

ELIGIBILITY FOR THE POSTS ADVERTISED IN EMPLOYMENT
NEWS 18-24-7-2009

Additional Director [Financial Transaction]

Deputation Including short-term contract.	<p><u>Deputation Including short-term contract:</u></p> <p>Officer under the Central Government or State Governments or Union territories or Public Sector Undertakings or Reserve Bank of India or Nationalized Banks or Financial Institutions like Securities Exchange Board of India or Autonomous and Statutory Bodies:</p> <p>[a] (i) holding analogous post [Rs. 37400-67000/- +Grade pay Rs.8700/-] or Equivalent on regular basis in the parent cadre or department under the Central/State Governments or Union Territories including the posts of General Manager level officers [Scale-VII] working in the Nationalised Banks, Public Sector Undertakings or Reserve Bank of India or General Manager level officers [Grade 'E'] working in the Securities & Exchange Board of India or Statutory or Autonomous Bodies ;</p> <p style="text-align: center;">or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 15600-39100/- + Grade pay Rs.7600/- or equivalent for the Officers of the Central / State Governments or Union Territories;</p> <p>with two years service rendered in the grade of Deputy General Manager level officers [Scale-VI] working in the Nationalized Banks, Public Sector Undertakings or Reserve Bank of India or Deputy General Manager level officers [Grade 'D'] working in the Securities & Exchange Board of India or Statutory or Autonomous Bodies;</p> <p>[b] possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) qualifications recognized for enrollment in the register of members of the Institute of Chartered Accountants of India</p> <p style="text-align: center;">or</p>
---	--

qualifications recognized for enrollment in the register of members of the Institute of Company Secretaries of India
or

qualifications recognized for enrollment in the register of members of the Institute of Chartered Financial Analysts of India
or

Master's Degree in Economics or Commerce or Business Administration from a recognized University or Institution or equivalent.

- (ii) ten years' experience in the field of regulation or operation of Banking Sector

Desirable:

Degree in Law from a recognized University.

Note 1 - Period of deputation [including period of deputation on 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 to exceed five years.

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

Additional Director [Capital Market]

<p>Deputation including short-term contract.</p>	<p><u>Deputation including short-term contract:</u></p> <p>Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or Reserve Bank of India or Nationalized Banks or Financial Institutions like Securities & Exchange Board of India or autonomous and statutory Bodies:</p> <p>(a) (i) holding analogous post [Rs.37400-67000/- Grade pay Rs.8700/-] or equivalent on regular basis in the parent cadre or department under the Central/State Governments or Union Territories including the posts of General Manager level officers [Grade 'E'] of Securities & Exchange Board of India or General Manager level officers [Scale-VII] working in Nationalized Banks, Public Sector Undertakings or Reserve Bank of India or Statutory or Autonomous Bodies ;</p> <p>or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 15600-39100/- Grade Pay Rs.7600/- or equivalent for the officers from the Central Government ; with two years service rendered in the grade of Deputy General Manager level officers [Grade D] working in the Securities & Exchange Board of India or Statutory or Autonomous Bodies or Deputy General Manager level officers [Scale-VI] working in the Nationalised Banks, Public Sector Undertakings or Reserve Bank of India;</p> <p>[b]possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) qualifications recognized for enrollment in the register of members of the Institute of Chartered Accountants of India</p> <p>or</p>
--	---

qualifications recognized for enrollment in the register of members of the Institute of Company Secretaries of India
or

qualifications recognized for enrollment in the register of members of the Institute of Chartered Financial Analysts of India
or

Master's Degree in Economics or Commerce or Business Administration from a recognized University or Institution or equivalent.

- (iii) Three years' experience in the field of regulation of capital market or merchant banking.

Desirable:

Degree in Law from a recognized University.

Note 1 - 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 to exceed five years.

2. 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.

Sr. Assistant Director [Taxation/Customs] 9300-34800/- plus grade pay Rs.4800/- [which may undergo revision]

Deputation	<p><u>Deputation</u></p> <p>Officers under the Central Government:</p> <p>(b) (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 scale of pay of Rs.7450-11500[pre-revised] or equivalent in the parent cadre or department; or</p> <p>(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.6500-10500 [pre-revised] or equivalent in the parent cadre or department; and</p> <p>(c) Possessing the following educational qualifications and experience -</p> <p>[i] Bachelor's Degree from a recognized University or equivalent;</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 & Excise etc.</p> <p><u>Desirable:</u></p> <p>[i] Degree in Law from a recognized university or equivalent;</p> <p>[ii] Should be conversant with tools and techniques of collection of evidence or recording of statement or collection, collation and presentation</p>
------------	--

	<p>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 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.</p>
--	---

Assistant Director [Banking]

<p>Deputation including short-term contract.</p>	<p><u>Deputation including short-term contract :</u></p> <p>Officers from Central Government or State Governments or Union Territories or Public Sector Undertakings or Reserve Bank of India or Nationalized Banks or Financial Institutions like Securities & Exchange Board of India or Autonomous and Statutory Bodies:</p> <p>[a] (i) holding analogous post on regular basis in the parent cadre or department;</p> <p>Middle Management [Scale-II,III] level officers of Nationalized Banks, Public Sector Undertakings or Reserve Bank of India, Manager and Senior Manager level officers [Grade 'B' & 'C'] working in Securities and Exchange Board of India or Salutory or Autonomous Bodies; or</p> <p>(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/- 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><u>Essential</u></p> <p>[i] qualifications recognized for enrolment in the Register of Members of the Institute of Chartered Accountants of India. or</p> <p>qualifications recognized for enrolment in the Register of Members of the Institute of Company Secretaries of India. Or</p> <p>qualifications recognized for enrolment in the Register of Members of the Institute of Chartered Financial Analysis of India. Or</p>
--	--

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

- [ii] Three years' experience in the field of Banking .

Desirable

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 [ISTC] including period of contract [ISTC] 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 [ISTC] shall be not exceeding 56 years as on the closing date of the receipt of applications.

Assistant Director [Capital Market]

<p>Deputation including short-term contract.</p>	<p><u>Deputation including short-term contract.</u> Officers from the Central Government or State Governments or Union Territories or Public Sector Undertakings or Reserve Bank of India or Nationalized Banks or Financial Institutions like Securities & Exchange Board of India or Statutory or autonomous bodies;</p> <p>(d) (i) holding analogous post on regular basis in the parent Cadre or Department; Manager and Senior Manager level officers [Grade 'B' & 'C'] working in Securities & Exchange Board of India or Statutory or Autonomous Bodies; Middle Management [Scale-II and III] level officers of Nationalised Banks, Public Sector Undertakings or Reserve Bank of India: or</p> <p>(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 Grade Pay Rs.4200/- or equivalent in the parent Cadre or Department; and</p> <p>(e) possessing the following educational qualifications and experience:</p> <p>Essential</p> <p>i] qualifications recognized for enrolment in the Register of Members of the Institute of Chartered Accountants of India.</p> <p>or</p> <p>qualifications recognized for enrolment in the Register of Members of the Institute of Company Secretaries of India.</p> <p>or</p> <p>qualifications recognized for enrolment in the Register of Members of the Institute of Chartered Financial Analysis of India</p> <p>or</p> <p>Bachelor's Degree in Economics or Commerce or Business Economics or Business Studies or Business Administration from a recognized University or Institution or equivalent.</p>
--	---

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

Desirable

i] Knowledge of 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;

ii] 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.

Note - 1. 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 to exceed five years extendable upto seven years.

2. 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 [Investigation]

1. Name of the Post : Assistant Director [Investigation]
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 . The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

Assistant Director [Corporate Law]

1. Name of the Post : Assistant Director [Corporate Law]
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 or 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 three years' experience in the field of auditing or forensic auditing

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

1. Name of the Post : Prosecutors-II
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 or 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] Professional Degree of 3/5 years course in Law from a recognized University or equivalent;
 - [ii] Five years' experience in handling litigation and court matters

Desirable

- [i] should have three years 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 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.

Private Secretary

1. Name of the Post : Private Secretary
2. Pay Scale : Rs.9300-34800+4200/-[Rs.6500-200-10500[pre-revised] **GP is Rs.4200/- instead of Rs.4800 [as advertised in the Employment News]**
3. Mode of Recruitment : Deputation
4. Eligibility

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[pre-revised] 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>
------------	--

Personal Assistants

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.

Assistants

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

Deputation .	<p>Officers under the Central Government:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5000-8000/- [pre-revised] or equivalent in the parent cadre or department ; or</p> <p>(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4000-6000/- [pre-revised] or equivalent in the parent cadre or department ; and</p> <p>Period of deputation including the 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>
--------------	--

Job Description

Additional Director [financial transactions]

Investigation of Corporate Frauds from banking angle. Rendering assistance to Irregularities noticed in conduct of various types of bank & term lending institutions Forex, Credit Remittances etc. by corporates under Investigation. Maintaining liaisoning with Reserve Bank of India, All India Term Lending institutions, mutual funds, other Regulatory authorities like stock exchange, Registrar of Companies and Commercial Banks.

Additional Director [Capital Market]

SUPERVISING /ANALYSING/ Investigating CORPORATE FRAUD CASE[S] HANDED OVER TO SFIO. Rendering assistance to the Investigating officers on the matters Involving stock market angle in the fraud.

Deputy Director Law-Prosecution

To supervise and coordinate with the prosecution team in cases to be filed and monitoring of prosecution cases in various Courts across the country. Attending to court hearings. Liaison with advocates. Maintenance of database of court matters.

Deputy Director [Law-Investigation]

To associate and coordinate with the investigating team during the course of investigation. Expert advice to be rendered to the investigation team on the sufficiency of evidence, identification of violations under various laws in force. Supervision of criminal investigation division.

Deputy Director – Banking

Supervising the work of Banking Division. Rendering expert advice regarding the documents to be analysed, identification of issues requiring further investigation, preliminary framing up of charges on banking related issues. Liaisoning with various banks during the course of investigation for seeking documents etc. required in the investigation.

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

Deputy Director – Investigation

processing the cases with reference to **enforcement of Regulatory Laws/Investigation of Economic Offences and collection of Intelligence thereto.**

Sr. Assistant Director –Tax / Customs

To function as a member of investigating team for examination of the investigation cases relating to enforcement of economic laws such as FERA/Income Tax/Customs and Excise/MRTP/COFEPOSA, 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 [Forensic Audit]

To function as a member of investigating team for examination of investigation cases from audit angle , recording of statements, collection, collation and presentation of best evidence and render assistance to JD[Forensic Auditing] . 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 corporates 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.

Assistant Director [Information Technology]

To provide logistic support and assisting the Additional Director [Information Technology] in the Development and maintenance of software for Investigation/ software kits for data processing, System Administration, networking etc. for analyzing the Bank and Share Market data pertaining to investigation cases of SFIO and Imparting software training to the officers of SFIO etc.

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.

Office Superintendent

Supervision of all administrative and establishment work of administration division of SFIO. To function as DDO 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.

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:

