



SECURITIES AND EXCHANGE BOARD OF INDIA

Recruitment of Officer Grade A (Legal) – on contract

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 following post. **SEBI reserves the right to fill up the post or not to fill up the post at all.**

I. VACANCY:

Officer Grade A (Legal) – On Contract

No. of Posts: 02 (Two) (UR – 02)

- No post is reserved for SC/ST/OBC categories. However, they can also apply but they will not be eligible for any concession/relaxation except application fee for SC/ST.
- No post is reserved for Persons with Disability (PWD) candidates. However, candidates who are Orthopedically Challenged/ Visually Challenged/ Hearing Impaired having 40% or more disability are eligible to apply as a general candidate but they will not be eligible for any concession/relaxation except application fee.

The Officers shall broadly have the following roles:

- i. Attending to legal work which includes handling litigations.
- ii. Documentation.
- iii. Rendering opinions on legal aspects on securities market.
- iv. Various other duties and functions assigned by the Board.

Educational Qualification as on 31/08/12:

1. The candidates should possess a Bachelors Degree in Law from a recognized University/Institute with minimum 55% marks or LLM.
2. Candidate with LLM Degree and/or relevant experience will be preferred.
3. **Key Skills –**
 - i. Should have good communication & presentation skills.
 - ii. Good drafting skills.
 - iii. Should possess research orientated and analytical mind.
 - iv. Should be computer literate and conversant with MS Office, Word and Excel applications

II. AGE LIMIT (as on 31/08/2012): The incumbent should not be more than 27 years of age.

III. TENURE: The initial period of contract will be for a period of 1 years. The said contract will terminate with 3 months notice from either side.

IV. MODE OF SELECTION: Mode of selection will be interview. Appointment of selected candidate is subject to his/her being declared medically fit by the Medical Officer appointed/approved by SEBI.

V. SERVICE CONDITIONS / PAY AND ALLOWANCES:

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

Mumbai at the minimum of this scale is approx Rs. 64,000/- p.m. without accommodation and Rs. 44,000/- p.m. with accommodation.

- b. **Benefits:** Other benefits viz Conveyance, Vehicle Maintenance Allowance, Medical Expenses, Telephone Reimbursements, Financial Dailies Reimbursements, other insurance benefits and all other benefits as admissible to an Officer in Grade A in SEBI.
- c. **Accommodation:** Accommodation will be provided subject to availability.
- d. **Posting:** The incumbent would be posted in Mumbai. However, the service may be transferred to any location as required by the Board.

VI. APPLICATION FEE (NON-REFUNDABLE):

**Rs.500/- (Rupees five hundred only).
(Rs.50/- for SC/ST/PWD).**

Fee is payable by Demand Draft favouring Securities and Exchange Board of India and payable at Mumbai only. However, candidates from un-banked areas may pay fee by crossed Indian Postal Orders in favour of Securities and Exchange Board of India payable at GPO, Mumbai. Candidates should write their Name and Address on the reverse of the Demand Draft or in the space provided for the purpose on the Postal Orders and enclose them to the application with a pin (should not be stapled). Fees sent separately not accompanied with proper application or payment in any other manner will not be accepted. Fees once paid will not be refunded under any circumstances.

VII. GENERAL INSTRUCTIONS:

- 1. Applications which are incomplete, or received after the prescribed date will not be considered.

- 2. Mode of selection will be short-listing and interview. 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.
- 3. The Board reserves the right to modify the selection procedure, if deemed fit. Outstation candidates called for interview will be reimbursed single AC Three Tier Class railway fare for the to and fro journey, subject to submission of necessary documentary evidence.
- 4. 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.
- 5. The Board reserves the right to relax any of the requirements for the candidates in deserving cases.
- 6. The Candidate appointed on contract basis will **not** be entitled for permanent employment with SEBI.
- 7. Candidates applying for the post of Officers (Grade A) – 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.

8. The Board reserves the right to raise the minimum standards in respect of experience/ 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.

VII. HOW TO APPLY:

14. Candidates who satisfy the eligibility norms may apply giving their bio data strictly in the format given below.
15. Applications along with Demand Drafts should be sent by ordinary post in a cover superscribing the post applied for 'SEBI – Application for the post of Officer Grade A (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 October 16, 2012 (Tuesday).**
16. The name of the candidate or 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.
17. Application received after this date is liable to be rejected.

SECURITIES AND EXCHANGE BOARD OF INDIA

Application Form for Officer Grade A (Legal Stream) – on contract

1. Name in full: (English - CAPITAL LETTERS)													First											
													Middle											
													Last											
2. Sex:		M				F			4. Category (Please √ wherever applicable):					Paste Passport size photograph in the box and sign across it										
3. Date of Birth:		D	D	M	M	Y	Y	Y	Y	UR	OBC	SC	ST		PWD									
5. Details of payment: In favour of ‘Securities and Exchange Board of India’ payable at ‘Mumbai’																								
Name of the Drawee Bank / Post Office				No. of D D / Indian Postal Order/s				Date of D D / Indian Postal Order/s			Amount (Rs.)													
6. Details of Work Experience (if any):																								
Employer Name & Address			Designation		Job Profile			Period		Duration														
								From	To	Years	Months.													
7. Academic Qualifications as on 31/08/2012:																								
Qualification	Examination	Main Subjects			Year of passing	University/ Institute		Overall (%) of marks	Class/ Division															
Graduation																								
Post Graduation																								
Any other																								
8. Postal Address (English – in capital letters only)								E Mail :																
								Mobile:																
								Dist.:				Telephone with STD code:												
								State:				Pin Code:												

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, if 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 of the Applicant