



## SECURITIES AND EXCHANGE BOARD OF INDIA

### Recruitment of Security Coordinator (On contract basis)

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: Security Coordinator 01 (One) in the rank of General Manager**

#### **Job Requirement:**

The candidate will be responsible for the following:

- i. Overall security arrangements at the offices and residential premises of SEBI across India.
- ii. Planning, analyzing and assisting in providing various security arrangements in the Office buildings, 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.
- iii. Assessment, procurement, installation and maintenance of fire fighting systems in the offices and residential premises of SEBI.
- iv. Protocol, logistics and other arrangements for visits / meetings of senior officials of the Board.
- v. Supervising the functioning of mailing desk and reception at all the Offices of the Board.
- vi. Verification of dead stock inventory register for Board's offices and residential premises.
- vii. General upkeeping of the office premises and maintenance of buildings and services.
- viii. Any other responsibility as assigned.

#### **Educational Qualification and Experience (as on 31/10/2022):**

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

#### **2. The candidate:**

- i. should be an officer with minimum 20 years of Commissioned service in Indian Army / Indian Navy / Indian Air Force, Serving/decommissioned in the rank not below Lieutenant Colonel (or equivalent).

or

- ii. should have served minimum 14 years through Short Service Commission (SSC-NT) and having 6 years of experience as Security Officer with Banks, Financial Institution or any other reputed organisation.

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

#### **Term of appointment:**

The appointment for the post will be on contractual basis for an initial period of three years which on satisfactory performance may be extended for a further period of up to three years, subject to approval of the Competent Authority.

The Board 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 or three months' salary and allowances in lieu thereof.

#### **Age Limit (as on 31/10/2022):**

The candidate should not be more than 60 years of age. The contract will expire on completion of three years (if not granted extension) or the candidate attaining the age of 62 years, whichever is earlier.

#### **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: Scale of Pay:** As admissible to General Manager, SEBI.
- b. The present applicable SEBI scale of pay for General Manager is 117150-3700(1)-120850-3900(2)-128650-4100(3)-140950-5000(5)-165950 (12 years).

- c. The monthly gross emoluments at the beginning of the scale work out to be ₹2,43,835/- (with Board provided accommodation) and ₹3,12,835/- (without accommodation).
- d. **Benefits:** Other benefits applicable to General Manager cadre in SEBI (Grade E) viz., SEBI provided Accommodation/ House Allowance, Leave Fare Concession, Medical Benefits, Accident Insurance, Reimbursement of Residential Telephone, Computer Scheme, Staff Furnishing Scheme, Children Education Allowance, Financial Dailies, Book Grant, Briefcase, Vehicle Maintenance (including Driver's Salary), House Cleaning Allowance, Entertainment Allowance, Subsidized Lunch Facility etc.
- e. **Accommodation:** All efforts would be made to provide residential accommodation, subject to availability.
- f. **Posting:** The candidate 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 Interview. The Board reserves the right to modify the selection procedure, if deemed fit.
3. Outstation candidates called for Interview for the post of Security Coordinator will be reimbursed 'Y' Class Air fare for the to and fro journey by the shortest route from the place of their residence, to the place of Interview, 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 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. Before appointment in SEBI, a proper discharge certificate from the employer will have to be produced.

8. The Board reserves the right to raise the minimum standards in respect of qualifications and experience 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 and experience, 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 SECURITY COORDINATOR to the following address:  
  
Chief 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 December 16, 2022.**
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 December 16, 2022.**
17. Applications received after this date is liable to be rejected.

**SECURITIES AND EXCHANGE BOARD OF INDIA**

**Application for the post of Security Coordinator (On contract basis)**

<b>1. Name in full: (all Capital)</b>															<b>FIRST</b>					<b>MIDDLE</b>					<b>SURNAME</b>				
<b>2. Father's Name</b>																													
<b>3. Sex: (√)</b>		M		F		<b>4. Category (Please √ wherever applicable):</b>										<b>Paste Passport size photograph in the box and sign across it</b>													
<b>5. Date of Birth:</b>		D	D	M	M	Y	Y	Y	Y	UR	OBC	SC	ST	PWD															
<b>6. Total Experience in Armed Forces (in months)</b>					<b>In figure</b>					<b>In words</b>																			
<b>7. Details of Experience in Armed Forces and in any other institution (if any) as on 31/10/2022:</b>																													
Employer Name & Address			Designation			Job Profile			Period		Duration																		
									From	To	Years	Months.																	
<b>8. Academic Qualifications as on 31/10/2022:</b>																													
<b>Qualification</b>	<b>Examination</b>		<b>Main Subjects</b>			<b>Year of passing</b>		<b>University/ Institute</b>		<b>Overall (%) of marks</b>		<b>Class/ Division</b>																	
Graduation																													
Post Graduation																													
Any other																													
<b>9. Postal Address (English – in capital letters only)</b>		Dist.:																											
		State:																											
		Pin Code:								E Mail :																			
		Mobile:					Telephone with STD 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.**

**Place:**

**Date:**

**Signature of the Applicant**