

भारत सरकार
GOVT. OF INDIA
कारपोरेट कार्य मंत्रालय
MINISTRY OF CORPORATE AFFAIRS
गंभीर कपट अन्वेषण कार्यालय
SERIOUS FRAUD INVESTIGATION OFFICE

द्वितीय तल, पंडित दीनदयाल अंत्योदय भवन
बी 3-खंड, केंद्रीय कार्यालय परिसर
लोदी रोड, नई दिल्ली-110003

2ND Floor Pt. Deendayal Antyodaya Bhawan

B-3 Wing, CGO Complex

Lodi Road, New Delhi-110003

दिनांक/Date : 12.05.2017

सं./No 9/2/2017-Admn/SFIO (10742/2017)

To

The Registrars and Placement Cells of
Law Schools/Institutes/Universities/
Professional Institutes [ICAI/ICAI (CMA) and ICSI]

Subject: Internship Programme at Serious Fraud Investigation Office (SFIO)

Madam/Sir

I take this opportunity to introduce you to our organisation Serious Fraud Investigation Office (SFIO). It is a multi-disciplinary organization under the Ministry of Corporate Affairs, Government of India, manned by experts in the fields of accountancy, forensic audit, general law, information technology, investigation, company law, capital market, Income Tax and Customs & Central Excise etc. It is an agency that investigates white-collar crimes/frauds from multi-disciplinary perspective. Within SFIO, there is a Market Research and Analysis Unit (MARU) for conducting market surveillance and preparing reports on suspect corporate entities.

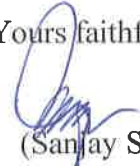
2. A new internship programme has been started to provide a platform for interaction by officers of the SFIO and its Regional Offices with new talent and young scholars and researchers from reputed academic institutions who are pursuing Post-Graduation/Research Program in Economics/Commerce/Law/ Management and Computer Forensics as well as professional courses with viz, Institute of Chartered Accountants of India, Institute of Cost Accountants of India(CMA) and Institute of Company Secretaries of India. The programme would also provide an opportunity to interns to familiarize themselves not only with the working of the Government but also offer a chance to gain hands-on experience of specialized skills of their field and transferable skills like communication/interpersonal skills, proficiency and team work. **The detailed guidelines for this internship program are enclosed.**

3. It is requested that the internship programme may kindly be brought to the notice of the students and the names of short-listed students in the enclosed format may kindly be sent to this

office. The convenient time of the year for the students to join the internship program and the permissible duration as per the academic curriculum may also be intimated. A final selection will be made by the competent authority depending on the suitability of the students and the availability of the positions. **The last date for receipt of applications is 15th of June, 2017.**

4. We look forward to collaborate with your college /University by providing an opportunity to students to get exposure to the functioning of SFIO- one of Government's investigative agency. For any assistance, please contact to the undersigned at phone No. 011-24369593 or through e-mail at sanjay.sood66@gov.in.

Yours faithfully,



(Sanjay Sood)

Joint Director (Legal & Admn.)

Encl: As above

GUIDELINES FOR THE INTERNSHIP SCHEME

(i) **Eligibility:**

Students in Post Graduate Courses – MBA (Finance), Law Students in 4th/5th Years of a five year stream with consistent and excellent academic records/fresh graduates with excellent academic records possessing a first class graduation degree; students pursuing post-graduation with high second class graduation degree (with at least 55% marks/students pursuing masters/research courses in Economics/Law/Computer Forensic from recognised universities in India and Abroad, students pursuing final year or equivalent of ICAI, ICAI(CMA), ICSI/Central Universities/AICTE recognized financial/Economic Institutions/Recognised National Management Institutes/Foreign Universities and Institutions of excellence can apply for the internship. The internship program would be applicable to Indian Nationals only. **(First Class Graduation Degree is required for only those candidates who have completed their graduation.)**

(ii) **Stipend:**

The intern undergoing the internship will be paid stipend @ Rs. 7000/- (Rupees Seven thousand only) per month for the period of internship on certification from the officer of the intern is attached to.

(iii) **Duration:**

The internship will be for a minimum period of one month and maximum period of two months.

(iv) **Declaration of Secrecy:**

Interns shall be required to furnish a Declaration of secrecy prior to the commencement of the internship.

(v) **Submission of papers:**

The intern will be required to present to the Director, SFIO an assignment Report on the allotted subject at the end of the internship, and also to provide a feedback of their experience of the internship program.

(vi) **Certificate of Internship:**

Certificates will be awarded to interns upon satisfactory completion of their internship and on submission of their end of assignment Report, and its evaluation by the concerned official of SFIO.

(vii) The internship will neither be a job nor an assurance of a job in the Serious Fraud Investigation Office.

Application format for Internship in Serious Fraud Investigation Office (SFIO)

Affix passport photograph	recent size
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1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Mailing address (with Tel./Mob. No. and e-mail address) _____

5. Permanent address _____

6. Academic Profile:

S.No	Course	Subjects	School/College University/Institute	Year of Passing	%age of marks obtained	Division/Class

(Attach self-attested photocopies of certificates)

7. Computer Proficiency: (Please tick)

Computer Field	Excellent	Good	Average	Not Conversant
MS Word				
MS Excel				
MS Power Point				
Others, if any *				

*Specify-Name of software, OS, Language etc.

8. Special Achievements/Publications, Experience etc

9. Area of Interest :

10. Give one reference with complete details (Address, phone No. e-mail etc.)

11. Preferable period of Internship:

- July-August, 2017
- September-October, 2017
- November-December, 2017
- January-February, 2018
- March-April, 2018
- May-June, 2018

[Please tick the above convenient slot (s)]

Date _____

(Signature of applicant)

Sponsoring Authority

Name of Institution/University/Board
Address
(Official Seal)
Authorized Signatory

Signature

Name
Designation
Tele
E-mail