



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 612

13th June 2023

Sub. Circular for internship programme at SFIO for the year 2023.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find enclosed herewith a copy of letter no. 9/1/2023 (7926) – Admn.SFIO/I/26227/2023 dated 1st June 2023 received from Joint Director, Legal and Admin, Serious Fraud Investigation Office, Ministry of Corporate Affairs, Government of India, which is self explanatory regarding the Internship Program at Serious Fraud Investigation Office (SFIO), for your reference and circulation to students.

Application forms are given along with the circular only.

Interested candidates are required sent their completed and scanned application forms to cpc@ipu.ac.in with the subject “Application for Internship in SFIO” by 18th June 2023.

*No applications will be entertained after 18th June 2023.

(Ms. Nisha Singh)

Training and Placement Officer,
CCGPC, GGSIP University



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



द्वितीय तल, प.दीनदयाल अंत्योदया भवन, बी-3 खंड, केंद्रीय कार्यालय परिसर, लोदी रोड, नई दिल्ली-110003
2nd Floor Pt. Deendayal Antyodaya Bhawan, B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003

सं. No.9/1/2023 (7926)-Admn.SFIO// 26/06/2023

दिनांक/Date: 01.06.2023

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.**

cont... 2

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 20th June, 2023.**

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 Admn.HQ@sfio.nic.in

Yours faithfully,

Encl: As above.


(Arvind Kumar Bunkar)
Joint Director (Legal & Admn)

Copy to Additional Director (IT), SFIO-with the request to upload the above letter in the website of SFIO.

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

Affix recent
passport size
photograph

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, 2023
- September-October, 2023
- November-December, 2023
- January-February, 2024
- March-April'2024
- May-June'2024

[Please tick the convenient slot (s)]

Date _____

(Signature of applicant)

Sponsoring Authority

Name of Institution/University/Board

Address

(Official Seal)

Signature



No: A-35011/09/2016-Admn.III /110
Government of India/भारत सरकार

Ministry of Corporate Affairs/कारपोरेट कार्य मंत्रालय

Shastri Bhawan, Room No. 518-A,
Dr. R.P. Road, New Delhi.
Dated the 24 May, 2016.

To
The Director,
Serious Fraud Investigation Office,
Ministry of Corporate Affairs,
Paryavaran Bhawan,
Lodhi Road, New Delhi.

Subject: Internship Scheme for students pursuing Post Graduation/Research in
Commerce, Law, Economics, Management and Computer Forensic
streams and professional courses –ICAI, ICAI(CMA) and ICSI.

Sir,

The undersigned is to refer to your letter No. 2/5/2012/Admn.SFIO(PF) 7042
dated 8th March, 2016 on the subject mentioned above and to inform that the
Guidelines for the Internship Scheme has been approved by the Ministry.

An internship program is a since qua non for an inter-disciplinary setup like
SFIO's. The internship program would 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 Economic/ Commerce/Law/Economics/ Management and

On file.

MS
27/5/16

2/5/2012/Admn.SFIO(PF) 7042

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Computer Forensic, as well as professional courses with, viz. Institute of Chartered accountants of India, Institute of Cost Accountants of India (CMA) and Institute of Company Secretary of India. Interns bring with them novel perspectives, fresh ideas, specialized strengths and new skill sets. The program would 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, computer proficiency and team work.

2. Keeping in view the above objective, it has been decided to introduce an internship scheme for Serious Fraud Investigation Office (SFIO). The details of internship program are given below:-

GUIDE LINES FOR THE INTERNSHIP SCHEME

- (i) **How to apply** - SFIO would write to the Registrar's and Placement Cells of identified Law Schools, Institutes, Universities and Professional Institutes {ICAI, ICAI(CMA) and ICSI} calling for applications from students willing to do an internship with SFIO. Beside a notification calling for applications will also be issued by SFIO every year in the month of May. The last date for receipt of applications shall be 15th June of that year.
- (ii) **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 and 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 Forensics from recognized universities in India and Abroad, students pursuing final year or equivalent of ICAI, ICAI(CMA), ICSI/ Central Universities/AICTE recognized financial/Economic Institutions/ Recognized 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).
- (iii) **Stipend** - The intern undergoing the Internship will be paid stipend @ Rs. 7,000/- (Rupees Seven thousand only) per month for the period of internship on certification from

the Officer the intern is attached to. The expenditure would be met out of the sanctioned grants of SFIO under the object head "Office Expenses".

(iv) **Duration** -- The duration of the internship will be for a minimum one (01) month and maximum period of two (02) months.

(v) **Logistic Support**: Interns will be provided with necessary logistic support, i.e. office space and computer with internet facility.

(vi) **Placement** -- The interns would be attached with various units of the Serious Fraud Investigation Office.

(vii) **Declaration of Secrecy** -- Interns shall be required to furnish a Declaration of Secrecy prior to the commencement of the internship.

(viii) **Selection** -- All applications received in response to the notification will be scrutinized by a Selection Committee constituted under the Chairmanship of the Director, SFIO. The Selection Committee comprising of the following members shall be responsible for selection of interns based on merit:-

a)	Director (SFIO)	Chairman
b)	Joint Secretary (Admn),MCA	Member
c)	Additional Director (SFIO)	Member
d)	Deputy Director, Admn (SFIO)	Member

(In the event of non-availability of Joint Secretary (Admn), MCA his/her nominee will be associated).

The offers of appointment would be sent to the selected students subject to availability of slots and recommendations of the Selection Committee. The internship program would be open throughout the year. The number of interns undergoing internship at any given time would not exceed Six.

(ix) **Submission of papers** -- The interns 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.

(x) **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 SFI/O.

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

3. **Powers to Relax:** Any/All provisions of the Internship Scheme may be modified with the approval of Secretary, Ministry of Corporate Affairs.

4. This issues with the concurrence of JS&FA vide Dy. No. 208/2016 dated 29/03/2016 and Secretary, CA vide Dy. No. 50894/2016 dated 10/05/2016.

Yours faithfully,

Rakesh Kumar

(Rakesh Kumar)

Under Secretary to the Government of India

Tel: 23383507

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/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.