

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 : 011-24369593

5/12/2017-Admn./SFIO/Vol.II/

Expression of interest is invited from eligible applicants for engagement as Consultant-I/Consultant-II purely on short term contract basis, as per details given below:-

| Field | Tentative No. of posts | Tentative place of posting |
|---|------------------------|--|
| (i) Consultants in the field of Financial Analysis (CA/CS/CWA) | 11 | Delhi/Mumbai/Kolkata/ Chennai/Hyderabad |
| (ii). Consultants in the field of Banking (In this category retired Government/ Public Sector Undertakings/Autonomous Bodies employees are also eligible to apply) | 05 | |

The details of posts, eligibility conditions, fee payable etc. are given in Annexures I to III and are also available on the website www.s fio.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. The last date for receipt of applications is 1st of September, 2018

Additional Director(Admn.)

Qualification, Experience and Fee Payable to Experts/Consultants**(i) Experts/Consultants in the field of Financial Analysis**

| Sl. | Category of Experts/Consultants | Qualification and Experience | Fee payable |
|-----|---------------------------------|--|--|
| 1. | Consultant-I | The incumbent should be a CA/CWA/CS with at least 5 years experience in the relevant field/specialization as specified in the Terms of Reference (ToR) | Rs. 50,000/- to Rs. 80,000/- depending upon the educational qualification and experience |
| 2. | Consultant-II | The incumbent should be a CA/CWA/CS with at least 3 years experience in the relevant field/specialization as specified in the Terms of Reference (ToR) | Rs. 30,000/- to Rs. 50,000/- depending upon the educational qualification and experience |

(ii) Experts/consultants in the field of Banking

| Sl. | Category of Experts/Consultants | Qualification and Experience | Fee payable |
|-----|---------------------------------|---|--|
| 1. | Consultant-I | <p>Professionals having Qualification of Master's Degree in relevant field/subject as specified in the ToR for the specialisation/ field and minimum post qualification experience of at least 7 years in the requisite field. The candidates should have high competency and established peer reputation.</p> <p style="text-align: center;">OR</p> <p>Retired Government/Public Sector Undertakings/Autonomous Bodies employees with Grade Pay of Rs. 6,600/- and above (or equivalent) with experience of at least 7 years and knowledge in the required domain field as specified in the ToR for the specialization/field</p> | <p>Rs. 50,000/- to Rs. 80,000/- depending upon the educational qualification and experience</p> <p>Fee in the case of retired Government officials shall not exceed the ceiling of last pay drawn [(Pay + GP+ DA) – (Basic Pension)]</p> |

| | | | |
|---|---------------|--|--|
| 2 | Consultant-II | <p>Professionals having qualification of Masters Degree in relevant field/subject as specified in the ToR for the specialization/field and minimum post qualification experience of at least 5 years in the requisite field</p> <p style="text-align: center;">OR</p> <p>Retired Government/Public Sector Undertakings/Autonomous Bodies employees with Grade Pay of Rs. 4,200/- and above (or equivalent) with experience of at least 5 years and knowledge in the required domain field as specified in the ToR for the specialization/field</p> | <p>Rs. 30,000/- to Rs. 50,000/- depending upon the educational qualification and experience</p> <p>Fee in the case of retired Government officials shall not exceed the ceiling of last pay drawn [(Pay + GP+ DA) – (Basic Pension)]</p> |
|---|---------------|--|--|

Terms of Reference & other General Terms and Conditions

1. **Background**

Serious Fraud Investigation Office has been constituted under Sec 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 Financial Analysis (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.

(B) **Consultants in the field of Banking**

- (i) The consultants engaged in the field of Banking would be required to assist SFIO teams with inputs on the their 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.

3. **Period of Engagement**

The initial term of engagement of consultants shall be for a period of six months and subsequent extension(s), if any, shall be considered depending upon the requirement, work performance and quality output.

Qualification, Experience & fee payable

Consultants would be engaged at two level i.e. Consultant-I and Consultant-II. The qualification, work experience and fee payable to individual consultants in the field of Law/Financial Analysis/Other fields is given in **Annexure-I**.

5. General Terms & Conditions

- ii) The appointment 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. However, in exceptional cases engagement of consultants may also be made on part time basis for which modalities and fee payable will be decided by the Competent Authority.
- 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 SFIO and also give a Declaration of Fidelity and Secrecy. 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) No TA /DA shall be admissible for interview/joining the assignment or on its completion. However, they shall be entitled to claim TA/DA for their travel within the country in connection with the official work
- 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) The consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis.
- ix) Consultants shall not be allowed to work on attaining the age of 65 years. However, Competent Authority may relax this condition in special cases.
- x) 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.

Application format**Applied for:** Consultant-I/Consultant-II**Field:** Financial Analysis/Banking*(Pl. Tick the post/ field applied for)*Affix recent
passport size
photograph

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Aadhar No (if available) _____

7. Mailing address (with Tel./Mob. No. and e-mail address) _____

8. Permanent address _____

9. Educational Qualification:

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

(Attach self-attested photocopies of certificates)

10. Computer Proficiency: (Please tick)

| Computer Filed | Excellent | Good | Average | Not Conversant |
|----------------|-----------|------|---------|----------------|
| MS Word | | | | |
| MS Excel | | | | |
| MS Power Point | | | | |

11. Work Experience:

| S.No | Organization/ Institute | Period | | Nature of Work | Specific reasons for leaving |
|------|----------------------------|--------|----|----------------|------------------------------------|
| | | From | To | | |
| | | | | | |
| | | | | | |

(Attach self-attested photocopies of supporting documents/certificates)

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/Organisation from which retired (with complete address) | Last pay drawn | | | Basic pension (before commutation) |
|------------------------|--|-------------------------|----|-------|------------------------------------|
| | | Basic Pay(including GP) | DA | Total | |
| | | | | | |
| | | | | | |

13. References with complete details (other than relatives)

(iii) _____

(iv) _____

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 _____