

Injeti Srinivas, IAS
Secretary



भारत सरकार
कारपोरेट कार्य मंत्रालय
नई दिल्ली
Government of India
Ministry of Corporate Affairs
New Delhi

DO No. A-45011/36/2018-Ad.III-MCA

25th July, 2019

Dear Shri. Longkumer,

I write to invite applications from interested officers for appointment on deputation basis against various posts in the Serious Fraud Investigation Office (SFIO), a statutory authority under the Companies Act, 2013, to investigate corporate frauds. The detail of vacancies against which officers of your cadre would be suitable is given in Annexure 'A'

2. An open advertisement, for filling up vacancies on urgent basis has been issued in National/ Regional Newspapers and uploaded at www.s fio.nic.in and www.mca.gov.in. It will also be published in the next edition of Employment Newspaper. Applications complete in all respects received through proper channel by 30th of every month (starting from August 2019) would be considered for selection in the subsequent month against the available vacancies, till the posts are filled, completely.

3. SFIO draws its multi-disciplinary strength from the officers drawn on deputation from various departments. It has offices at Delhi, Mumbai, Chennai, Kolkata and Hyderabad and the organization strives to accommodate, to the extent feasible, the choice of location of officers. The selection of officers against the vacant posts will be made through a Committee for which they may be called for interaction.

4. The competent officers drawn from various fields would help SFIO in meeting its mandate. At the same time, it would provide a unique opportunity for the officers to enrich their investigation experience, and thereby help them to deepen their investigation capacities in economic offences. I would, therefore like to request you to give wide publicity to the vacancy circular in your Department by getting it uploaded in the website of your Ministry/ Department and by forwarding it to your subordinate/ attached offices. The applications from eligible officers in the prescribed proforma as given in Annexure B, may please be forwarded to the Director, Serious Fraud Investigation Office, 2nd floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

With regards,

Encl: As above

Shri T.J. Longkumer, IPS
Director General of Police, Nagaland,
Police Headquarters,
Kohima-797001.

Yours sincerely,

(Injeti Srinivas)

IGP (HQ)

DIG (HQ)

Get it uploaded in our
website

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कमरा नं 519, 'ए' विंग, शास्त्री भवन, नई दिल्ली-110 001
Room No. 519, 'A' Wing, Shastri Bhawan, New Delhi - 110 001
Phones : 91-11-23382324, 23384017, Fax : 91-11-23384257, E-mail : secy.mca@nic.in

Annexure-A

Sl. No	Post	No. of vacancies	Level in the pay matrix of pay scale	Eligibility as per RRs	Period of deputation	Tentative place of posting
01	Joint Director (Investigation)	04	Level 12 (Rs. 78,800-2,09,200)	Officers of the Central Govt/State Govt/Union Territories/Central or State PSUs/ Semi Government/autonomous Organizations: A. (i) holding analogous post on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in level 11 of the pay matrix (Rs. 67,700-2,08,700) in the parent cadre or department; and B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Bachelor's Degree from recognized University; and (ii) ten years' experience in the field of enforcement of economic laws offences and collection of intelligence thereto. <u>Desirable</u> (i) Degree in Law or Commerce or Economics (ii) should be conversant with tools and techniques of collection of evidence or recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings.	Five years extendable upto 7 years	Delhi
02	Joint Director (Financial Transactions)	02	Level 12 (Rs. 78,800-2,09,200)	Officers of the Central Govt/State Govt/Union Territories/ PSUs/ autonomous/statutory bodies: A. (i) holding analogous post on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in level 11 of the pay matrix (Rs. 67,700-2,08,700) in the parent cadre or department; and B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Master of Business Administration or master's in business economics or Post Graduate diploma in Management (Finance); (ii) eight year's experience in the field of regulation or operation of Banking sector <u>Desirable</u> Degree in Law from a recognized university	Five years	Delhi
03	Joint Director (Capital Market)	01	Level 12 (Rs. 78,800-2,09,200)	Officers of the Central Govt/State Govt/Union Territories/ PSUs/ autonomous/statutory bodies: A. (i) holding analogous post on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in level 11 of the pay matrix (Rs. 67,700-2,08,700) in the parent cadre or department; and B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Chartered Accountant or Company Secretary or Chartered Financial Analyst or Cost & Management Accountant or Master of Business Administration (Finance) or Post Graduate diploma in Management (Finance) (ii) eight year's experience in the field of regulation of capital market or merchant banking. <u>Desirable</u> (i) Degree in Law from a recognized university	Five years	Delhi

				(ii) should be conversant with tools and techniques of collection of evidence or recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings.		
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04	Joint Director (Forensic Audit)	02	Level 12 (Rs. 78,800-2,09,200)	Officers of the Central Govt/State Govt/Union Territories/ PSUs/ Semi-government/autonomous bodies: A (i) holding analogous post on regular basis in the parent cadre or department; or (ii) With five year's service in the grade rendered after appointment thereto on a regular basis in level 11 of the pay matrix (Rs. 67,700-2,08,700) in the parent cadre or department; and B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Chartered Accountant or Cost Accountant or Master of Business Administration (Finance) or Post Graduate diploma in Management (Finance) or Master in Business Economics or Master in Commerce; and (ii) eight year's experience in the field of forensic auditing or commercial audit or internal audit division or investigation of accounts and auditing. <u>Desirable</u> Should be conversant with tools and techniques of collection of evidence or recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings.	Five years extendable upto 7 years	Delhi
05	Deputy Director (Forensic Audit)	01	level 11 (Rs. 67,700-2,08,700)	Officers from the Central Govt/State Govt/Union Territories/ PSUs/ statutory/ autonomous organizations: - A (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level 10 in the Pay Matrix Rs.56100-177500 or equivalent in the parent cadre or department; B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Post Graduate Diploma in Management (Finance) or Master's in Business Administration (Finance) or Master of Business Economics or Master's in Commerce or Bachelor's in Law (ii) Three year's experience in audit or forensic audit from any Government listed private organization.	Four years	Delhi
06	Deputy Director (Banking)	01	level 11 (Rs. 67,700-2,08,700)	Officers of the Central Govt/State Govt/Union Territories' Administration/ PSUs/ Statutory/autonomous organizations: A (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level 10 in the pay matrix Rs. 56100-177500 or equivalent in the parent Cadre or Department; B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Post Graduate diploma in Management (Finance) or Master of Business Administration (Finance) or Master of Business Economics or Masters in Commerce. (ii) three year's experience in finance/banking affairs in any Government Organization	Four years	Delhi

07	Senior Assistant Director (Investigation)	02	Level 10 Rs. 56100-177500	<p>Officers from the Central Govt/State Govt/Union Territories Administration/Centre/State PSUs/ statutory/ autonomous organizations: -</p> <p>A</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) With two year's service in the grade rendered after appointment thereto on a regular basis in the level 8 in pay matrix (Rs. 47,600-1,51,100) or equivalent in the parent cadre or department; or</p> <p>(iii) With three years' service in the grade rendered after appointment thereto on a regular basis in the level 7 in pay matrix (Rs.44,900-1,42,400) or equivalent in the parent cadre or department; and</p> <p>B. Possessing the following educational qualifications and experience:</p> <p><u>Essential</u></p> <p>(i) Bachelor's degree from a recognized University; and</p> <p>(ii) Three year's experience in enforcement of regulatory laws or investigation of economic offences and collection of intelligence thereto.</p> <p><u>Desirable</u></p> <p>(i) Chartered Accountant or Cost and Management Accountant or Company Secretary or bachelor's degree in Law or Master of Business Administration or Post Graduate Diploma from a recognized university or institutions.</p> <p>(ii) Should be conversant with tools and techniques of collection of evidence or recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings.</p>	Three Years	Delhi-1 Mumbai-1
08	Senior Assistant Director (Capital Market)	02	Level 10 Rs. 56100-177500	<p>Officers of the Central Govt/State Govt/Union Territories Administration/ PSUs/ /statutory / autonomous organization:</p> <p>A</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) With two year's service in the grade rendered after appointment thereto on a regular basis in the level 8 in pay matrix (Rs. 47,600-1,51,100) or equivalent in the parent cadre or department; or</p> <p>(iii) With three years' service in the grade rendered after appointment thereto on a regular basis in the level 7 in pay matrix (Rs.44,900-1,42,400) or equivalent in the parent cadre or department; and</p> <p>B. Possessing the following educational qualifications and experience:</p> <p>(i) Chartered Accountant or Cost and Management Accountant or Chartered Financial Analyst or Master of Business Administration (Finance) or Post Graduate Diploma in Management (Finance) or Company Secretary with two year's experience in the field of capital markets;</p> <p>(ii) Should be conversant with tools and techniques of collection of evidence or recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings/expert knowledge of capital market and security law procedures, commercial and business laws and understanding of regulatory environment and also possessing good analytical communication and interpersonal skills and exposure in investigating fields, market manipulations, price rigging, frauds on stock exchanges etc.</p>	Three Years	Delhi

09	Senior Assistant Director (Forensic Audit)	04	Level 10 Rs. 56100-177500	<p>Officers of the Central Govt/State Govt/Union Territories Administration/ PSUs/ /statutory / autonomous organization:</p> <p>A</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay or Level 8 in the Pay Matrix Rs. 47600-151100 or equivalent in the parent cadre or department; or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay or Level 7 in the Pay Matrix Rs. 44900-142400 or equivalent in the parent cadre or department.</p> <p>B. Possessing the following educational qualifications and experience:</p> <p><u>Essential</u></p> <p>(i) Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Post Graduate Diploma in Management (Finance) or Masters in Business Administration (Finance) or Master of Business Economics or Master in Commerce or Bachelor's in Law.</p> <p>(ii) one year's experience in audit or forensic audit in any Govt. organization.</p>	Three Years	Delhi-2 Kolkata-1 Hyd-1
10	Senior Assistant Director (Corporate Law)	03	Level 10 Rs. 56100-177500	<p>Officers of the Central Govt/State Govt/Union Territories Administration/ PSUs/ /statutory / autonomous organization:</p> <p>A</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in Level 8 in the Pay Matrix Rs. 47600-151100 or equivalent in the parent cadre or department; or</p> <p>(iii) With three years' service in the grade rendered after appointment thereto on a regular basis in Level 7 in the Pay Matrix Rs. 44900-142400 or equivalent in the parent cadre or department, and</p> <p>B. Possessing the following educational qualifications and experience:</p> <p><u>Essential</u></p> <p>(i) Degree in any discipline and bachelor's degree in Law with one-year experience in corporate law; or</p> <p>(ii) Five year's integrated bachelor's degree in Law with two year's experience in the field of Corporate Law; or</p> <p>(iii) Bachelor's degree in any subject and Company Secretary from Institute of Company Secretaries of India with two year's experience in the field of Corporate Law.</p> <p><u>Desirable</u></p> <p>Should be conversant with tools and techniques of collection of evidence or recording of statement or collection and presentation of best evidence to be used in prosecution proceedings.</p>	Three Years	Delhi-2 Chennai-1
11	Senior Assistant Director (Customs & Central Excise)	04	Level 10 Rs. 56100-177500	<p>Officers from the Central Govt/State Govt/Union Territories/ PSUs/ statutory/ autonomous organizations: -</p> <p>A</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in Level 8 in the Pay Matrix Rs. 47600-151100 or equivalent in the parent cadre or department; or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in Level 7 in the Pay Matrix Rs.44900-142400 or equivalent in the parent cader or department; and</p> <p>B. Possessing the following educational qualifications and experience:</p>	Three Years	Delhi-3 Mumbai-1

				<u>Essential</u> (i) Bachelor's degree from a recognized University/ Institution; and (ii) Three years' experience in the field of enforcement of economic law such as Foreign Contribution Regulation Act/ Foreign Exchange Management Act/ Conservation of Foreign Exchange and Prevention of Smuggling Activities Act Customs and Excise. <u>Desirable</u> (i) Bachelor's Degree in Law; or (ii) Chartered Accountant; or (iii) Company Secretary; or (iv) Cost and Management Accountant.		
12	Senior Assistant Director (Taxation)	02	Level 10 Rs. 56100-177500	Officers of the Central Govt/State Govt/Union Territories Administration/ PSUs/ /statutory / autonomous organization: A (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in Level 8 in the Pay Matrix Rs. 47600-151100 or equivalent in the parent cadre or department; or (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in Level 7 in the Pay Matrix Rs. 44900-142400 or equivalent in the parent cadre or department; and B. Possessing the following educational qualifications and experience: <u>Essential</u> : (i) Bachelor's Degree from a recognized University and (ii) Three years' experience in the field of direct taxation <u>Desirable</u> (i) Bachelor's Degree in Law; or (ii) Chartered Accountant; or (iii) Company Secretary; or (iv) Cost and Management Accountant	Three Years	Mumbai-1 Chennai-1
13	Senior Prosecutor	03	Level 10 Rs. 56100-177500	Officers under the Central/State Governments/union territories/ public sector undertakings /statutory or autonomous bodies: A (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the level 8 in pay matrix (Rs. 47,600-1,51,100) or equivalent in the parent cadre or department; or (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the level 7 in pay matrix (Rs.44,900-1,42,400) or equivalent in the parent cadre or department; and B. Possessing the following educational qualifications and experience: <u>Essential</u> (i) Graduate in any discipline plus bachelor's degree in Law from a recognised university or institute plus two year's experience in handling litigation & court matters/administration of Law in a Government organisation; or (ii) Integrated graduate in Law (5 years duration) from a recognised university or institute plus 3 year's experience in handling litigation & court matters/administration of Law in a Government organisation. <u>Desirable</u> (I) Additional One year experience in corporate/criminal Law matters (II) master's in law (LL.M) from a recognised university or institute	Three Years	Delhi-1 Kolkata-1 Hyd-1
14	Assistant Director (Law)	02	Level 8 Rs. 47600-151100	Officers from the Central Government or State Governments or Union territories or Public Sector Undertakings or Autonomous or Statutory bodies: A (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the level 7 in pay matrix (Rs. 44900-1,42,400) or equivalent in the parent cadre or department; or	Three Years	Delhi

				<p>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the level 6 in pay matrix (Rs. 35400-1,12,400) or equivalent in the parent cadre or department; and</p> <p>B. Possessing the following educational qualifications and experience:</p> <p><u>Essential</u></p> <p>(i) Graduate in any discipline plus Bachelor's degree in Law from a recognised university or institute plus one year experience in handling litigation and court matters/administration of Law in a Government organisation; or,</p> <p>(ii) Integrated graduate in Law (five years' duration) from a recognised university or institute plus two years' experience in handling litigation and court matters/administration of law in a Government organization.</p> <p><u>Desirable</u></p> <p>(I) One year experience in corporate/criminal law matters</p> <p>(II) Masters' in Law (LL.M) from a recognised university or institute.</p>		
15	Assistant Director (Investigation)	09	Level 8 Rs. 47600-151100	<p>Officers from the Central Government or State Governments or Union territories or Public Sector Undertakings or Autonomous or Statutory bodies:</p> <p>A</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the level 7 in pay matrix (Rs. 44900-1,42,400) or equivalent in the parent cadre or department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the level 6 in pay matrix (Rs. 35400-1,12,400) or equivalent in the parent cadre or department; and</p> <p>B. Possessing the following educational qualifications and experience:</p> <p><u>Essential</u></p> <p>(i) Bachelor's Degree from a recognised University; and</p> <p>(ii) Three years' experience in enforcement of regulatory Laws or investigation of economic offences and collection of intelligence thereto in a Government department.</p> <p><u>Desirable</u></p> <p>(i) Bachelor's degree in Law or Chartered Accountancy or Cost and Management Accountancy or Company Secretaryship or Master of Business Administration (Finance) or Post Graduate Degree in Management (Finance) from a recognised university/institute.</p> <p>(ii) Should be conversant with tools and techniques of collection of evidence or recording of statement or collection, collation and presentation of best evidence to be used in prosecution proceedings.</p>	Three Years	Delhi-4 Mumbai-2 Kolkata-1 Chennai-1 Hyd-1

The complete details regarding eligibility conditions, etc. in respect of the above posts may be obtained from the website www.sfo.nic.in / www.mca.gov.in.

BIO-DATA/CURRICULUM VITAE

Post Applied for _____

1. Name and Address (in Block letters)			
2. Date of Birth (in Christian era)			
3. (i) Date of entry into service			
(ii) Date of retirement under Central/State Government Rules			
4. Educational Qualifications			
5. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)			
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ Experience possessed by the officer		
Essential	Essential		
A) Qualification :	B) Qualification:		
C) Experience	D) Experience		
Desirable	Desirable		
E) Qualification:	F) Qualification:		
G) Experience	H) Experience		
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/ Office at the time of issue of circular and issue of Advertisement in the Employment News.			
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.			
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.			
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.			

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay scale of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent.			

9. In case the present employment is held on deputation / contract basis, please state.			
a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization
<p>9.1. Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p>9.2. Note: Information under Column 9(C) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
Basic Pay with Scale of pay and rate of increment	Dearness Pay/interim relief/ other allowances etc. (with break-up details)	Total Emoluments	
16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular / Advertisement)			
16.B. Achievements: The candidates are requested to indicate information with regard to: (i) Research publication and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ Institutions/ societies and (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)			

17. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non- Government organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC / ST	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date _____

(Signature of the candidate)

Address _____

Telephone _____

E-mail ID _____

Countersigned

(Employer/ Cadre Controlling Authority with seal)

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

2. Also certified that:

(i) There is no vigilance or disciplinary case pending / contemplated against Shri./ Smt. _____ (ii)
His/ Her integrity is certified.

(iii) His/ Her ACR/APAR Dossier in original is enclosed/ photocopies of the ACRs/APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with seal)