

**VACANCY NOTIFICATION**

Employer	1602024 Serious Fraud Investigation Office, Ministry of Corporate Affairs
Name of the Post	Assistant Director (Banking)
No. of Vacancy	02
Last date to apply	21 December 2024
Remarks	<b>See detailed notification attached below</b>

**How to Apply:** - 1. All **Eligible** Ex-Servicemen officers need to forward two Copies of Willingness Format, available at vacancy page, on Email ID: [dgrjobofficers@desw.gov.in](mailto:dgrjobofficers@desw.gov.in)

- (i) One Format should be in PDF format duly signed by the applicant and signed by the witnesses too.
- (ii) The second one should be in Excel Format without changing the Format, without signatures and without witnesses.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above, Copy of PPO/ Release Order & CV/ Bio Data should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

3. **(For Zila Sainik Welfare Officer/ RSB Director vacancy only):** An additional Undertaking for Kendriya Sainik Board (KSB) should also be forwarded to this office along with the above (via Email Only). The Undertaking format for KSB is available on DGR website in format section under the head of Job Assistance for Officers.

**Note 1:-** All willing and **Eligible** JCOs/ OR may forward their application in Officer's willingness format through their ZSB/ RSB only, else name will not be accepted under any circumstances.

**Note 2:-** **Willingness format must be as per instructions mentioned above.**

**In the event of non-receipt of all the required documents as mentioned above within the due date of the vacancy, the candidature of the applicant will not be entertained under any circumstances.**

	(a) Designation	Assistant Director (Banking)
	(b) Classification of the posts (i.e. whether Central Civil Service/ Post/ Gazetted or Non-Gazetted, etc)	Group-B Gazetted
	(c) Pay Band/ Grade Pay	Level-8 Rs.47600-151100
	(d) Mode of Recruitment (Direct Recruitment/ Deputation, etc)	Direct Recruitment
4.	Details of the post	
	(a) Brief Description of job requirements and nature of duties of the post	<p>(a) To act as member of the investigation team for examination of the cases relating to Corporate Frauds;</p> <p>(b) To collect evidences/record statements and presentation of evidences and preparation of Investigation Reports;</p> <p>(c) To analyse financial/banking transactions etc;</p> <p>(d) To assist in providing legal inputs to counsels for filing of complaints under the provisions of various Acts to be subsequently used in prosecution;</p> <p>(e) To assist in liaisoning with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution;</p> <p>(f) Any other work assigned from time to time.</p>
	(b) Place of initial posting (including the name of the state) for each vacancy separately)	Initial posting New Delhi with All India Transfer Liability
5.	Break up of vacancies reserved for**	
	(a) SC	01
	(b) ST	00
	(c) OBC	00
	(d) UR	00
	(e) EWS	01
6.	Date of occurrence of vacancies	01 post on 01.07.2021 due to repatriation of one officer. 01 vacant post out of newly created 07 posts conveyed vide MCA letter dated 23 <sup>rd</sup> July, 2021 read with letter dated 31 <sup>st</sup> August, 2021.
7.	Qualification as laid down in the approved recruitment rules including any relaxation	
	(a) Essential	Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Post Graduate Diploma in Management (Finance) or Master's of Business Administration (Finance) or Master's of Business Economics or Master's in Commerce. <u>Experience</u> One year's experience in finance or banking affairs from any Government listed private organisation
	(b) Desirable	

to be provided for the Scheduled Castes, the Schedule Tribes, ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**SCHEDULE**

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	
1. Assistant Director (Banking).	05* (2016) *Subject to variation dependent on workload.	General Central Service. Group-'B' Gazetted. Non-Ministerial.	Pay band-2 - Rs. 34800 plus grade pay Rs. 4800.	Not applicable

श्री / D.K. Singh  
 Deputy Director (Admin.)  
 सचिव, सार्वजनिक सेवा आयोग (S) का  
 कॉन्सल्टेड कार्यालय, नई दिल्ली / Ministry of Government of India  
 भारत सरकार / Government of India

*DS*

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any.
(6)	(7)	(8)	(9)
<p>Not exceeding thirty years.</p> <p>(Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: The crucial date for determining the Age-limit shall be the closing date for receipt of applications and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh. The Union Territories of Andaman and Nicobar Islands and Lakshwadeep.</p>	<p><b>Essential</b></p> <p>Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Post Graduate Diploma in Management (Finance) or Master's of Business Administration (Finance) or Master's of Business Economic. or Master's of Commerce.</p> <p><b>Experience:</b></p> <p>One Year's experience in finance or banking affairs from any Government listed private organisation.</p> <p><b>Note 1:</b></p> <p>Qualifications are relaxable at the discretion of the Union Public Service Commission. for reasons to be recorded in writing. in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b></p> <p>The Qualification(s) regarding experience is or are relaxable at the discretion of the Union Public Service Commission. for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Union Public Service Commission. is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	<p>Not applicable</p>	<p>Two years for direct recruits</p>

Method of recruitment whether by direct recruitment or by promotion