



## 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 for the following posts on deputation basis from Indian citizens employed with various Govt. departments/ public sector institutions such as Income Tax, Customs, Central Excise, Service Tax, Public Sector Banks, Govt. Financial Institutions, Asset Reconstruction Companies, Debt Recovery Tribunals, etc.:

Sl. No.	Designation	Grade	No. of posts
1.	Assistant Manager/ Manager	Grade A/ B	06 (Six)
2.	Assistant General Manager	Grade C	05 (Five)

SEBI reserves the right to fill up more posts or to not fill up the posts at all.

### 1. Assistant Managers (Officer Grade A)/ Managers (Officer Grade B) in General Stream - on deputation:

**No. of posts: 06 (Six)**

**Remuneration:** Scale of Pay: As admissible to an Officer Grade A/ Grade B in SEBI.

i) The present scale of pay for Grade A in SEBI is Rs. 17100 - 1000 (11) - 28100 - EB - 1000 (4) - 32100 - 1100 (1) - 33200. (Due for revision)

ii) The present scale of pay for Grade B in SEBI is Rs. 21000-1000(9)-30000-EB-1000(2)-32000-1100(4)-36400. (Due for revision)

Other benefits include LFC, Medical Expenses (both declaration and non-declaration), Financial Dailies, Book Grant, Briefcase, Vehicle Maintenance, House Cleaning Allowance, Health Check up, Eye Refraction Test, Subsidized Lunch Facility and all other benefits as admissible to an Officer in Grade A/ Grade B in SEBI.

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

### **Qualification & Experience as on 31/01/15:**

**Educational qualification:** Masters Degree in Economics/ Commerce/ MBA/ Post Graduate Degree in Management/ Post Graduate Diploma in Management with 55% marks in the aggregate from a recognized University/Institute, CA/CFA/CS/ICWA.

**Experience:** The candidates must be employed with Govt. departments/ public sector institutions such as Income Tax, Customs, Central Excise, Service Tax, Public Sector Banks, Govt. Financial Institutions, Asset Reconstruction Companies, Debt Recovery Tribunals, etc and the candidates should have a minimum of **02 years experience for Grade A** and **03 years experience for Grade B in recovery process** in the below mentioned or equivalent ranks:

### For Grade A:

Department/ Institutions	Designation/ Grade/ Rank
Income Tax	Inspector
Customs & Excise	Inspector
Service Tax	Inspector
Public Sector Banks	Scale I
Govt. Financial Institutions	Assistant Manager (Gr. A)
Debt Recovery Tribunals	Recovery Inspector
Asset Reconstruction Companies	Equivalent to above ranks

### For Grade B:

Department/ Institutions	Designation/ Grade/ Rank
Income Tax	Income Tax Officer
Customs & Excise	Superintendent
Service Tax	Superintendent
Public Sector Banks	Scale II
Govt. Financial Institutions	Manager (Gr. B)
Debt Recovery Tribunals	Section Officer
Asset Reconstruction Companies	Equivalent to above ranks

### 2. Assistant General Managers (Officer Grade C) in General Stream - on deputation:

**No. of posts: 05 (Five)**

**Remuneration:** Scale of Pay: As admissible to an Officer Grade C in SEBI.

The present scale of pay for Grade C in SEBI is Rs. 28350 - 1000 (5) - 33350 - 1150 (4) - 37950 - EB - 1150 (3) - 41400. (Due for revision)

Other benefits include 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, Subsidized Lunch Facility and all other benefits as admissible to an Officer in Grade C in SEBI.

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

**Qualification & Experience as on 31/01/15:**

**Educational qualification:** Masters Degree in Economics/ Commerce/ MBA/ Post Graduate Degree in Management/ Post Graduate Diploma in Management with 55% marks in the aggregate from a recognized University/Institute, CA/CFA/CS/ICWA.

**Experience:** The candidates must be employed with Govt. departments/ public sector institutions such as Income Tax, Customs, Central Excise, Service Tax, Public Sector Banks, Govt. Financial Institutions, Asset Reconstruction Companies, Debt Recovery Tribunals, etc and the candidates should be in the below mentioned or equivalent ranks having a minimum of **04 years** experience in **recovery process**:

Department/ Institutions	Designation/ Grade/ Rank
Income Tax	Assistant Commissioner
Customs & Excise	Assistant Commissioner
Service Tax	Assistant Commissioner
Public Sector Banks	Scale III
Govt. Financial Institutions	Assistant General Manager (Gr. C)
Debt Recovery Tribunals	Recovery Officer/ Asst. Registrar
Asset Reconstruction Companies	Equivalent to above ranks

**Term of appointment:**

The appointment for the post no. 1 and 2 will be on deputation basis for a maximum period of **3 years**.

The candidates applying for the above posts should route their applications through their employers. They 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.

**Posting:**

The incumbents are required to indicate their preferred region of posting namely i) Head Office, Mumbai, ii) Northern Regional Office, New Delhi, iii) Eastern Regional Office, Kolkata, iv) Southern Regional Office, Chennai and v) Western Regional Office, Ahmedabad.

However, the Board reserves the right to post to any location in India where SEBI has its offices as per requirement.

**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 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.
4. Candidates should satisfy themselves about their eligibility for the post applied for.
5. The Board reserves the right to relax any of the eligibility criteria in deserving cases.
6. The Candidates will **not** be entitled for permanent employment with SEBI.
7. The candidates should route their applications through their employer. The application 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 where it's not possible to send the complete application by the said date, 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. 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. 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.
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 is liable to be cancelled at any stage of the selection process. 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 deputation 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 by sending their bio data strictly in the format given below.
15. Applications should be sent by ordinary post/speed post (without AD) in a cover superscribing the post applied for 'SEBI – application for the post of Assistant Manager/ Manager/ Assistant General Manager' 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 - 400051  
so as to reach **latest by April 14, 2015.**

16. Alternatively, filled up applications in the prescribed format can also be sent through e-mail at [recruitment@sebi.gov.in](mailto:recruitment@sebi.gov.in) latest by **April 14, 2015**. Applications received after this date are liable to be rejected.

**SECURITIES AND EXCHANGE BOARD OF INDIA**

**APPLICATION FOR THE POST OF ASSISTANT MANAGER / MANAGER / ASSISTANT GENERAL MANAGER  
(On Deputation basis)**

<b>1. Name in full:</b> (all Capital)	<b>FIRST</b>					<b>MIDDLE</b>					<b>SURNAME</b>									
<b>2. Father's Name</b>																				
<b>3. Sex: (√)</b>	M					F					<b>4. Preferred region of posting (√)</b> (liable to be posted at any of the offices of SEBI)					<b>Paste Passport size photograph in the box and sign across it</b>				
<b>5. Date of Birth:</b>											<b>Head Office, Mumbai</b>									
	D	D	M	M	Y	Y	Y	Y	<b>Northern Regional Office, New Delhi</b>		<b>Eastern Regional Office, Kolkata,</b>									
									<b>Western Regional Office, Ahmedabad</b>		<b>Southern Regional Office, Chennai</b>									
<b>6. Post Applied for: (√)</b>	<b>ASSISTANT MANAGER</b>					<b>MANAGER</b>					<b>ASSISTANT GENERAL MANAGER</b>									
<b>7. Details of Work Experience as on 31/01/2015:</b>																				
Employer Name & Address		Designation		Job Profile				Period		Duration										
								From	To	Years	Months.									
<b>8. Academic Qualifications as on 31/01/2015:</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**