SECURITIES AND EXCHANGE BOARD OF INDIA

Recruitment of Officer Grade A - Information System (Technical Stream)

Securities and Exchange Board of India (SEBI), is a statutory regulatory body established by an Act of Parliament, to protect the interests of investors in securities, to promote the development of and to regulate the securities market. SEBI invites applications from Indian citizens for the post of Officer Grade A (*Information System (Technical Stream)*).SEBI reserves the right to fill up the post or not to fill up the post at all.

I. NO. OF POSTS: 4 (Four)

II. Reservation:

General	OBC	Total Posts
3	1	4

III. ELIGIBILITY CRITERIA:

a. Educational qualification as on 31/01/2015:
First class graduate in Engineering (electrical / electronics / electronics and communication engineering / information technology / computer science) / Masters degree in Computers Application / First class graduate in any discipline with post graduate qualification (minimum two years duration) in computers / information technology.

b. **Work experience:** Experience in the related field will be considered during the selection process. The candidate will be required to submit the experience certificate(s) from employer(s).

c. The Officers shall broadly have the following roles:

i.   Application Development and Database Administration: To develop and maintain applications using:
(a) Business Process Management tools, Java language etc.
(b) ERP applications (SAP) and Portal Technologies
(c) Data Analytics and Business Intelligence tools
(d) XBRL/XML reporting methodologies
(e) Document Management Systems and Record Management Systems

ii. IT internal Security and Audit: To protect the loss / theft/ cyber attack on Board's services / applications / data bases and strengthen the investigation team with technical capability.

iii. Disaster Recovery and Business Continuity Planning (DR-BCP): To ensure minimum disruption/downtime in Board's services, databases, applications in the event of disaster.

iv. Data Centre, Infrastructure and Networks: To ensure optimum utilisation and maintenance of Board's infrastructure, data centre, IP Phone, networking, equipment and provide efficient complaint redressal.

v. Analyze various needs of the Board and implement the project following Board/CVC/ Government guidelines.

d. **Age limit (as on 31/01/2015):** Not above **27 years as on 31/01/2015** i.e., applicants must have been born on or after 01/02/1988. The age criteria is relaxable by 3 years for OBC candidates, 5 years for *Ex-servicemen and 5 years for candidates domiciled in the State of Jammu and Kashmir during the period January 1, 1980 and December 31, 1989. Cumulative age relaxation will not be available either under the above items or in combination with any other items.

[*Ex-servicemen include Emergency Commissioned Officers/Short Service Commissioned Officers, who have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or/on account of physical disability or have been released/discharged on account of physical disability attributable to Military Service or on invalidment.]

IV. MODE OF SELECTION: Mode of selection will be **On-Line Examination** and **Interview** as under:

a. **On-Line Examination:** An on-line examination of Objective type (Multiple Choice) for 300 marks will tentatively be held on 26.04.2015 or 29.04.2015 The examination will consist of sections for i) English Language ii) Quantitative Aptitude, iii) Reasoning ability iv) General Awareness and (v) Professional Knowledge.

Candidates would have to secure minimum marks separately for each section, based on Group performance, as decided by SEBI.

b. **Interview:** On fulfilling the criteria of minimum cut off marks in each subject, and also ranking sufficiently high in the merit list, candidates will be shortlisted for interview. Marks obtained in the professional knowledge will be given more weightage.

List of candidates shortlisted for interview will be made available on SEBI website. Only the short-listed candidates will be called for interview. Application fee shall not be refunded to the candidates not short-listed for the interview.

SEBI reserves the right to modify the selection procedure, if deemed fit.

V. SERVICE CONDITIONS/ PAY AND ALLOWANCES:

a. **Remuneration:** The incumbent will be on a scale of pay of Officer Grade A in the scale of Rs. 17100-1000(11)-28100-EB-1000(4)-32100-1100(1)-33200.

Presently, the gross emolument including Grade Allowance, Special Allowance, Dearness Allowance, Family Allowance, Local Allowance etc. at Mumbai at the minimum of this scale is approx Rs. 66,000/- p.m. without accommodation and Rs. 46,000/- p.m. with accommodation.

b. **Benefits**: Other benefits viz LFC, Medical Expenses (both declaration and non-declaration), Financial Dailies, Book Grant, Briefcase, Vehicle Maintenance, House Cleaning Allowance, Entertainment Allowance, Health Check up, Eye Refraction Test, Staff Furnishing Scheme, Scheme for Purchasing Computers, Subsidized Lunch Facility and all other benefits as admissible to an Officer in Grade A in SEBI.

The CTC for the post would be Rs. 12.13 lacs (approx) p.a.

c. **Accommodation**: All efforts would be made to provide residential accommodation, subject to availability.

d. **Posting**: The incumbent may be posted and transferred to any location in India where SEBI has its Offices.

VI. EXAMINATION CENTRES:

a. The On-Line examination will be held at the following 4 centres:

- Mumbai/Navi Mumbai/Greater Mumbai/Thane
- Delhi-NCR
- Kolkata/Greater Kolkata
- Chennai

VII. APPLICATION FEE (NON-REFUNDABLE)

Category of Applicant	Amount of Fees (Non-refundable)
GEN/OBC	Rs. 500/- as application fee cum intimation charges plus applicable bank charges.
SC/ST/Persons With Disability (PWD)	Rs. 50/- as intimation charges plus applicable bank charges

VIII. GENERAL INSTRUCTIONS:

a. Candidate, who is eligible and desires to apply for the above post, should submit an **ON-LINE application** with requisite fee/ intimation charges (wherever applicable).

b. Fees sent in any other manner not prescribed in this advertisement and / or the application submitted without depositing the fee/ intimation charges (unless exempted) would be rejected and no correspondence shall be entertained in this regard.

c. Candidates should satisfy themselves about their eligibility for the post applied for.

d. If the candidates are not eligible or have knowingly or willfully furnished incorrect or false particulars or suppressed material information, their candidature will be liable to be cancelled at any stage of the selection. If the candidate qualifies in the selection process and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled and if appointed, the appointment would be terminated without any notice or compensation.

e. Candidates who are already in service of Govt./ Quasi-Govt. Organizations and Public Sector Banks Undertakings will have to produce a "No Objection Certificate' from their employer, at the time of Interview. Before appointment in SEBI, a proper discharge certificate from the employer will have to be produced.

f. Outstation candidates called for Interview will be reimbursed single AC Three Tier Class railway fare for the to and fro journey by the shortest route, subject to submission of necessary documentary evidence.

g. SEBI does not assume any responsibility for the candidates not being able to submit their applications within the last date.

h. In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and interview, in relation to number of vacancies and communication of result, SEBI's decision shall be final and binding on the candidates and no correspondence shall be

entertained in this regard. Further, SEBI reserves the right to relax any of the requirements for the candidates in deserving cases. SEBI also reserves the right to cancel the advertisement, fully or partly on any grounds.

i. Canvassing in any form will disqualify the candidate.

IX. HOW TO APPLY:

Candidates are required to apply On-Line through website www.sebi.gov.in from 13.03.2015 to 31.03.2015 and no other mode of application will be accepted. Candidates need not s**ubmit the system generated print out of the ON-LINE application to SEBI's office.**

Detailed Guidelines/Procedures for-
A. Application Registration
B. Payment of Fees
C. Photograph & Signature Scan and Upload

A. APPLICATION REGISTRATION

I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should

i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.

ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. SEBI may send call letters for the Interview etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number **Under no circumstances, a candidate should share/mention e-mail ID to/ of any other person.**

II. APPLICATION PROCEDURE

1. Applicants are first required to go to SEBI's website 'www.sebi.gov.in' and open the link "Careers". Thereafter, open the Recruitment Notification entitled **"SEBI IT RECRUITMENT EXERCISE-2015"** and click on the option "**APPLY ONLINE**" which will open a new screen.

2. To register application, choose the tab "**CLICK HERE FOR NEW REGISTRATION**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "**SAVE AND NEXT**" tab. Prior to submission of the online application, candidates are advised to use the "**SAVE AND NEXT**" facility to verify the details in the online application form and modify the same if required.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the "**FINAL SUBMIT**" BUTTON.

5. The Name of the candidate and his/her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the '**VALIDATE YOUR DETAILS**' and '**SAVE & NEXT**' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C" given below.

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before "**FINAL SUBMIT**".

10. Modify details, if required, and click on '**FINAL SUBMIT**' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on '**PAYMENT**' Tab and proceed for payment.

12. Click on '**SUBMIT**' button.

B. PAYMENT OF FEES ONLINE MODE

1. Payment of application fee/ intimation charges has to be done after successful registration of the application else application will be treated as cancelled.
2. Candidates have to pay the requisite fees/intimation charges only through ON-LINE mode.
3. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
4. The payment can be made by using only Debit Cards (Rupay/ Visa/ Master Card/Maestro) , Credit cards , Internet Banking , IMPS, Cash Cards/ Mobile Wallets.
5. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
6. On successful completion of the transaction, an **e-Receipt** will be generated. **Candidates are required to take a printout of the e-receipt.**
7. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to **login** again using their Provisional Registration Number and Password and repeat the process of payment.
8. Candidates are required to take a printout of the e-Receipt and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
9. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
10. To ensure the security of your data, please close the browser window once your transaction is completed.
11. There is facility to print application form containing fee details after payment of fees.

C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

In case the face in the photograph or signature is unclear, the application may be rejected. Candidate may edit the application and re-upload the photograph/ signature in such case.

PHOTOGRAPH IMAGE

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white background. Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB,then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

SIGNATURE IMAGE

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb — 20kb.
- Ensure that the size of the scanned image is not more than 20KB.

SCANNING THE PHOTOGRAPH & SIGNATURE

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to _True Color'.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then

use the upload editor to crop the image to the final size (as specified above).

- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option. Please See point (i) & (ii) above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

DOWNLOAD OF CALL LETTERS

Candidates will have to visit the website www.sebi.gov.in for downloading call letters for online examination. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in this advertisement and also specified in the call letter and (iii) Photocopy of the same Photo Identity Proof as brought in original.

CENTRE INSTRUCTIONS

Note:

1. The examination will be conducted online in venues given in the respective call letters. The addresses of the venue will be advised in the call letter. Candidates are required to indicate the preferred test centre in the application form. SEBI however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.

2. As far as possible candidates will be allotted to a centre of his/her choice. However, SEBI, reserves the right to allot the candidate to any centre (either within the state or outside the state) other than the one he/she has opted for. In case a candidate is allotted a test centre other than his preferred centre, he/ she will be intimated of the change in centre by e-mail.

3. No request for change of centre/venue/date/ session for Examination shall be entertained.

4. Choice of centre once exercised by the candidate will be final. If sufficient number of candidates does not opt for a particular centre for "Online" examination, SEBI reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, SEBI reserves the right to allot any other centre (either within the state or outside the state) to the candidate.

5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and SEBI will not be responsible for any injury or losses etc. of any nature.

IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with the original and a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.

Ration Card and E-Aadhar card will not be accepted as valid id proof for this process.

Note: Candidates have to produce, in original, the same photo identity proof bearing exactly the name as it appears on the online application form/ call letter and submit photocopy of the same along with Examination call letter as well as the

Interview Call Letter while attending the examination/ interview, without which they will not be allowed to appear in the examination/ interview.

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of

i.   Using unfair means or

ii.   Impersonating or procuring impersonation by any person or

iii. Misbehaving in the examination/interview hall or disclosing , publishing , reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

iv.   Resorting to any irregular or improper means in connection with his/her candidature or

v.   Obtaining support for his/her candidature by any unfair means or

vi.   Carrying mobile phones or similar electronic devices of communication in the examination/interview hall , such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:

vii. To be disqualified from the examination for which he/she is a candidate.

viii. To be debarred, either permanently or for a specified period, from any examination conducted by SEBI.

ix.   For termination of service, if he/she has already joined SEBI.

GENERAL INFORMATION:

The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the SEBI in this regard shall be final. Candidates not willing to accept such change shall loose his/her candidature for this exam.

If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

SEBI would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by SEBI in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, SEBI reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she may not be allowed to appear in any SEBI recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

Notes:

• After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated

on-line application form, ensure that the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the SEBI.

- If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.

- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. The SEBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

- An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

- An online application which is incomplete **in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.**

- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.

- SEBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of

the aforesaid reasons or for any other reason beyond the control of the SEBI.

- Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

- Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/details furnished by him/ her are found to be false at a later stage.

- **IMPORTANT DATES :**

On line Application	13-03-2015 To 31-03-2015
Payment of fee On-Line	13-03-2015 To 31-03-2015
Date of On-Line Examination (Tentatively)	26-04-2015 or 29-04-2015

Helpline: In case of any problem in filling up the form, payment of fee/intimation charges, queries may be made at ibpso@ibps.in. Don't forget to mention 'SEBI- Officer Grade A' in the subject of the email.