age limit, educational qualifications, etc.** - The method of recruitment to the said post, age limit, educational qualifications and other matters relating thereto shall be as specified in columns 5 to 14 of the said Schedule.

4. **Disqualification.** - No person -

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who having a spouse living has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage, is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax.** - Where the Central Government is of the opinion that it is necessary, or expedient so to do, it may by order for reasons to be recorded in writing, and in consultation with the UPSC relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving.** - Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Schedule Tribes, ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Schedule**

Name of Post	Number of Posts	Classification	Scale of Pay (Rs.)	Whether selection or Non-Selection Post
1	2	3	4	5
Private Secretary	1* (2004) *subject to variation, depending on the workload.	General Central Service, Group-'B' Gazetted (Ministerial)	Rs.6500-200-10500	Not Applicable

Age limit for direct recruits	Whether benefit of added years of services admissible	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
6	7	8	9	10
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

<b>Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods</b>	<b>In case of recruitment by promotion / deputation /absorption, grades from which promotion/deputation/absorption to be made.</b>
11	12
Deputation	<p><u>Deputation</u></p> <p>Officers under the Central Government:</p> <p>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 or equivalent in the parent cadre/department: and</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/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>

<b>If a Departmental Promotion Committee exists what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</b>
13	14
Not Applicable	Consultation with Union Public Service Commission is not necessary.

[File No.SFIO/RRs/2/2003]

Smt. Sheela Bhide  
Joint Secretary to the Government of India

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Reference preceding notes.

2. As desired by the DCA, the draft notification regarding Group 'B' Post Recruitment Rules, 2003 (Private Secretary), as amended by Ministry of Law and Justice has been prepared and placed on file. A floppy containing the RRs of PS is also enclosed.

3. Department of Company Affairs is requested to take further appropriate action. A copy of the notification [10 spare copies] as and when issued may be sent to this Office.