

**Government of India**  
**Ministry of Corporate Affairs**  
**SERIOUS FRAUD INVESTIGATION OFFICE**

2<sup>nd</sup> Floor, Paryavaran Bhawan, B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003.  
Phone : 011-24369593

**2/6/2014-Admn.SFIO**

**Dated 09.07.2015**

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:-

Particulars of the post	Tentative place of Posting	No. of posts
A. <b>Consultants in the Field of Law</b> (Advocates)	Delhi/Mumbai/Kolkata/ Hyderabad/Chennai	10*
B. <b>Consultants in the field of Financial Analysis (CA/CS/CWA)</b>	Delhi/Mumbai	06*
C. <b>Consultants in other fields*</b> (Banking/Law/Tax/Audit & Accounts/ Capital Market/ Investigation/ Management Accounting/ General Administration) (In this category retired Government/Public Sector Undertakings/ Autonomous Bodies employees are also eligible to apply)	Delhi/Mumbai	08*

\* Tentative

2. The eligibility criteria stating qualification, experience and also fee payable to Consultant-I/Consultant-II etc. is given in **Annexure-I**. Terms of Reference (ToR) and other general terms & conditions are given in **Annexure-II**.

3. The short listed candidates will be interviewed by a Consultancy Evaluation Committee constituted for the purpose, whose decision will be final and no correspondence in this regard will be entertained. Intimation will be sent only to selected candidates. SFIO would undertake police verification of the selected candidates.

4. Interested candidates may forward their applications in the enclosed format (**Annexure-III**) in a sealed envelope super-scribed "Application for the post of Consultant in SFIO" which should reach Director, Serious Fraud Investigation Office, 2<sup>nd</sup> Floor, Paryavaran Bhawan, B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003 within 30 days from the date of publication of the advertisement in Times of India/Nav Bharat Times on 09.07.2015.

Deputy Director(Admn.)

**Qualification, Experience and Fee Payable to Experts/Consultants****(a) Experts/Consultants in the field of Law**

<b>Sl.</b>	<b>Category of Experts/Consultants</b>	<b>Qualification and Experience</b>	<b>Fee payable</b>
<b>1.</b>	Consultant-I	The incumbent should be an Advocate with at least 10 years experience at the Bar 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
<b>2.</b>	Consultant-II	The incumbent should be an Advocate with at least 4 years experience at the Bar 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

**(b) Experts/Consultants in the field of Financial Analysis**

<b>Sl.</b>	<b>Category of Experts/Consultants</b>	<b>Qualification and Experience</b>	<b>Fee payable</b>
<b>1.</b>	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
<b>2.</b>	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

**(c) Experts/consultants in any other field**

<b>Sl.</b>	<b>Category of Experts/Consultants</b>	<b>Qualification and Experience</b>	<b>Fee payable</b>
<b>1.</b>	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>
<b>2</b>	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 Law (Advocates)**

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 (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**

(i) The consultants engaged in other fields like Banking/Law/Tax/Audit & Accounts/Capital Market/Investigation/Management Accounting 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.

(iii) The consultants in the field of General Administration would be required to attend to the work relating to establishment, accounts and general administration including preparation of budget/ reports and returns & other miscellaneous work assigned to them from time to time. Experienced applicants with proficiency in providing secretarial assistance to the officers would also be considered.

**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.

4. **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**

- i) 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**

**Post Applied for:** Consultant-I/Consultant-II  
Full Time/Part Time  
**Field:** Law/Financial Analysis/Others (-----write field)  
(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 /autonomousbody 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)

(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\_\_\_\_\_