



## SECURITIES AND EXCHANGE BOARD OF INDIA

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 Executive Director on contract/ deputation basis

**EXECUTIVE DIRECTOR No. of Posts: 04 (1 Legal and 3 General) are expected to be filled up in all, but SEBI reserves the right to fill up more posts or to not fill up the post at all]**

### **ON CONTRACT**

**Remuneration:** Scale of Pay: As admissible to an Executive Director, SEBI.

The present SEBI scale of pay for Executive Director is ₹ 75100 – 2000 (2) – 79100.

The monthly gross emoluments at the beginning of the scale work out to ₹: 1, 28,523 (with Board provided accommodation); or ₹:1, 78,523/- (without accommodation).

Benefits in addition to monthly emoluments include Office Car (petrol & maintenance), Entertainment Allowance, Medical Allowance, LFC, Telephone and Mobile, Medical Insurance, Personal Accident Insurance, Staff Furnishing Scheme, Residential Office Allowance etc.

### **Qualification & Experience as on: 31/05/11:**

#### **Executive Director – General**

MBA/MMS with specialization in Finance / CA / CS/CFA / CWA / LLB / Post Graduation in Economics, Finance or any other discipline which in the opinion of the Board is useful, from a recognized University / Institution with minimum of 20 years of post qualification experience in dealing with problems relating to securities market or special knowledge / experience of law, Investigation, Finance, Economics, Accountancy, Administration or any other discipline considered useful to the Board.

#### **For Executive Director – Legal**

Bachelors' Degree in Law from a recognized University / Institution with minimum 20 years of post qualification experience in dealing with problems relating to securities market or special knowledge / experience of law.

#### **Age Limit as on 31/05/11:**

Not less than 40 years and not more than 55 years as on **31/05/11**.

### **Term of appointment:**

The appointment for the post will be purely on contractual basis for a period of three years.

The Competent Authority reserves the right to relax any of the requirements for the candidates on Contract basis. The contract can be terminated by either side by giving 3 months notice.

### **ON DEPUTATION BASIS {Deputation from Government (All India / Central Civil Service Group A), RBI, Banks, Financial Institutions}**

Scale of Pay: As admissible to an Executive Director, SEBI.

The present SEBI scale of pay is ₹ 75100 – 2000 (2) – 79100. Other benefits as admissible.

The candidates appointed on Deputation basis would also have the option to draw pay and allowances as admissible to him in the parent organization.

### **Qualification & Experience as on: 31/05/11:**

#### **Executive Director – General**

Deputation from Govt.(All India / Central Civil Service Group A), RBI, Banks, Financial Institutions, with not less than 20 years of experience in dealing with problems relating to securities market or special knowledge / experience of law, investigation, Finance, Economics, Accountancy, Administration or any other Discipline considered useful to the Board.

#### **For Executive Director – Legal**

Deputation from Govt. (All India / Central Civil Service Group A), RBI, Banks, Financial Institutions, having Bachelors' Degree in Law from a recognized University / Institution with not less than 20 years of experience in dealing with problems relating to securities market or special knowledge / experience of law.

### **Term of appointment:**

The appointment for the post will be on deputation basis for an initial period of three years.

The candidates applying for the post of Executive Director on deputation basis should route their applications through their employers. Candidates applying on Deputation basis should also furnish Vigilance Clearance (major / minor penalties, if any, imposed during last 10 years) and Annual Confidential Reports for last 3 years along with the application.

**A) GENERAL INSTRUCTIONS:**

1. Applications which are incomplete, or received after the prescribed date will not be considered.
2. Mode of Selection will be Interview. The Board reserves the right to modify the selection procedure, if deemed fit. Outstation candidates called for Interview will be reimbursed 'Y' Class Air fare for the to and fro journey, subject to submission of necessary documentary evidence.
3. Candidates should satisfy themselves about their eligibility for the post applied for. The Board shall determine their eligibility only at the final stage, i.e. while calling them for interview.
4. The Board reserves the right to relax any of the eligibility criteria in deserving cases.
5. The Candidate appointed on deputation / contract will **not** be entitled for permanent employment with SEBI.
6. Candidates applying for the post of Executive Director (On Contract) who are already in service of Govt./Quasi-Govt. Organisations 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. If the application is required to be routed through the employer and in the process it reaches the address as given at point 15 after the due date, it will not be considered even though submitted to the employer before the due date. In such cases, application marked 'Advance Copy' should be sent to the address as given at point 15 and the regular copy should be routed through the employer.
7. The candidates applying for the post of Executive Director on deputation basis should route their applications through their employers. The applications routed through the employer will not be considered if it reaches the address as given at point 15 after the due date even though submitted to the employer before the due date. In such cases, application marked 'Advance Copy' should be sent to the address as given at point 15 and the regular copy should be routed through the employer.
8. The Board reserves the right to raise the minimum standards in respect of qualification in order to restrict the number of candidates to be called for the Interview. Thus, merely fulfilling the eligibility conditions laid down in the advertisement as regards qualifications, would not automatically entitle any candidate to be called for the Interview.

9. The Board reserves the right to cancel the Advertisement fully or partly on any grounds.
10. Canvassing in any form will disqualify the candidate.
11. 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 contract would be terminated without any notice or compensation.
12. Applications received after due date will not be entertained. The Board takes no responsibility for any delay in receipt of application or loss thereof in postal transit.
13. The decision of Board in all matters would be final and binding, and no correspondence in this regard would be entertained.

**B) HOW TO APPLY:**

14. Candidates who satisfy the eligibility norms may apply giving their bio data strictly in the format given below.
15. Applications should be sent by ordinary post in a cover superscribing the post applied for 'SEBI – application for the post of Executive Director- General/legal' to the following address:  
  
Deputy General Manager (HRD)  
Securities and Exchange Board of India  
Plot No.C4-A, "G" Block  
Bandra-Kurla Complex  
Bandra (East),  
Mumbai 400 051  
so as to reach **latest by July 01, 2011.**
16. Alternatively, applications in the prescribed format can also be sent through e-mail at [recruitment@sebi.gov.in](mailto:recruitment@sebi.gov.in) latest by July 01, 2011.
17. Applications received after this date is liable to be rejected.

**SECURITIES AND EXCHANGE BOARD OF INDIA**

**APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR –General/ Legal (On Contract/On Deputation basis)**

<b>1. Name in full</b> (English - CAPITAL LETTERS)		First Name																
		Middle Name																
		Surname																
<b>2. Sex</b>	M		F															
<b>3. Date of Birth</b>	D	D	M	M	Y	Y	Y	Y										
					1	9												
<b>4. Age as on 31/05/2011</b>																		

**Paste Photograph in the box alongside and sign across it**

<b>5. Category</b> i.e. General/SC/ST/OBC/PH – also indicate Name of Caste in case of SC, Name of Tribe in case of ST, name of community in case of OBC, nature of handicap in case of PH.					
	GENERAL	SC	ST	OBC	PH(OH/VH/HH)

<b>6. Details of Experience as on 31/05/2011:</b>						
Employer Name & Address	Designation	Job Profile	Period		Duration	
			From	To	Yrs.	Mth s.

<b>7. Academic Qualifications as on 31/05/2011</b>						
Qualification	Examination	Main Subjects	Year of Passing	University/ Institute	Overall (%) of Marks	Class/ Division
Graduation						
Post Graduation						
Any other						

<b>8. Postal Address (English – in capital letters only)</b>									
								E Mail :	
								Telephone:	
								Mobile :	
Dist.:								STD Code:	
State:				Pin Code:					
Any other information considered relevant by the applicant									

I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that I do not satisfy the eligibility criteria according to the Board, my candidature/appointment is liable to be cancelled/terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

Place:  
Date:

Signature

**Note: Applications shall be accompanied by attested copies of certificates in support of age and qualifications, Caste / Tribe / Community / PH disability as applicable, with a recent passport size photograph glued to the top right hand corner of the application form.**