



भारत सरकार

GOVT. OF INDIA

कारपोरेट कार्य मंत्रालय

MINISTRY OF CORPORATE AFFAIRS

गंभीर धोखाधड़ी जांच कार्यालय

SERIOUS FRAUD INVESTIGATION OFFICE

द्वितीय तल, प. दीनदयाल अंत्योदया भवन

बी-3 खंड, केंद्रीय कार्यालय परिसर

लोदी रोड, नई दिल्ली - 110003

सं./No.09/02/2020-Admn.-SFIO/1/19752/20 दिनांक/Date 18/5 May, 2020

2<sup>nd</sup> Floor Pt. Deendayal Antyodaya Bhawan

B-3 Wing, CGO Complex

Lodhi Road, New Delhi-110003

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,

As you are aware, Serious Fraud Investigation Office (SFIO) is a multi-disciplinary organization under the Ministry of Corporate Affairs, Government of India, manned by experts in the field 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 a multi-disciplinary perspective. Within SFIO, there is a Market Research and Analysis Unit (MRAU) for conducting market surveillance and preparing reports on suspect corporate entities.

2. SFIO has an internship programme which was started in 2017 to provide a platform for interaction of talented 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 Institute of Chartered Accountants of India, Institute of Cost Accountants of India (CMA) and Institute of Company Secretaries of India with officers of SFIO, including its Regional Offices. The programme also provides an opportunity to interns to not only familiarize themselves with the working of the Government but also offers a chance to gain hands-on experience in specialized skills in their area of study as well as working in team. **The guidelines or the internship program are enclosed.**

3. It is requested that the internship programme may kindly be widely circulated amongst the students and the names of interested students (in the enclosed format) 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 application is 15<sup>th</sup> of June, 2020.**

4. We are looking forward to working together with your esteemed institutions and help students getting exposure to the functioning of a premiere Government investigative agency, please contact to the undersigned at landline No.011-24369593 or through e-mail at [kundanlal@sfio.nic.in](mailto:kundanlal@sfio.nic.in)

Yours faithfully,



(Sanjay Sood)

Additional Director (Legal & Admn.)

Encl: As above.

Copy to Additional Director (IT), SFIO-with the request to upload the above letter in the website of SFIO in "What is New" and "Recruitment (outsourcing)".

## GUIDELINES FOR THE INTERNSHIP SCHEME

(i) **Eligibility:**

Students in Post Graduate Courses – MBA (Finance), Law Students in 4<sup>th</sup>/5<sup>th</sup> 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/Finance/Management/Law at National School of 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 Degree in Graduation shall be mandatory and Post-Graduation with high second class graduation degree with at least 55% marks)

(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 Intership in Serious Fraud Investigation Office (SFIO)**

Affix recent passport size photograph
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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 :

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

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11. Preferable period of Internship:

- July-August, 2020
- September-October,2020
- November-December,2020
- January-February'2021
- March-April'2021
- May-June'2021

[Please tick the 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