



## SECURITIES AND EXCHANGE BOARD OF INDIA

### Recruitment of Security Coordinator

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 Security Coordinator on contract basis. **SEBI reserves the right to fill up the post or not to fill up the post at all**

**No. of Posts:** 01 (One)

**The Security Coordinator shall broadly have the following role:**

- Overall security arrangements of office and residential premises of the Board.
- Planning, analyzing and assisting in providing various security arrangements in the Head Office building, supervising of various electronic systems for security measures such as CCTV, Fire Detection / Protection panels, Fire Fighting systems, Access Control System, Metal detector, Monitoring of Visitors.
- Assessment, procurement, installation and maintenance of fire fighting systems in the office and residential premises of SEBI.
- Protocol, logistics and other arrangements for visits / meetings of senior officials of the Board.
- Supervising the functioning of mailing desk and reception at all the Offices of the Board.
- Verification of dead stock inventory register for Board's offices and residential premises.
- General upkeeping of the office premises and maintenance of buildings and services.
- Any other responsibility as assigned

**Educational Qualification and Experience as on 30/09/11:**

1. The candidates should be graduate (1st Class Graduate) from a recognised University, National Defence Academy or Open Universities recognised by Central/State Government.

2. The incumbent should be an officer with minimum 14 years of Commissioned service in Indian Army / Indian Navy / Indian Air Force, Serving/decommissioned in the rank not below Colonel/ Captain/ Gr. Captain respectively or served through short Service Commission (SSC-NT) and having 8 years of experience as Security Officer with Banks, Financial Institution or any other reputed organisation subject to minimum 14 years of service.

3. **Computer Literacy** - Candidates are expected to be computer literate and conversant with MS Office, Word and Excel Applications.

**Age Limit (as on date of application):** The incumbent should not be more than 62 years of age.

**Tenure:** The initial period of contract will be for a period of 2 years. The said contract will terminate with 3 months notice from either side.

**MODE OF SELECTION:** Mode of selection will be Interview. SEBI reserves the right to raise the minimum experience in order to limit the candidates called for interview. Appointment of selected candidate is subject to his/her being declared medically fit by the Medical Officer appointed/approved by SEBI.

#### **SERVICE CONDITIONS / PAY AND ALLOWANCES:**

- a. **Remuneration:** The incumbent will be on a consolidated pay of Rs. 1,00,000/- (with Board provided accommodation) and Rs. 1,40,000/- (without accommodation)
- b. **Benefits:** Other benefits viz LFC, Medical Expenses (both declaration and non-declaration), Accident Insurance, Reimbursement of Residential Telephone, Financial Dailies, Book Grant, Briefcase, Vehicle Maintenance (including Driver's Salary), Protocol Allowance, House Cleaning Allowance, Entertainment Allowance, Health Check up, Eye Refraction Test, Subsidized Lunch Facility etc.
- c. **Accommodation:** All efforts would be made to provide residential accommodation, subject to availability.
- d. **Posting:** The incumbent would be posted at the Head Office of SEBI at Mumbai. However,

the service may be transferred to any location in India where SEBI has its Offices.

**A) GENERAL INSTRUCTIONS:**

1. Applications which are incomplete, or received after the prescribed date will not be considered.
2. Mode of Selection will be shortlisting and 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 requirements for the candidates in deserving cases.
5. The Candidate appointed on contract basis will **not** be entitled for permanent employment with SEBI.
6. Candidates applying for the post of Security Coordinator (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 as well as letter from employer enclosing the last three years Annual Confidential Reports (ACR's) or equivalent. 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 14 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 14 and the regular copy should be routed through the employer.
7. 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.

8. The Board reserves the right to cancel the Advertisement fully or partly on any grounds.

9. Canvassing in any form will disqualify the candidate.

10. 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.

11. 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.

12. 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:**

13. Candidates who satisfy the eligibility norms may apply giving their bio data strictly in the format given below.

14. Applications should be sent by ordinary post in a cover superscribing the post applied for 'SEBI – Application for the post of SECURITY COORDINATOR to the following address:

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 January 27, 2012.**

15. 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 January 27, 2012**

16. Applications received after this date is liable to be rejected.

SECURITIES AND EXCHANGE BOARD OF INDIA																
Application for the post of Security Coordinator																
1. Name in full (English - CAPITAL LETTERS)				First Name												
				Middle Name												
				Surname												
2. Sex	M				F								Paste Photograph in the box alongside and sign across it			
3. Date of Birth	D	D	M	M	Y	Y	Y	Y								
				1	9											
Do you have minimum 14 years of Commissioned Service in Indian Armed Forces or served through short Service Commission (SSC-NT) and having 8 years of experience as Security Officer with Banks, Financial Institution or any other reputed organisation subject to minimum 14 years of service.								YES		NO						
Details of Experience in Armed Forces and in any other institution, if any.																
Employer Name & Address				Designation		Job Profile				Period		Duration				
										From	To	Yrs.	Mths.			
Academic Qualifications as on 30/09/2011																
Qualification	Examination			Main Subjects	Year of passing	University/ Institute			Overall (%) of marks		Class/ Division					
Graduation																
Post Graduation																
Any other																
Postal Address (English – in capital letters only)									E Mail :							
									Telephone:							
	Dist.								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, 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.

Signature and Date