



गंभीर कपट अन्वेषण कार्यालय
भारत सरकार
Serious Fraud Investigation Office
Government of India



B-3 Wing, 2nd Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
बी-3 विंग, द्वितीय तल, पंडित दीनदयाल अंत्योदय भवन, केंद्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली-110003

सं:/No.05/15/2023-AdmnSFIO(7915)//

दिनांक/Date: - 20.02.2024

To

All Ministries/Departments of Government of India/
The Chief Secretaries of all State Governments/UTs/
Director Generals of Police/
Reserve Bank of India, Mumbai/
Securities and Exchange Board of India, Mumbai/
Public Sector Undertakings/Banks

Sub: Engagement of Consultants in SFIO purely on short-term contract basis - reg.

Sir/Madam,

I am directed to say that Serious Fraud Investigation Office under Ministry of Corporate Affairs is proposing to engage retired Government officers, retired Prosecutors and retired Judges as consultant **purely on short-term contract basis**. The eligibility conditions, nature of duties, remuneration, terms & conditions, etc. are available on the website www.sfio.gov.in.

2. Interested candidates may forward their application in prescribed format to the Deputy Director (Admn.), Serious Fraud Investigation Office, 2nd Floor, Pt. Deendayal Antyodaya Bhawan, B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003 through Speed Post within 20 days from the date of publication of this advertisement (latest by 11.03.2024).

3. Accordingly, advertisement, **Terms of Reference including details of eligibility conditions, remuneration payable, nature of duties and other terms and conditions for engagement of consultants** are being forwarded with a request to give wide publicity to attract the participation of eligible willing candidates.

This issues with the approval of the Competent Authority.

Yours faithfully,


(Om Prakash)

Senior Assistant Director (Admn.)

Copy to:

1. The Under Secretary, Ad.III, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi, with the request to get this vacancy circular uploaded on the website of MCA.
2. The Additional Director (IT), SFIO, with the request to place this circular (along with enclosures) on the website of SFIO under the heading 'What's New' and under the heading 'Recruitment/Vacancies'.
3. The Director (CS), Department of Personnel & Training, 2nd floor, Lok Nayak Bhawan, New Delhi, with the request to get this vacancy circular uploaded on the DoP&T website.

	<p>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</p>	
05/15/2023-AdmnSFIO		
<u>ENGAGEMENT OF CONSULTANTS IN SFIO</u>		
<p>Applications are invited from retired Government officers, retired Prosecutors and retired Judges, for engagement as consultant in Serious Fraud Investigation Office, on contract basis. The eligibility conditions, nature of duties, remuneration, terms & conditions, etc. are available on the website www.sfiio.gov.in. Interested candidates may forward their application in prescribed format to the Deputy Director (Admn.), Serious Fraud Investigation Office, 2nd Floor, Pt. Deendayal Antyodaya Bhawan, B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003 through Speed Post within 20 days from the date of publication of this advertisement.</p>		
		<p>Sd/- Senior Assistant Director (Admn.) CBC 07102/11/0016/2324</p>

Terms of Reference including detail of eligibility conditions, remunerations payable, nature of duties and other terms and conditions for engagement of consultants

Serious Fraud Investigation Office has been constituted under Sec 211 of the Companies Act, 2013. It is a multi-disciplinary 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. The Head Office of SFIO is at Delhi and the Regional Offices are at Mumbai, Chennai, Hyderabad & Kolkata.

The details of engagement of consultants is given below: -

1.	Designation	Consultant
2.	Tentative number of engagement	04 (Four)
3.	Period of engagement	The initial term of engagement of consultants will be for a period of one (1) year, extendable by further period of one year, on case to case basis. The maximum period of engagement of consultants post superannuation shall be 5 years from the date of superannuation. The engagement would be on full-time basis. The consultants would have no lien on any job in Serious Fraud Investigation Office.
4.	Place of Posting	SFIO Headquarter Delhi or any of its regional offices at Mumbai, Chennai, Hyderabad & Kolkata.
5.	Remuneration per month	The remuneration of retired government servants, retired judges, retired ex-prosecutors engaged as Consultants shall be governed vide Ministry of Finance, Department of Expenditure OM F.No. 3/25/2020-E.IIIA dated 9 th December, 2020. No any other allowances will be applicable. However, TA/DA would be permissible on official tours.
6	Eligibility	Retired employees from Govt./autonomous organisations, retired judges, retired/ex-Prosecutors having minimum five years' experience in: - (a) investigation or prosecution or trial of economic and financial offences with any Central Government or state Government agency, or (b) any one or more of the areas pertaining to financial sector, banking sector or economic sector in a Ministry/department of Central or State Government or Autonomous body, or (c) administrative experience in the above related fields mentioned at (a) and (b) above.
7.	Age Limit	The minimum age for applicants has been fixed at 60 years and the maximum age fixed for applicants shall be 5 years from the date of superannuation.

8.	Nature of duties	<p>To give consultancy and support in: -</p> <ul style="list-style-type: none"> i) evaluating the prosecutable evidence collected by the investigation units of SFIO. ii) improving skills on legal appreciation of evidence gathered during investigation. iii) techniques for collection of intelligence. iv) focusing Landmark/New/ case law/ legal changes / judgment of Courts etc. having impact in the functioning of SFIO v) improving drafting skills of legal documents. vi) management of criminal cases and case records. vii) improving investigative skills with latest technical tools available. viii) reviewing meetings which are convened from time to time to review the cases under investigation and advise Investigation Units on issues/constraints faced by them. ix) framing appropriate questions and cross questions for recording of statements on oath. x) Any other task assigned.
9.	Contract Agreement	<p>The consultant having accepted the offer shall enter into a contract with SFIO. The norms for secrecy will be as per Act. No. 19 of the Official Secret Act, 1923 and declaration of Fidelity and Secrecy. The security of sensitive data would be ensured through signing of non-disclosure agreement.</p>
10	Other Terms and conditions	<ul style="list-style-type: none"> i) The engaged personnel should be medically/physically fit to render services as desired. ii) Working hours shall normally be from 9 AM to 5.30 PM during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/ Sundays and other holidays. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service subject to the approval of the controlling Officer. iii) They will not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Department. iv) The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department v) The attention is drawn to Central Vigilance Commission's circular no. 01/01/17 dated 23.1.2017 and circular no. 08/06/2011 dated 24.6.2011 regarding engagement of consultants. The consultants will be completely accountable for any advice or any service rendered by them during their

		<p>engagement in this Department in view of norms of ethical business and professionalism.</p> <p>vi) They must act, at all times, in the interest of department and render any advice/ service with professional integrity.</p> <p>vii) They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department</p> <p>viii) The consultants engaged by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment.</p> <p>ix) They will complete the assigned task within the stipulated period as per the requirement of their controlling officers. They will not take up any other assignment or contract during the contract period.</p> <p>x) They shall be bounded to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.</p> <p>xi) The engagement as Consultant can be terminated by the Department at any time without assigning any reason thereof by giving them 15 days' notice. In case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.</p>
11	Mode of selection	<p>i) The mode of selection shall be through Interview/Personal Talk.</p> <p>ii) Interested applicants may submit their applications in the enclosed format (Annexure-A) along with a copy of PPO and Last Pay Certificate to the Deputy Director (Admin), SFIO, 2nd Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi – 110003, through Speed Post. The last date of receipt of applications is 11.03.2024. Incomplete applications or applications received after due date will be rejected.</p>

Annexure-A

Application for the post of Consultant in SFIO on a Contract basis

(Enclose all Supporting Documents)

Recen Passport
Size Photograph

1.	Full Name (in Block Letters)	
2.	Date of Birth	
3.	Email	
4.	Mobile Number	
5.	Residential Address	
6.	Educational Qualification	
7.	Date of Superannuation/retirement	
8.	PPO Number (Enclose a copy)	
9.	Post held at the time of retirement	
10.	Last pay Drawn (Pay level & Pay)	
11.	Transport allowance (basic) at the time of retirement	
12.	Organization superannuated from	
13.	Organization currently working in, if any	
14.	Working knowledge of MS Office, e-office and	

	Internet browsing (Yes/No)				
15.	Brief particulars of Experience (a separate sheet may be annexed) (Enclose supporting document)	Post held	From	To	Experience/ Nature of Work

Undertaking

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

Place:

Date:

(Signature of Applicant)