



Government of India  
Serious Fraud Investigation Office  
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Phone: 011-24369242



No.5/14/2023-Admn.SFIO/

Expression of interest is invited from eligible applicants for engagement 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	-	05	06	11	Delhi/ Mumbai/ Kolkata/ Chennai/ Hyderabad
B	Financial Analysis/ Forensic Audit	03	27	20	50	
C	Banking	-	27	-	27	
D	General Administration	00	03	00	03	
	Total	03	62	26	91	

The details of posts, eligibility conditions, remuneration etc. are available on the website [sfio.gov.in/](http://sfio.gov.in/) [mca.gov.in](http://mca.gov.in/) Interested candidates may apply online through the link provided in SFIO website [sfio.gov.in](http://sfio.gov.in/) **within 21 days from the date of publication of this advertisement. The candidates who wish to apply for more than one field, may submit separate application for each field.**

**Joint Director(Admn.)**

**Qualification, Experience and Fee for Consultants of various fields/ domain**

**(A) LAW**

Sl.	Category of Consultants	Qualification and Experience	Fee payable (Per month)
1.	Young Professional (Law)	The incumbent should be a Law Graduate with at least one-year experience preferably having exposure in other investigation agencies and/ or regulatory bodies in the field of Corporate Law.	Rs.60,000/-
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

**(B) Financial Analysis/ Forensic Audit**

Sl.	Category of Consultants	Qualification and Experience	Fee payable (Per month)
1.	Young Professional (FA)	The incumbent should be a CA/ICWA/MBA (Finance) with at least 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 Financial Analysis/ Forensic Audit.	Rs. 1,45,000 to 2,65,000 depending upon educational qualification & experience

**(C) & (D) Banking & General Administration**

Category of Consultants	Qualification and Experience	Fee payable (Per month)
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

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

**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 Regional Offices are presently functional i.e. at 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.

The Young Professionals in the field of Law would provide basic support to Consultants and also assist Investigation teams in various miscellaneous tasks assigned to them from time to time.

**(b) Consultants in the field of Financial Analysis/Forensic Audit (CA/CWA/MBA Finance)**

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.

The Young Professionals in the field of Financial Analysis/Forensic Audit would provide basic support to Consultants and also assist Investigation teams in various miscellaneous tasks assigned to them from time to time

### **(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.

- **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. However, the period of engagement would be subject to successful review after every six months.

### **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

<b>Category of Consultants</b>	<b>Applicable allowances, TA/DA</b>
<b>Young Professionals</b>	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 8 in pay matrix.
<b>Junior Consultants</b>	
<b>Senior Consultants</b>	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 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:

<b>Category of Consultants</b>	<b>Leave applicable</b>
<b>Young Professionals; Junior Consultants and Senior Consultants</b>	The individual consultants shall be entitled to leave of eight (8) days in a year on pro-rata basis. Further, the absence up to 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.