

Government of India
SERIOUS FRAUD INVESTIGATION OFFICE
 2nd Floor, Pt. Deendayal Antyodaya Bhawan
 B3 Wing, CGO Complex, Lodhi Road, New Delhi-110003

No. 05/12/2017-Admn/SFIO/Vol. III

NOTICE FOR EXTENSION OF LAST DATE

The closing date for engagement of consultants, purely on short term contract basis, published in Hindustan Times dated 20.04.2019 has been **extended up to 20.06.2019**.

Field	Tentative No. of consultants to be engaged	Tentative place of posting
A. Consultants in the Field of Law (Advocates)	05	Delhi/Mumbai/Kolkata/ Chennai/Hyderabad
B. Consultants in the field of Financial Analysis (CA/CS/CWA)	10	
C. Consultants in other fields (i) Management Accountancy - 1 (ii) General Administration - 1 [In this (C) category retired Government/ Public Sector Undertakings/Autonomous Bodies employees are also eligible to apply]	02	Delhi

Details regarding eligibility conditions, fee payable, terms of reference (ToR) etc. are available on the website www.sfo.nic.in / www.mca.gov.in

dayp 07102/11/0009/1920

Additional Director (Adm.)

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.III/

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 consultants to be engaged	Tentative place of posting
A. Consultants in the Field of Law (Advocates)	05	Delhi/Mumbai/Kolkata/ Chennai/Hyderabad
B. - Consultants in the field of Financial Analysis (CA/CS/CWA)	10	
C. Consultants in other fields (i) Management Accountancy - 1 (ii) General Administration - 1 [In this (C) category retired Government/ Public Sector Undertakings/Autonomous Bodies employees are also eligible to apply]	02	Delhi

The number of consultants to be engaged is tentative and may increase. Details regarding eligibility conditions, fee payable, terms of reference (ToR) etc. are 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 within 30 days from the date of publication of this advertisement.

Additional Director(Admn.)

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

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

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

**(c) Experts/consultants in any other field: (Management Accountancy/
General Administration)**

Sl.	Category of Experts/Consultants	Qualification and Experience	Fee payable
1.	Consultant-I	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. OR 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	Rs. 50,000/- to Rs. 80,000/- depending upon the educational qualification and experience Fee in the case of retired Government officials shall not exceed the ceiling of last pay drawn [(Pay + GP+ DA) – (Basic Pension)]
2	Consultant-II	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 OR 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	Rs. 30,000/- to Rs. 50,000/- depending upon the educational qualification and experience Fee in the case of retired Government officials 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 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**

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 legal documents to be filed before various Hon'ble courts.
- ii) To appear before benches of the Hon'ble Company Law Board and if required in the District and subordinate courts in various states throughout India
- iii) To give expert opinion regarding filing of appeals in cases decided against SFIO
- iv) To keep SFIO informed about all the developments of each hearing and timely make available copies of judgements
- v) To render all assistance to the Law Officers, Advocate General of State Govt., Senior/Special counsels, if required to do so, who may be engaged in a particular case before the High Court, Supreme Court of India, Tribunals, Commission of Enquiry, Company Law Board, Arbitrators/Umpires etc.
- vi) To legal advice in various matters
- vii) Any other relevant work assigned by SFIO.

(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:

Management Accountancy

- (i) The consultants engaged in the field of Management Accountancy 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.

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, Reports and Returns and other miscellaneous work assigned to them from time to time.

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/Banking/Management Accountancy/General Administration 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.
- 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:** Law/Financial Analysis/Management Accountancy/
General administration**Choice of Station:** Delhi/Mumbai/Kolkata/Chennai/Hyderabad*(Pl. Tick the post/ field applied for/Choice of Station)*

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)

(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)