

Annexure- I**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/-

(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/-
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/-

(C) General Administration

Sl.	Category of Consultants	Qualification and Experience	Fee payable (Per month)
	Jr. Consultant (Admin)	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/-

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 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 especially 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

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 analyses 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 analysis 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 the field of General Administration

The consultants engaged in the field of General Administration would be required to perform the following functions: -

- To prepare proposals for Establishment, Policy, Budget, General Administration, Co-ordination and other Miscellaneous administrative matters.

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 engagement 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.

5. Admissibility of Allowances, TA/DA & Leave:

Category of Consultants	Applicable allowances, TA/DA
Young Professional	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 9 to 11 in pay matrix.
Junior Consultants	

6. 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.

7 . L e a v e :

Category of Consultants	Leave applicable
Young Professionals; Junior Consultants	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.

8. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully 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.

9. 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.