



भारत सरकार
गंभीर कपट अन्वेषण कार्यालय
 द्वितीय तल, पं. दीनदयाल अन्त्योदय भवन,
 बी-3 विंग, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003
 फोन: 011-24369242
 सं. 5/7/2021-Admn.SFIO

नीचे दिये गये विवरण के अनुरूप पूर्णतय: अल्प अवधि अनुबंध आधार पर परामर्शदाताओं एवं वरिष्ठ परामर्शदाताओं, कनिष्ठ परामर्शदाताओं एवं युवा प्रोफेशनल के रूप में संबद्धता हेतु पात्र आवेदकों से अभिरूचि की अभिव्यक्ति आमंत्रित की जाती है।

क्र. सं.	क्षेत्र	परामर्शदाताओं की संख्या			पदों की अस्थाई संख्या	नियुक्ति का संभावित स्थान
		वरि. परामर्शदाता	कनिष्ठ परामर्शदाता	युवा प्रोफेशनल		
ए	विधि	07	10	04	21	दिल्ली/मुम्बई /कोलकाता/ चेन्नई/हैदराबाद
बी	वित्तीय विश्लेषण/ फॉरेंसिक ऑडिट (सीए/सीएस/सीडब्ल्यूए)	04	14	08	26	
सी	बैंकिंग आईटी आदि सहित अन्य कोई क्षेत्र					
	बैंकिंग फाइनेंशियल ट्रांस. प्रशासनिक सीएफडीएमएल/आईटी	03 00 00	09 04 02	00 00 01	12 04 03	
	कुल	14	39	13	66	

* आवश्यक डोमेन में लगभग 10 वर्षों के अनुभव सहित तथा रु. 7600 (पे मैट्रिक्स-12) के ग्रेड पे के साथ सेवानिवृत्त सरकारी कर्मचारी सीनियर परामर्शदाता/जूनियर परामर्शदाता के रूप में सूचीबद्ध हो सकते हैं।

पदों का विवरण, पात्रता मापदंड, शुल्क भुगतान आदि वेबसाइट www.sfio.nic.in/www.mca.gov.in पर उपलब्ध हैं। इच्छुक आवेदक इस विज्ञापन के प्रकाशन की तिथि से 30 दिनों के अंदर ई-मेल (Admn.HQ@sfio.nic.in) के माध्यम से तथा निदेशक, गंभीर कपट अन्वेषण कार्यालय, द्वितीय तल, पं. दीनदयाल अन्त्योदय भवन, बी-3 विंग, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003 हेतु निर्धारित प्रारूप में अपने आवेदन भेज सकते हैं।

डीएनोपी 07102/11/0004/2122

अतिरिक्त निदेशक (प्रशा.)

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NEW DELHI/METRO
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Hindustan Times

FIRST VOICE. LAST WORD.

Government of India
Ministry of Corporate Affairs
SERIOUS FRAUD INVESTIGATION OFFICE
 2nd Floor, Pt. Deendayal Antyodaya Bhawan, B-3 Wing, CGO Complex
 Lodhi Road, New Delhi - 110003
 Phone: 011-24369242

No. 5/7/2021-Admn.SFIO/

Expression of interest is invited from eligible applicants for engagement as Consultants as Sr. Consultants, Jr. Consultants and Young Professionals purely on short term contract basis, as per details given below:-

Sl. No.	Field	No. of Consultants			Tentative no. of posts	Tentative place of posting
		Sr. Consultant	Jr. Consultant	Young Professional		
A	Law	07	10	04	21	Delhi/ Mumbai/ Kolkata/ Chennai/ Hyderabad
B	Financial Analysis/ Forensic Audit (CA/CS/ CWA)	04	14	08	26	
C	Any other field including Banking, IT, etc.					
	Banking/Financial Trans. Administration CFDML/IT	03 00 00	09 04 02	00 00 01	12 04 03	
	Total	14	39	13	66	

*The retired government employees with grade pay of Rs. 7600 (Pay Matrix-12) and above and with at least 10 years' experience in the required domain can be engaged as Sr. Consultant/Jr. Consultant.

The details of posts, eligibility conditions, fee payable etc, are available on the website www.sfio.nic.in/ www.mca.gov.in Interested candidates may forward their application 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 as well as through e-Mail (Admn.HQ@sfio.nic.in) within 30 days from the date of publication of this advertisement.

davo 07102/11/0004/2122

Additional Director (Admn.)

Annexure-I**Qualification, Experience and Fee for Consultants of various fields/ domain****(a) LAW**

Sl.	Category of Consultants	Qualification and Experience	Fee payable
1.	Young Professional (Law)	The incumbent should be a Law Graduates with one-year experience preferably having exposure in other investigation agencies and/ or regulatory bodies in the field of Corporate Law.	Rs.60,000/- per month
2.	Jr. Consultant (Law)	The incumbent should be an Advocate with at least 3-8 years' experience preferably having exposure in other investigation agencies and/ or regulatory bodies in the field of Corporate Law.	Rs.80,000 to 1,45,000 depending upon educational qualification and experience
3.	Sr. Consultant (Law)	The incumbent should be an Advocate with 8-15 years' experience preferably having exposure in other investigation agencies and/ or regulatory bodies, especially in the field of Corporate Law.	Rs.1,45,000 to 2,65,000 depending upon educational qualification and experience

(b) Financial Analysis/ Forensic Audit

Sl.	Category of Consultants	Qualification and Experience	Fee payable
1.	Young Professional (FA)	The incumbent should be a fresh professional with one-year experience preferably having exposure in other investigation agencies and/ or regulatory bodies.	Rs. 60,000/- per month
2.	Jr. Consultant (FA)	The incumbent should be a CA/ CWA/ MBA(Finance) with at least 3-8 years' experience preferably having exposure in other investigation agencies and/ or regulatory bodies in the field of Financial Analysis/ Forensic Audit.	Rs. 80,000 to 1,45,000 depending upon educational qualification & experience
3.	Sr. Consultant (FA)	The incumbent should be a CA/ CWA/ MBA (Finance) with 8-15 years' experience preferably having exposure in other investigation agencies and/ or regulatory bodies, especially in the field of field of Financial Analysis/ Forensic Audit.	Rs. 1,45,000 to 2,65,000 depending upon educational qualification and experience

(c) Any other field (Banking/Financial Transaction & General Administration)

Sl.	Category of Consultants	Qualification and Experience	Fee payable
1.	Jr. Consultant	Professionals having: i) Qualification of Phd/ Master's Degree or MBA in relevant field/ subject as specified in the ToR. ii) The minimum post qualification experience of 3-8 years in the required field.	Rs. 80,000 to 1,45,000 depending upon educational qualification & experience
2.	Sr. Consultant	Professionals having: i) Qualification of Phd/ Master's Degree or MBA in relevant field/ subject as specified in the ToR. ii) The minimum post qualification experience of 8-15 years in the required field.	Rs. 1,45,000 to 2,65,000 depending upon educational qualification and experience

IT Consultants

Sl.	Category of Consultants	Qualification and Experience	Fee payable
1.	Young Professional	(i) Masters / Post Graduate in Computer Science / Computer Applications / Electronics / Information Security and Digital Forensics / Computer Forensics / Information Technology or equivalent, or (ii) degree in Engineering/Technology in Computer Science / Electronics / Information Security and Digital Forensics / Computer Forensics / Information Technology or equivalent as specified in the ToR for the specialisation/ field failing which minimum post qualification experience of one year in the requisite field. The candidates should have high competency and established peer reputation.	Rs. 60,000/- per month
2.	Jr. Consultant	Professionals having: (i) Masters / Post Graduate in Computer Science / Computer Applications / Electronics / Information Security and Digital Forensics / Computer Forensics / Information Technology or equivalent. or (ii) degree in Engineering/Technology in Computer Science / Electronics / Information Security and Digital Forensics / Computer Forensics / Information Technology or equivalent and with atleast 5 years' experience. Preference would be given to candidates who have exposure in acquisition of diversified databases/datasets and convert/ prepare/make them ready for analysis. Preference would also be given to candidates have exposure in server maintenance and network administration	Rs. 80,000 to 1,45,000 depending upon educational qualification & experience

Note:-

1. The remuneration of the Consultants may be increased upto 10% per annum subject to their satisfactory performance, as certified by supervisory officer and recommendation of Performance Appraisal Committee of SFIO.
2. The remuneration of retired government servants, engaged as Sr. Consultants/Jr. Consultants shall not exceed the ceiling of last pay drawn [(Pay+ GP+ DA)- (Basic Pension)].

Terms of Reference & other General Terms and Conditions

1. Background

Serious Fraud Investigation Office has been constituted u/s 211 of the Companies Act, 2013. It is a multidisciplinary Investigating Agency, wherein experts from diverse sectors like banking, capital markets regulation, corporate regulation, law, forensic audit, taxation, information technology etc. work together to unravel corporate frauds. It is headed by a Director, in the rank of Joint Secretary to the Government of India, SFIO. The Head Office of SFIO is at Delhi and five Regional Offices are presently functional i.e. at New Delhi, Chennai, Mumbai, Hyderabad and Kolkata.

2. Scope of work

For efficient discharge of its functions, Serious Fraud Investigation Office proposes to engage individual consultants in distinct fields which inter alia include:

(a) Consultants in the field of Law

The consultants engaged in the field of Law would be required to perform following functions:-

- i) To draft complaints, petitions, replies, rejoinders, affidavits and other pleadings/legal documents to be filed before various Courts and other forums.
- ii) To appear before different Courts and other forums throughout the country as per requirement.
- iii) To render all assistance to the officers of SFIO in prosecution matters and also during investigation of the cases.
- iv) To provide legal advice and opinion on points of law in various matters.
- v) To keep abreast of the latest developments in the field of law specially Corporate Law.
- vi) Any other work assigned to them.

(b) Consultants in the field of Financial Analysis/Forensic Audit (CA/CS/CWA)

The consultants engaged in the field of Financial Analysis would be required to perform the following functions: -

- i) To conduct analysis of financial statements/data available in MCA 21 data base.
- ii) To conduct analyses of other financial data.
- iii) To critically analyse the corporate announcements made by the corporate entities and prepare research reports.
- iv) To study financial reports of the companies under investigation and make complex financial analysis and prepare reports.
- v) To assist investigation teams in forensic audit, examination/scrutiny of board minutes, directors' reports and other schedules and documents.
- vi) To use spreadsheet and statistical software packages to analyse financial data and prepare company specific/sector specific reports for use by SFIO.
- vii) Any other work assigned to them.

(c) Consultants in other fields

Banking/Financial Transactions)

- (i) The consultants engaged in the field of Banking/Financial Transactions would be required to assist SFIO teams with inputs on the field of specialization and also undertake the work of analysis of information/ data including other miscellaneous work assigned to them from time to time.
- (ii) They would also be required to assist the investigation teams in preparation of annexures while finalising the reports.

IT Consultants

The IT consultants attached to CFDML would be performing Review / analysis of digital data using various tools/software.

The IT Consultants working in CFDML is to manage the databases acquired from CUIs and provide access to the analyst for performing database analysis. They will ensure that the databases are protected and that any chance of data loss is minimized. The responsibilities of IT Consultants would include the following:

- Comprehend the ERP/dataset maintained by the company and assist in acquiring them using validated method for analysis
- Convert/prepare the databases/datasets for analysis
- Install and maintain the performance of database servers
- Manage and optimize the storage requirements
- Develop processes for optimizing database security
- Manage database access
- Performance tuning of database systems
- Install, upgrade, and manage database applications
- Diagnose and troubleshoot database errors
- Recommend and implement emerging database technologies
- Perform backup and Recovery Duties
- Set and maintain database standards

The IT consultants would also work as System Administrator. The role of System Administrator is to design, organize, modify and support CFDML computer systems. The SA is responsible for network setup (both at Hqrs and Regional Offices), maintenance of servers and other IT-related infrastructure. The SA has to provide a reliable work environment and have to upgrade and manage the software and hardware. The responsibilities of SA include the following:

- Install, configure and maintain servers and networks
- Oversee system performance and troubleshoot issues
- Set up security policies and take care of identity management
- Sustain network integrity, server deployment, and security
- Manage user accounts, permissions, access rights, and storage allocations
- Perform system upgrades
- Offer technical support and troubleshoot any hardware and software problems related to server and storage devices
- Handle issues concerning application and database server operations
- Creating a backup and safeguarding the data if there are any hindrances
- Advise on new products, protocols and standards and assist in procurement and development
- Ensure the systems are in proper working condition

General Administration

The Consultants engaged in the field of 'General Administration' would be required to attend to work relating to Establishment, Accounts and General Administration including preparation of budget, Report and Returns and other miscellaneous work assigned to them from time to time.

3. Period of Engagement

The initial term of engagement of consultants will be for a period of three (3) years extendable by further period of two years on case-to-case basis. The maximum period of engagement of consultants shall be five (5) years or till attaining the age of 65 years whichever is earlier.

4. **General Terms & Conditions**

- i) The engagement of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of Contract with SFIO.
- jj) The consultants would have no lien on any job and such engagement may be cancelled at any time by the SFIO without assigning any reason.
- iii) The consultants on having accepted the offer shall enter into a contract with the Director, SFIO. The norms for secrecy will be as per Act No.19 of the Official Secret Act, 1923 and declaration of Fidelity & Secrecy. The security of sensitive data would be ensured through signing of non-disclosure agreement. The contract will remain provisional till police verification is received.
- iv) The Consultants shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters which are of confidential / secret nature.
- v) The Consultants shall not be entitled to any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, residential accommodation, CGHS, medical reimbursement, etc.
- vi) Admissibility of Allowances, TA/DA & Leave

Category of Consultants	Applicable allowances, TA/DA
Young Professionals	TA/ DA for travel within the country in connection with official work will be permissible with prior approval of the Director, SFIO and as per entitlement of officers in the pay level of 9 to 11 in pay matrix.
Junior Consultants	
Senior Consultants	TA/ DA for travel within the country in connection with official work will be permissible with prior approval of the Director, SFIO and as per entitlement of officers in the pay level of 12 and 13 in pay matrix.

- vii) The consultants shall work in Serious Fraud Investigation Office at Headquarter at Delhi or any of its Regional Offices and shall perform the functions assigned to them by the Competent Authority of SFIO.

viii) Leave:

Category of Consultants	Leave applicable
Young Professionals; Junior Consultants and Senior Consultants	The individual consultants shall be entitled to leave of eight (8) days in a year on pro-rata basis. Further, the absence upto one month may be considered without remuneration. However, in exceptional cases for professional development, training, etc., this condition may be relaxed by Director, SFIO. Apart from this, women consultants may be eligible for maternity leave as per extant instructions of Government of India.

- ix) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/ she shall be liable for termination in addition to any administrative and/or legal action as Govt. may deem fit.
- x) Without prejudice, and in addition to the legal remedies available to the SFIO, breach of contract shall be considered a sufficient ground for termination of the contract.

Application format

Applied for : Young Professionals; Junior Consultants
and Senior Consultants

Field : Law/ Financial Analysis/ Forensic Audit/
Any other field including Banking, IT, etc.

Place of vacancy : Delhi/ Mumbai/ Kolkata/ Chennai/ Hyderabad
(Please tick the post/ field applied for/Choice of Station)

Affix recent
passport size
photograph

Sl. No.	Particulars	Details
01	Name of the applicant	
02	Father's Name	
03	Date of Birth	
04	Domicile	
05	Nationality	
06	Aadhar No.	
07	Mailing address (with tel/ Mob & e-Mail id)	
08	Permanent address (with tel/ Mob & e-Mail id)	

9. Educational Qualification: (Attach self-attested photocopies of certificates)

Sl. No	Course	Subjects	School/College University/Institute	Year of Passing	%age of marks obtained	Division/ Class

10. Computer Proficiency: (Please tick)

Computer Filed	Excellent	Good	Average	Not Conversant
MS Word				
MS Excel/ Access				
MS Power Point				
Tally				
Other expertise				

11. Work Experience: (Attach self-attested photocopies of supporting documents/certificates)

Sl. No	Organization/ Institute	Period		Nature of Work	Specific reasons for leaving
		From	To		

12. The information below may please be furnished by retired Government/Public Sector Undertakings /autonomous body employees (Pl. attach self-attested copy of PPO)

Date of superannuation	Office/ Organization from which retired (with complete address)	Last pay drawn				Basic pension (before commutation)
		Basic Pay	GP/Level	DA	Total	

13. References with complete details with tel/ Mob & e-Mail id (other than relatives)

(i) _____

(ii) _____

14. 250 words write up (listing areas of proficiency, special skills and forte and why you consider yourself suitable for the position applied for?)

(Signature)
Date_____

UNDERTAKING

The information given above is true and correct to the best of my knowledge and belief.

(Signature)
Date_____