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SECURITIES AND EXCHANGE BOARD OF INDIA

Recruitment of Officer Grade A (Assistant Manager) -
General Stream, Legal Stream, Information Technology Stream, Research Stream and Official Language Stream 2022

Securities and Exchange Board of India (SEBI), is a statutory 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.

IMPORTANT DATES TO REMEMBER

Activity	Important Dates (SEBI reserves the right to make any change in these dates)
On-Line Application and Payment of fee On-Line	January 05, 2022 to January 24, 2022
Availability of Call Letters on SEBI website (for On-Line Examinations)	Will be intimated by email/SMS
Phase I On-Line Examination	February 20, 2022
Phase II On-Line Examination (except Paper 2 of Information Technology Stream)	March 20, 2022
Paper 2 of Phase II of Information Technology Stream	April 03, 2022
Phase III Interview	Dates will be intimated

Applicants desirous of securing job at SEBI are hereby cautioned not to fall prey to any unscrupulous elements who may try to deceive candidates/public by false promises of securing jobs in SEBI. In case any candidate comes across such offer/ practice, the same may be immediately brought to the notice of SEBI at recruitment@sebi.gov.in, with full details, such as name and contact details, of the elements indulging in such practice.

I. SEBI invites applications from Indian citizens for the post of Officer Grade A (Assistant Manager) for the General Stream, Legal Stream, Information Technology Stream, Research Stream and Official Language Stream. SEBI reserves the right to fill up the posts or not to fill up the posts at all.

Stream	Number of posts						Out of which PwBD**	Educational Qualification
	UR	OBC @	SC	ST	EWS $	Total		
General	32	22	11	7	8	**80**	1 (B & LV) 1 (D & HH) 1(Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy) 2 (Autism/ intellectual disability/	Master's Degree in any discipline, Bachelors' Degree in Law, Bachelors' Degree in Engineering from a recognized university, CA / CFA / CS / CWA.

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Stream	Number of posts						Out of which PwBD**	Educational Qualification
	UR	OBC @	SC	ST	EWS $	Total		
							specific learning disability/mental illness/multiple disabilities from amongst persons under clauses (a) to (d) including deaf – blindness)*	
Legal	11	2	1	1	1	**16**	1 (Autism/ intellectual disability/ specific learning disability/mental illness/multiple disabilities from amongst persons under clauses (a) to (d) including deaf – blindness) 1 (B & LV)*	Bachelor's Degree in Law from a recognized University / Institute.
Information Technology	5	2	3	2*	1	**2***	1 (D & HH)* 1 (LV)*	Bachelor's Degree in Engineering (Electrical / Electronics / Electronics And Communication / Information Technology / Computer Science) OR Masters in Computers Application OR Bachelor's Degree in any discipline with a post graduate qualification (minimum 2 years duration) in Computers / Information Technology.
				1		**12**		
Research	4	1*	1	0	0	**1***	1 (D & HH)*	Master's Degree in Statistics / Economics / Commerce / Business Administration (Finance) / Econometrics from a recognized University / Institute.
		1				**6**		
Official Language	2	1	0	0	0	**3**	1 (HH)*	Master's Degree in Hindi with English as one of the subjects at Bachelor's Degree level or Master's Degree in Sanskrit / English / Economics / Commerce with Hindi as a subject at Bachelor's Degree level from a recognized University / Institute.

* Indicates backlog vacancies.

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@ Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation.

$ **Economically Weaker Sections (EWSs):** Reservations for Economically Weaker Sections (EWSs) in recruitment is governed by Office Memorandum No.36039/1/2019-Estt(Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India.
Disclaimer: "EWSs vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channels". Benefit of reservation under EWSs category can be availed upon production of an 'Income and Asset Certificate' valid for Financial Year 2021-22 issued by a Competent Authority on the basis of gross annual income of FY 2020-21 in the format prescribed by Government of India. Candidates may please note that they should be in possession of "Income and Assets Certificate" as mentioned above issued on or after 01.04.2021 and before the date of document verification at the time of interview. 'Income and Asset Certificate' shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained.

Candidates qualifying for Phase III i.e interview under EWS category would be required to submit EWS certificate, as mentioned in the advertisement, at the time of interview. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.

** **Persons with Benchmark Disabilities (PwBD):** PwBD candidates may belong to any category (i.e. GEN/ SC/ ST/ OBC/ EWSs) and they will be eligible for age relaxations. Reservation for PwBD is horizontal and within the overall vacancies for the posts. With respect to backlog vacancies reserved for Persons with Benchmark Disability (PwBD), if a suitable person with the benchmark disability for which the vacancy is reserved is not available, it may be filled by interchange among the other categories of benchmark disabilities, subject to the posts having been identified suitable for such disabilities. In case no suitable person with benchmark disability is available for filling up the reserved vacancy, SEBI may fill up the vacancy by a person other than a Person with Benchmark Disability.

Note 1: A Post Graduate Diploma in any discipline from a recognized University / Institute will be acceptable as educational requirement for General Stream and a Post Graduate Diploma in Statistics / Economics / Commerce / Business Administration (Finance) / Econometrics from a recognized University / Institute will be acceptable as educational requirement for Research Stream, provided the same is recognized as equivalent to a Master' Degree in that discipline by Govt. of India. The onus to provide necessary document in this regard shall be on the candidates.

Note 2: Candidates are permitted to apply for maximum of 2 streams only for which he/she is eligible to apply, as per their educational qualifications. Separate on-line application for each stream will have to be submitted and requisite fees is to be paid for each application. In case a candidate applies more than once in a Single Stream and/ or applies for more than 2 Streams, only the latest applications shall be considered valid and the other applications shall be rejected.

Request for change/ correction in any particulars (including category) in the application form, once application is finally submitted, will not be entertained under any circumstances. No correspondence/ phone/ email will be entertained in this regard. Candidates are advised to fill up the online application carefully and furnish the correct information in the application.

Note 3: The officers recruited in any stream may be posted to any department of SEBI, irrespective of their streams.

Note 4: Candidates who have appeared for the final examinations and waiting for the results are eligible to appear for the Phase I, Phase II and Phase III of selection process. However, the offer to join SEBI to the selected candidates shall be subject to production of necessary documents evidencing successfully obtaining the requisite qualification.

Note 5: The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

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Age Limit (as on 31/12/2021):

a. A candidate must not have exceeded the age of 30 years as on December 31, 2021 i.e., candidate must have been born on or after January 01, 1992.
b. The upper age-limit prescribed above will be relaxable:
   i. up to a maximum of five years for candidates belonging to a Scheduled Caste or a Scheduled Tribe if the posts are reserved for them;
   ii. up to a maximum of three years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates if the posts are reserved for them;
c. Only those candidates belonging to 'Non Creamy Layer' are eligible to apply under OBC Category. The OBC candidates who belong to 'Creamy Layer' are not entitled to apply under OBC Category. Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'Unreserved'. Candidates belonging to the OBC (NCL) category should be in possession of OBC (NCL) certificate issued on or after 01.04.2021 and before the date of document verification at the time of interview. OBC (NCL) certificate shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of OBC (NCL) Certificate beyond the said date shall be entertained.

   Candidates qualifying for Phase III i.e interview under OBC category would be required to submit OBC(NCL) certificate, as mentioned in the advertisement, at the time of interview,. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.
d. Relaxation of 10 (ten) years for PwBD candidates shall be applicable whether the post is reserved or not. Relaxation of 13 (thirteen) years for PwBD (OBC) candidates where vacancies are reserved for OBC candidates. Relaxation of 15 (fifteen) years for PwBD (SC/ST) candidates where vacancies are reserved for SC/ST candidates.
e. Relaxation of 5 (five) years for Ex-servicemen. Ex-servicemen include Emergency Commissioned Officers/Short Service Commissioned Officers, who have rendered at least five years continuous Military Service and have been released a) on completion of assignment (including those whose assignment is due to be completed within one year from December 31, 2021) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or b) on account of physical disability physical disability attributable to Military Service or c) on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment.
f. Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under the category of Persons with Benchmark Disabilities and Ex-servicemen will be eligible for grant of cumulative age-relaxation.

Where there is no vacancy reserved for OBC/SC/ST/EWS category candidates, such candidates can still apply. However, they will not be eligible for any relaxations. SC/ ST candidates are exempt from payment of application fee even in such case but will have to pay specified intimation charges.

II. MODE OF SELECTION: Mode of selection shall be a three stage process i.e. Phase I (on-line screening examination consisting of two papers of 100 marks each), Phase II (on-line examination consisting of two papers of 100 marks each) and Phase III (Interview).

a. Phase I On-Line Examination:
An online screening examination consisting of two papers (Multiple Choice questions of 100 marks each) will be held on February 20, 2022. The exam will consist of:

Paper	Streams/ Subjects	Maximum Marks	Duration	Cut off
Paper 1	**All Streams:** Multiple choice questions on the subjects viz. General Awareness (including some questions related to Financial Sector of easy to moderate difficulty level), English Language, Quantitative Aptitude and Test of Reasoning.	100	60 minutes	30%

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Paper	Streams/ Subjects	Maximum Marks	Duration	Cut off
Paper 2	**General Stream:** Multiple choice questions on subjects Commerce, Accountancy, Management, Finance, Costing, Companies Act and Economics.	100	40 minutes	40%
	Legal, Information Technology & Official Language stream: Multiple choice questions on Specialized subject related to stream.	100	40 minutes	40%
	Research Stream:- Multiple choice questions on subjects Economics, Econometrics, Statistics, Finance and Commerce.			
Aggregate Cut off				**40%**

i. There shall be negative marking (1/4th of marks assigned to the question) for the Paper 1 and Paper 2 in Phase I.
ii. There shall be a cut-off of minimum 30% for Paper 1 (no sectional cut-off shall be there) and a cut-off of minimum 40% for Paper 2 in Phase I.
iii. Candidates would need to secure separate cut-off in each paper as mentioned at (ii) above as well as aggregate cut-off marks of 40% in Phase I exam to be shortlisted for Phase II. Marks obtained in Phase I shall be used only for shortlisting the candidates for Phase II examination process and will not be counted for final selection of the candidates.
iv. Subject to the criteria mentioned at (iii) above, all the candidates who clear Phase I shall be shortlisted for Phase II. List of candidates shortlisted for Phase II will be made available on SEBI website.

Syllabus for Paper 2 in Phase I is available in the **Annexure** to this advertisement.

b. **Phase II On-Line Examination:**

An on-line examination consisting of two papers of 100 marks each will be held on March 20, 2022 (except Paper 2 of Information Technology Stream). Paper 2 of Information Technology Stream will be held on April 03, 2022. The papers shall be as follows:

Paper	Streams/ Subjects	Maximum Marks	Duration	Cut off	Weigh tage
Paper 1	**All streams:** English (Descriptive Test) to test the drafting skills	100	60 minutes	30%	1/3rd
Paper 2*	**General Stream**: Multiple choice questions on subjects Commerce, Accountancy, Management, Finance, Costing, Companies Act and Economics.	100	40 minutes	40%	2/3rd
	Legal, and Official Language stream: Multiple choice questions on Specialized subject related to stream.	100	40 minutes	40%	2/3rd
	Research Stream: Multiple choice questions on subjects Economics, Econometrics, Statistics, Finance and Commerce.				
	Information Technology Stream: Coding Test (Languages: C++/JAVA/Python)	100	180 minutes	40%	2/3rd
Aggregate Cut off				**50%**	

* Paper 2 of Phase II of Information Technology Stream shall be held separately on April 03, 2022 for which separate call letters shall be issued to candidates.

i. Candidates shortlisted for Phase II will be issued new Hall Tickets.
ii. For candidates who have applied in multiple streams, Paper 2 will be conducted in various shifts, the timings of which will be intimated in the Hall Ticket. Paper 2 of IT stream shall be held separately on April 03, 2022.
iii. There shall be negative marking (1/4th of marks assigned to the question) for Paper 2 in Phase II (except IT stream).

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iv. There shall be a cut-off of minimum 30% for Paper 1 and a cut-off of minimum 40% for Paper 2 in Phase II.
v. Candidates would need to secure separate cut-off in each paper as mentioned at (iv) above as well as aggregate cut-off marks of 50% in Phase II exam (weightage of 1/3rd for Paper 1 and 2/3rd for Paper 2) to be shortlisted for Phase III.
vi. Subject to the criteria mentioned at (v) above, candidates equaling 3 times the number of vacancies shall be shortlisted, in order of merit, for Phase III i.e. the Interview. List of candidates shortlisted for Interview will be made available on SEBI website.

Note: All question papers (in both the Phases, except the test of English) will be set bilingually in Hindi and English.

Syllabus for the papers in Phase II is available in the **Annexure** to this advertisement.

c. **Interview:** Only the shortlisted candidates will be called for interview. Application fee shall not be refunded to the candidates not shortlisted for Phase II and Interview. Candidate may opt for interview either in Hindi or English. Weightage of marks obtained in Phase II will be 85%, while marks obtained in interview shall be given a weightage of 15%.

SEBI reserves the right to modify the selection procedure, if deemed fit.

III. SERVICE CONDITIONS/ PAY AND ALLOWANCES:

a. **Probation:** The successful candidates recruited for the post of Officer Grade 'A' shall undergo probation of two years. The candidates shall be confirmed in the services of SEBI subject to their satisfactory performance during the probation period.

b. **Pay:** The pre-revised pay scale of officers in Grade A is ₹ 28150-1550(4)-34350-1750(7)-46600-EB-1750(4)-53600-2000(1)-55600 (17 years).

Presently, the gross emolument including SEBI's Contribution towards National Pension Scheme (NPS), Grade Allowance, Special Allowance, Dearness Allowance, Family Allowance, Local Allowance etc. at Mumbai at the minimum of this scale is approx. ₹1,15,000/- p.m. without accommodation and ₹80,500/- p.m. with accommodation.

c. **Benefits**: Other benefits viz., Leave Fare Concession, Medical Expenses, Eye Refraction, Education Allowance, Financial Dailies, Book Grant, Briefcase, Conveyance Expenses, House Cleaning Allowance, Staff Furnishing Scheme, Scheme for Purchasing Computers, Subsidized Lunch Facility and all other benefits as admissible to an Officer in Grade A in SEBI.

d. **Accommodation**: Residential accommodation would be provided subject to availability.

d. **Posting**: The incumbent may be posted and transferred to any location in India where SEBI has its Offices. The recruited officers may be posted to any department of SEBI, irrespective of stream.

IV. EXAMINATION CENTRES:

a. The Phase I on-line examination will be held at the following cities:

State/UT	Cities	State/UT	Cities
Andhra Pradesh	Vijayawada, Visakhapatnam, Kurnool, Rajahmundry, Guntur	**Madhya Pradesh**	Bhopal, Gwalior, Indore, Jabalpur
Arunachal Pradesh	Naharlagun	**Maharashtra**	Aurangabad(MH), Amravati, Kolhapur, Nanded, Mumbai/ Navi Mumbai/Thane, Palghar, Nagpur, Nashik, Pune
Assam	Guwahati, Dibrugarh	**Manipur**	Imphal

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State/UT	Cities	State/UT	Cities
Bihar	Patna, Muzzafarpur, Bhagalpur	**Meghalaya**	Shillong
Chandigarh	Chandigarh – Mohali	**Mizoram**	Aizawl
Chhattisgarh	Raipur, Bhilai, Bilaspur (CG)	**Nagaland**	Kohima
Dadra and Nagar Haveli & Daman and Diu	Surat	**Odisha**	Bhubaneshwar, Cuttack, Rourkela, Dhenkanal
		Puducherry	Puducherry
Delhi	Delhi NCR	**Punjab**	Amritsar, Ludhiana, Jalandhar, Bhatinda, Patiala
Goa	Panaji, Madgaon	**Rajasthan**	Jaipur, Jodhpur, Kota, Ajmer, Udaipur
Gujarat	Ahmedabad - Gandhi Nagar, Rajkot, Surat, Vadodara	**Sikkim**	Gangtok
Haryana	Faridabad, Ambala, Gurugram	**Tamil Nadu**	Chennai, Coimbatore, Madurai, Tiruchirappalli, Salem
Himachal Pradesh	Shimla, Hamirpur	**Telangana**	Hyderabad, Warangal
Jammu and Kashmir	Srinagar, Jammu	**Tripura**	Agartala
Jharkhand	Dhanbad, Ranchi, Jamshedpur	**Uttarakhand**	Dehradun, Haldwani, Roorkee
Karnataka	Bengaluru, Mandya, Belagavi, Mysuru, Hubli - Dharwad, Kalaburagi	**Uttar Pradesh**	Agra, Prayagraj, Ghaziabad, Kanpur, Lucknow, Faizabad, Sitapur, Meerut, Varanasi, Gorakhpur, Moradabad
Kerala	Thiruvananthapuram, Kochi, Kozhikode	**West Bengal**	Kolkata, Asansol, Siliguri, Kalyani
Ladakh	Leh		

b. The Phase II on-Line examination (except Paper 2 of Phase II of Information Technology Stream) will be held at the following cities:

Ahmedabad/ Gandhinagar	Hyderabad/ Rangareddy	Nasik
Agartala	Indore	New Delhi-NCR
Aurangabad (MH)	Jaipur	Panaji
Bengaluru	Kanpur	Patna
Bhubaneswar	Kochi/ Ernakulam	Prayagraj
Chandigarh/ Mohali	Kolkata/ Greater Kolkata	Pune
Chennai	Lucknow	Raipur
Coimbatore	Madurai	Ranchi
Dehradun	Meerut	Siliguri
Guwahati	Mumbai/Greater Mumbai/Navi Mumbai/Thane	Surat
Haldwani	Muzzafarpur	Vijayawada
Hubli - Dharwad	Nagpur	Vishakhapatnam

Further, Paper 2 of Phase II for Information Technology Stream shall be held separately at the following cities:

Bengaluru	Mohali	Patna
Chennai	Mumbai - Navi Mumbai	Pune
Hyderabad	New Delhi	Silchar
Kolkata	Noida	Thiruvananthapuram

Candidates can provide their preference of upto three cities for Phase I and only one city for Phase II in the online application. Candidates applying for IT stream shall be required to provide city preference separately for Paper 1 and Paper 2 of Phase II examination. Choice of city by candidates for Phase I and Phase II Examinations can be different and must be indicated in the online application. Candidates will appear for the examination at an Examination Centre at their own risks and expenses. SEBI does not make any arrangements

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for boarding/lodging of candidates. SEBI will not be responsible for any injury or losses etc. of any nature during the course of Examination.

NB: Notwithstanding the aforesaid provision, SEBI reserves the right to change the Centres at its discretion. All the Examination Centres will cater to examination for Low Vision Candidates in their respective centres. Candidates admitted to the examination will be informed of the time table and place or places of examination. The candidates should note that no request for change of centre will be entertained.

c. The venue for the Interview will be intimated to the shortlisted candidates in their interview call letters.

V. APPLICATION FEE (NON-REFUNDABLE)

Category of Applicant	Amount of Fee (Non-refundable)
Unreserved/OBC/EWSs	₹1000/- as application fee cum intimation charges
SC/ ST/ PwBD	₹100/- as intimation charges

Separate on-line application for each stream will have to be made with requisite fee for each application to be paid as well. Application Fee once paid will NOT be refunded.

VI. NOTE FOR PERSONS WITH BENCHMARK DISABILITIES:

Definition of Person with Benchmark Disabilities

I. Reservation has been provided to Persons with Benchmark Disabilities as per Section 34 of "Rights of Persons With Disabilities Act, 2016".

II. SEBI has identified the following posts as suitable for each category of PwBD along with the Physical Requirements and Functional Classifications. Only following categories of PwBD candidates are, therefore, eligible to apply for the posts.

Name of the Post	Categories for which identified	Functional Classification*	Physical Requirements**
Grade 'A' officers – General , Legal, Information Technology Research & Official Language Streams	Blindness and low vision	B	BN, C, H, KC, L, MF, PP, RW (in Braille/software), S, ST, W
		LV	BN, C, H, KC, L, MF, PP, RW, S, ST, W
	Deaf and hard of hearing	D, HH	BN, C, KC, L, MF, PP, RW, S, SE, ST, W
	Locomotor disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy	OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims	BN, C, KC, L,H, MF,PP, RW, S, SE, ST, W
		BL	C, H, L, MF,PP, RW, S, SE
		Muscular Dystrophy	C, H, MF,RW, SE, S
	Autism, intellectual disability, specific learning disability and mental illness	A	ST,S,W,SE,BN,H,L,KC,MF,PP,C
		ID	
		SLD	
		MI	
	Multiple disabilities	Blind, Low vision, Deaf, Hard of Hearing, OA, OL, Cerebral Palsy,	C, MF, H, S, W, RW/RW (in Braille/ software)

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Name of the Post	Categories for which identified	Functional Classification*	Physical Requirements**
		Leprosy Cured, Dwarfism, Acid Attack Victims, BL, Muscular Dystrophy, A, ID, SLD , MI (including deaf blindness)	
* Functional classification: OA-One Arm, OL-One Leg, BL-Both Legs but not arms, B-Blindness, LV-Low Vision, D-Deaf and HH-Hard of Hearing. ** Physical Requirements: BN-Bending, C-Communication, H-Hearing/Speaking, KC-Kneeling & Crouching, L-Lifting, MF-Manipulation by Finger, PP-Pushing & Pulling, RW-Reading & Writing, S-Sitting, SE-Seeing, ST-Standing and W-Walking.			

III. PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification, as may be decided by SEBI.

IV. The PwBD candidates may belong to any category (i.e. GEN/ SC/ ST/ OBC/ EWSs) and they will be eligible for age relaxations. Reservation for PwBD is horizontal and within the overall vacancies for the posts.

V. With respect to backlog reserved vacancy for PwBD, if a suitable person with the benchmark disability for which the vacancy is reserved is not available, it may be filled by interchange among the other categories of benchmark disabilities, subject to the posts having been identified suitable for such disabilities. In case no suitable person with benchmark disability is available for filling up the reserved vacancy, SEBI may fill up the vacancy by a person other than a person with benchmark disability.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- Candidate should ensure that he/ she is eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Benchmark Disabilities.
- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking in the prescribed format with passport size photograph of the scribe along with call letter at the time of examination confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination. Proforma of undertaking will be made available on SEBI website on or before the Call Letters for the online examination are made available on the SEBI website.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions."
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- A person acting as scribe for one candidate cannot be a scribe for another candidate. In addition the scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination

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should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(i) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

(ii) Guidelines for Visually Impaired candidates

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

These guidelines are subject to change in terms of Government of India guidelines/ clarifications, if any, from time to time.

GUIDELINES FOR PERSONS WITH DISABILITIES

i. A compensatory time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) and for Visually Impaired candidates under Low Vision (who suffer from not less than 40% of disability).

ii. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination. The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.

The above guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

VII. Pre-examination training for SC/ST/PwBD candidates:

SEBI will arrange pre-examination training for SC/ST/PwBD candidates, free of cost in online mode. Candidates belonging to SC/ST/PwBD candidates, who desire to avail of the pre-examination training, should invariably fill in the details in the relevant column while filling the ON-LINE application. Any subsequent request shall not be entertained. Further, no other mode of request shall be entertained.

The online Pre-examination training shall be tentatively in the first week of February 2022. The details of the Pre-examination training will be communicated to the candidates only via email.

By merely attending the pre-examination training, no candidate acquires any right to be selected in SEBI.

VIII. GENERAL INSTRUCTIONS:

a. Candidate who is eligible and desires to apply for the above post should submit an **ON-LINE application** with requisite fee/ intimation charges (wherever applicable). No other means/mode of application will be accepted.

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b. Fees sent in any other manner not prescribed in this advertisement and / or the application submitted without depositing the fee/ intimation charges would be rejected and no correspondence shall be entertained in this regard.

c. Candidates should satisfy themselves about their eligibility for the post applied for. Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/EWS/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. At the time of the interview, they should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits. Candidates not in possession of requisite certificate at the time of interview will not be allowed to appear in interview.

d. 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 appointment would be terminated without any notice or compensation.

e. Candidates who are already in service of Govt./ Quasi-Govt. Organizations and Public Sector Banks/ Undertakings will have to produce a "No Objection Certificate' from their employer, at the time of Interview.

f. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of joining.

g. Outstation candidates called for Interview will be reimbursed single AC Three Tier return railway fare for journey by the shortest route, subject to submission of necessary documentary evidence.

h. At the time of interview, the candidate will be required to provide details regarding criminal cases(s) pending against him/ her, if any. SEBI may also conduct independent verification, inter alia, including verification of police records etc. SEBI reserves right to deny the appointment depending upon such disclosures and/ or independent verification.

i. SEBI does not assume any responsibility for the candidates not being able to submit their applications within the last date.

j. In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and Interview, in relation to number of vacancies and communication of result, SEBI's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. Further, SEBI reserves the right to relax any of the requirements for the candidates in deserving cases. SEBI also reserves the right to cancel the advertisement, fully or partly on any grounds.

k. Canvassing in any form will disqualify the candidate.

l. Please note that Corrigendum, if any, issued on the above advertisement, will be published only on SEBI's website www.sebi.gov.in.

m. Any resultant dispute arising out of this advertisement shall be subject to the jurisdiction of the Courts situated at Mumbai only.

IX. HOW TO APPLY:

Candidates are required to apply On-Line through the website www.sebi.gov.in from January 05, 2022 to January 24, 2022 and no other mode of application will be accepted. Candidates need not **submit the system generated print out of the ON-LINE application to SEBI's office.**

Detailed Guidelines/Procedures for:

A. Application Registration
B. Payment of Fees
C. Uploading of Photograph

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D. Uploading of Signature, Left Thumb impression and Handwriting declaration

A. APPLICATION REGISTRATION

I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should

i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guidelines for uploading of photograph & signature scan.

ii. The left thumb impression should be properly scanned and not smudged. (**If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)**

iii. Scan the handwriting declaration ensuring that the document adheres to the required specifications as given under Guidelines for uploading of handwriting declaration. The text for the hand written declaration is as follows:

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

iv. The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (**In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)**

v. Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. SEBI may send call letters for the Interview etc., through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying on-line and must maintain that email account and mobile number. **Under no circumstances, a candidate should share/mention e-mail ID to/ of any other person.**

II. APPLICATION PROCEDURE

1. Applicants are required to go to SEBI's website 'www.sebi.gov.in' and open the link "Careers". Thereafter, open the Recruitment Notification entitled **"SEBI RECRUITMENT EXERCISE - RECRUITMENT OF OFFICER GRADE A (ASSISTANT MANAGER) - 2022"** and click on the option "**APPLY ONLINE**" which will open a new screen.

2. To register application, choose the tab "**CLICK HERE FOR NEW REGISTRATION**" and enter Name, Contact details and Email-ID. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he/ she can save the data already entered by choosing "**SAVE AND NEXT**" tab. Prior to submission of the online application, candidates are advised to use the "**SAVE AND NEXT**" facility to verify the details in the online application form and modify the same if required.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the "**COMPLETE REGISTRATION**" BUTTON.

5. The Name of the candidate and his/her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the "**VALIDATE YOUR DETAILS**" and "**SAVE & NEXT**" button.

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7. Candidates can proceed to upload Photo, Signature, Left Thumb impression and hand writing declaration as per the specifications given in the Guidelines detailed under point "C" given below.

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before "**COMPLETE REGISTRATION**".

10. Modify details, if required, and click on "**COMPLETE REGISTRATION**" only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on "**PAYMENT**" Tab and proceed for payment.

12. Click on "**SUBMIT**" button.

13. Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fees/intimation charges so collected shall be entertained by the Board.

14. To avoid last minute rush, candidates are advised to pay the application fees/ intimation charges and register online at the earliest.

15. Board does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason.

B. PAYMENT OF FEES ONLINE MODE

1. Payment of application fee/ intimation charges has to be done after successful registration of the application else application will be treated as cancelled.
2. Candidates have to pay the requisite fees/intimation charges only through ON-LINE mode.
3. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
4. The payment can be made by using only Debit Cards (Rupay/ Visa/ Master Card/Maestro), Credit cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
5. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
6. On successful completion of the transaction, an **e-Receipt** will be generated. **Candidates are required to take a printout of the e-receipt.**
7. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to **login** again using their Provisional Registration Number and Password and repeat the process of payment.
8. Candidates are required to take a print of online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
9. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
10. To ensure the security of your data, please close the browser window once your transaction is completed.
11. There is facility to print application form containing fee details after payment of fees.

C. GUIDELINES FOR UPLOAD OF PHOTOGRAPH, SIGNATURE, LEFT THUMB IMPRESSION & HANDWRITING DECLARATION

In case the face in the photograph or signature is unclear, the application may be rejected. Candidate may edit the application and re-upload the photograph/ signature in such case.
Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

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PHOTOGRAPH IMAGE

- Photograph must be a recent passport size colour picture (4.5cm × 3.5cm)
- The picture should be in colour, against a light-coloured, preferably white background. Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50KB,then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.

SIGNATURE, LEFT THUMB IMPRESSION AND HANDWRITING DECLARATION IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
- Size for handwriting declaration should be between 50kb – 100kb
- Signature / Handwriting declaration in CAPITAL LETTERS shall NOT be accepted.

SCANNING THE DOCUMENTS:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format not exceeding 50kb (for photograph), 100 kb (for handwriting declaration), 20kb (for signature) and 50 kb (for left thumb impression) by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (for photograph), 100 kb (for handwriting declaration), 20kb (for signature) and 50 kb (for left thumb impression) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and handwriting declaration.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

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Procedure for Uploading the Photograph and Signature

- There will be separate links for uploading Photograph, signature, left thumb impression and hand writing declaration
- Click on the respective link "Upload Photograph / signature / left thumb impression / hand writing declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand writing declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and handwriting declaration as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the handwriting declaration is unclear / smudged the candidate's application may be rejected.
(2) After uploading the Photograph / signature / left thumb impression / handwriting declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the handwriting declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
(3) After registering online candidates are advised to take a printout of their system generated online application forms.

D. DOWNLOAD OF CALL LETTERS

Candidates will have to visit the website www.sebi.gov.in for downloading call letters for online examination. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter which should be the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in this advertisement and also specified in the call letter and (iii) Photocopy of the same Photo Identity Proof as brought in original.

Note:- Separate call letter shall be issued for Paper 1 and Paper 2 of Phase II of Information Technology Stream for candidates who clear Phase I examination in Information Technology Stream. Candidates shall be required to download the same from the website www.sebi.gov.in.

E. CENTRE INSTRUCTIONS

Note:

1. The examination will be conducted online in venues given in the respective call letters. The addresses of the venue will be advised in the call letter. Candidates are required to indicate the preferred test centre in the application form. SEBI however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
2. As far as possible candidates will be allotted to a centre of his/her choice. However, SEBI, reserves the right to allot the candidate to any centre (either within the state or outside the state) other than the one he/she has opted for.
3. No request for change of centre/venue/date/ session for Examination shall be entertained.
4. Choice of centre once exercised by the candidate will be final. If sufficient number of candidates do not opt for a particular centre for "Online" examination, SEBI reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, SEBI reserves the right to allot any other centre (either within the state or outside the state) to the candidate.

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5. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and SEBI will not be responsible for any injury or losses etc., of any nature.

F. IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph/ Photo identity proof issued by a People's Representative on official letterhead along with photograph/ valid recent Identity Card issued by a recognized College/ University/ Aadhaar card with a photograph/ E-Aadhaar card with a photograph/ Employee ID in original/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid ID proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Call Letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original. Photo ID should be valid as on the day of the examination.

Candidates reporting late i.e., after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the start time of the test. Candidates may be required to be present at the venue for about 4-5 hours prior to the start of the examination for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.

BIOMETRIC DATA / IRIS – Capturing and Verification

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Online Examination (Phase II) for the candidates who appear for the examination. **The photo captured will be matched with the photo uploaded by the candidate in the application. You must NOT change your appearance from the photo uploaded by you.**

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.
Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/ mehndi/ coloured, etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

Or

Photograph and IRIS will be captured at the examination venue. The photo captured will be matched with the photo uploaded by the candidate in the application. You must NOT change your appearance from the photo uploaded by you.

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(IRIS scan is introduced in lieu of Biometric thumb impression due to covid-19 situation to avoid circulation of infection with multiple thumb impressions). Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature.

With regards to the same, please note the following:
(a) 'LEFT EYE (IRIS)' will be captured for all the candidates.
(b) Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.
(c) There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

(Any failure to observe these points will result in non-admittance for the examination)

G. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of

i. Using unfair means or

ii. Impersonating or procuring impersonation by any person or

iii. Misbehaving in the examination/interview hall or disclosing , publishing , reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

iv. Resorting to any irregular or improper means in connection with his/her candidature or

v. Obtaining support for his/her candidature by any unfair means or

vi. The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:

   a. To be disqualified from the examination for which he/she is a candidate.
   b. To be debarred, either permanently or for a specified period, from any examination conducted by SEBI.
   c. For termination of service, if he/she has already joined SEBI.

H. GENERAL INFORMATION:

The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the SEBI in this regard shall be final. Candidates not willing to accept such change shall loose his/her candidature for this exam.

If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

SEBI would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If from the analytical procedure adopted by SEBI in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, SEBI reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she may not

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be allowed to appear in any SEBI recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

Not more than one application should be submitted by any candidate. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

Notes:

- After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure that the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the SEBI. If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.

- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc., will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. The SEBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

- An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

- An online application which is incomplete **in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.**

- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.

- SEBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the SEBI.

- Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

- Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/details furnished by him/ her are found to be false at a later stage.

  Helpline: In case of any problem experienced in filling up the form, payment of fees/intimation charges, queries may be made at http://cgrs.ibps.in/**. Do not forget to mention 'SEBI - Officer Grade A 2022' in the subject of the email.**

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Annexure

Syllabus for Paper 2 of Phase I & Phase II in General Stream
(Common Syllabus for both phases)

A. Commerce & Accountancy

a) Accounting as a financial information system;
b) Accounting Standards with specific reference to Accounting for Depreciation, Inventories, Revenue Recognition, Fixed Assets, Foreign Exchange Transactions, Investments.
c) Cash Flow Statement, Fund flow statement, Financial statement analysis; Ratio analysis;
d) Accounting for Share Capital Transactions including Bonus Shares, Right Shares.
e) Employees Stock Option and Buy-Back of Securities.
f) Preparation and Presentation of Company Final Accounts.

B. Management

a) Management: its nature and scope; The Management Processes; Planning, Organization, Staffing, Directing and Controlling;
b) The Role of a Manager in an Organization. Leadership: The Tasks of a Leader;
c) Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader.
d) Human Resource Development: Concept of HRD; Goals of HRD;
e) Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale.
f) Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology.

C. Finance

1) **Financial System**
   a) Role and Functions of Regulatory bodies in Financial Sector.

2) **Financial Markets**
   a) Primary and Secondary Markets (Forex, Money, Bond, Equity, etc.), functions, instruments, recent developments.

3) **General Topics**
   a) Basics of Derivatives: Forward, Futures and Swap
   b) Recent Developments in the Financial Sector
   c) Financial Inclusion- use of technology
   d) Alternate source of finance, private and social cost-benefit, Public-Private Partnership
   e) Direct and Indirect taxes; Non-tax sources of Revenue, GST, Finance Commission, Fiscal Policy, Fiscal Responsibility and Budget Management Act (FRBM),
   f) Inflation: Definition, trends, estimates, consequences, and remedies (control): WPI, CPI - components and trends.

D. Costing

1. Overview of Cost and Management Accounting - Introduction to Cost and Management Accounting, Objectives and Scope of Cost and Management Accounting.
2. Methods of Costing - Single Output/ Unit Costing, Job Costing, Batch Costing, Contract Costing, Process/ Operation Costing, Costing of Service Sectors.
3. Basics of Cost Control and Analysis - (i) Standard Costing, (ii) Marginal Costing, (iii) Budget and Budgetary Control.
4. Lean System and Innovation:-
   a) Introduction to Lean System
   b) Just-in-Time (JIT)
   c) Kaizen Costing

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d) 5 Ss
e) Total Productive Maintenance (TPM)
f) Cellular Manufacturing/ One-Piece Flow Production Systems
g) Six Sigma (SS)
h) Introduction to Process Innovation and Business Process Re-engineering (BPR).

E. Companies Act

The Companies Act, 2013 **–** Specific reference to Chapter III, Chapter IV, Chapter VIII, Chapter X, Chapter XI, Chapter XII and Chapter XXVII.

F. Economics

a) Demand and Supply, Market Structures, National Income: Concepts and Measurement, Classical & Keynesian Approach Determination of output and employment, Consumption Function, Investment Function, Multiplier and Accelerator, Demand and Supply for Money , IS – LM, Inflation and Phillips Curve, Business Cycles
b) Balance of Payments, Foreign Exchange Markets, Inflation, Monetary and Fiscal Policy, Non-banking Financial Institutions.

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Specialized Subject (Legal / Information Technology / Engineering/ Research Streams/Official Language Stream):

Syllabus for Paper 2 of Phase I & Phase II in Legal Stream

Phase I		
Sl. No.	**Subject**	**Weightage***
1.	Constitution of India – Preamble, Part I, Part III, Part IV, Part IVA, Part V, Part VI, Part VIII, Part IXA, Part IXB, Part XI.	10%
2.	Law of Contracts – Indian Contract Act, 1872 (Chapters I to VI), Specific Relief Act, 1963.	10%
3.	Criminal Law – Indian Penal Code, 1860 (Chapters I, II, III, IV, V, VA, VI, IX, XVII); Code of Criminal Procedure, 1973.	15%
4.	Law of Evidence – Indian Evidence Act, 1872.	
5.	Code of Civil Procedure, 1908 – Part I, Part II.	
6.	Administrative Law and Principles of Natural Justice	10%
7.	Jurisprudence and Interpretation of Statutes	10%
8.	Important Latin terms and maxims	
9.	Law of Torts and Consumer Protection Act, 2019	5%
10.	Arbitration and Conciliation Act, 1996 – Part I	5%
11.	Transfer of Property Act, 1882 – Chapter III, Chapter IV, Chapter V.	5%
12.	Companies Act, 2013 – Chapter I, Chapter II, Chapter III, Chapter IV, Chapter V, Chapter VII, Chapter VIII, Chapter IX, Chapter X, Chapter XI, Chapter XII, Chapter XIII, Chapter XV, Chapter XVI.	15%
13.	Securities Laws – SEBI Act, 1992, SC(R) Act, 1956, Depositories Act, 1996	15%

***** Weightages are indicative only

Phase II		
Sl. No.	**Subject**	**Weightage***
1.	Constitution of India – Preamble, Part I, Part III, Part IV, Part IVA, Part V, Part VI, Part VIII, Part IXA, Part IXB, Part XI, Part XII, Part XIII, Part XIV, Part XIVA, Part XX.	10%
2.	Law of Contracts – Indian Contract Act, 1872 (Chapters VIII to X), Indian Partnership Act, 1932, Specific Relief Act, 1963	10%
3.	Criminal Law – Indian Penal Code, 1860 (Chapters I, II, III, IV, V, VA, VI, IX, XVII, XXI, XXII, XXIII); Code of Criminal Procedure, 1973.	10%
4.	Law of Evidence – Indian Evidence Act, 1872.	
5.	Code of Civil Procedure, 1908 – Part I, Part II, Part III, Part IV, Part V, Part VII, Schedule I.	
6.	Administrative Law and Principles of Natural Justice	10%
7.	Jurisprudence and Interpretation of Statutes	
8.	Important Latin terms and maxims	
9.	Law of Torts and Consumer Protection Act, 2019	15%
10.	Arbitration and Conciliation Act, 1996 – Part I, Part III, Part IV.	
11.	Transfer of Property Act, 1882 – Chapter III, Chapter IV, Chapter V.	
11.	Law of Trusts – Parties to a Trust Deed and Duties of Trustees.	
12.	Corporate Law – Companies Act, 2013 (Chapter I, Chapter II, Chapter III, Chapter IV, Chapter V, Chapter VII, Chapter VIII, Chapter IX, Chapter X, Chapter XI, Chapter XII, Chapter XIII, Chapter XV, Chapter XVI, Chapter XXVII, Chapter XXVIII, Chapter XXIX); Limited Liability Partnership Act, 2008; Insolvency and Bankruptcy Code, 2016 (Part I, Part II)	20%
13.	Taxation – General principles, Capital Gains Tax, Securities Transaction Tax	5%
14.	Securities Laws – SEBI Act, 1992, SC(R) Act, 1956, Depositories Act, 1996	20%

***** Weightages are indicative only

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Syllabus for Paper 2 of Phase I in Information Technology Stream

Phase I			
Sr. No.	**Topic**	**Details**	**Weightage***
1.	Database Concepts	ER-model. Relational model: relational algebra, tuple calculus, Integrity constraints, normal forms. File organization, indexing (e.g., B and B+ trees), Transactions and concurrency control.	10
2.	SQL Queries	Select, view, truncate, delete, update, alter, Inner join, different types of outer joins,, use of aggregate functions, Union, intersection, except, in and exist clauses, nested queries	10
3.	Programming Concepts (Java /C C++)	Program control (iteration, recursion, Functions), Scope of variables, Binding of variables & functions, Parameter passing, Functional and Logic Programming, OOPS Concepts, Inheritance, Class and object, Constructors, Functions, Exception Handling	30
4.	Data Analytics Languages (Python / R)	Regex, Slicing, Data reshaping, Dataframes, Dictionaries and Sets, File Management, Classes and Functions, Data Mining, Lists, Importing and exporting data, charts and graphs	10
5.	Algorithms for problem solving	Tree and graph traversals, Connected components, Spanning trees, Shortest paths; hashing, Sorting, Searching; Design techniques (Greedy, Dynamic Programming, Divide-and-conquer)	10
6.	Networking Concepts	ISO/OSI stack, LAN Technologies (Ethernet, Token ring), TCP/UDP, IP, Basic concepts of switches, gateways, and routers, Application layer protocols (DNS, SMTP, POP, FTP, HTTP), Firewalls	10
7.	Information & Cyber Security Concepts	Cyber Attacks, Software Development Security, Network security, Authentication, CIA - Confidentiality, Integrity and Availability, Network Audit, Systems Audit	10
8.	Data warehousing	Data Extraction, Data Cleaning, Data Transformation, Data Loading, Metadata, Data Cube, Data Mart, Data Models,	5
9.	Shell Programming	Shell Scripting Basics, Shell Variables, Shell Script Arguments, If Statement, Loop, Return, Basic UNIX commands	5
Total			**100**

***** Weightages are indicative only

Syllabus for Paper 2 of Phase II in Information Technology Stream

SN	**Topic**	**Concept**	**Language used to test the concepts**	**Weightage***
1	Algorithms	Sorting, Searching, Greedy Algorithms, Dynamic Programming, Backtracking, Divide and Conquer, Pattern Searching	C++/JAVA/Python	40
2	Data Structure	Array, Linked List, Stack, Queue, Binary Tree, Indexing, Binary Search Tree, Heap, Hashing, Matrix	C++/JAVA/Python	40
3	String Manipulation	Length, Substring, Regex, Search	C++/JAVA/Python	20
Total				**100**

***** Weightages are indicative only

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Syllabus for Paper 2 of Phase I & Phase II in Research Stream
(Common Syllabus for both phases)

1. **Economics:** Demand and Supply, Market Structures, National Income, Determination of output and employment, Investment Function, Multiplier and Accelerator, Demand and Supply for Money , IS – LM, Inflation and Phillips Curve, Business Cycles, Inflation, Monetary and Fiscal Policy, Non-banking Financial Institutions.

2. **Public Economics:** Public Goods, Tax & Non-Tax Revenue, Direct & Indirect Taxes, Progressive and non-Progressive Taxation, Incidence and Effects of Taxation, Public expenditure , Public Debt, Public Budget and Budget Multiplier.

3. **Statistics and Econometrics:** Measures of Central tendency & dispersions, Correlation, Sampling methods, Sampling Distribution, Statistical Inferences, Hypothesis testing, Regression Analysis.

4. **International Economics:** Balance of Payments, Foreign Exchange Markets, Role of International Financial Institutions: BIS, IOSCO, IMF & World Bank.

5. **Financial Markets:** Asymmetric Information, Market Model, Market Efficiency, Primary Market, Secondary Market, Commodity Markets, Mutual Funds, Stock Exchanges, Depositories, Clearing Corporations, Credit Rating Agencies, Corporate Debt Market. Forwards, Futures, Options, Hedging, Speculation and Arbitrage.

Syllabus for Paper 2 of Phase I & Phase II in Official Language Stream
(Common Syllabus for both phases)

1. भारत सरकार की राजभाषा नीति (Official Language Policy of the Govt. of India) से संबंधित प्रश्न

2. हिन्दी से अंग्रेजी अनुवाद [शब्द / वाक्यांश / वाक्य / Terms / Phrases / Sentences]

3. अंग्रेजी से हिन्दी अनुवाद [शब्द / वाक्यांश / वाक्य / Terms / Phrases / Sentences]

4. हिन्दी से अंग्रेजी - विधिक शब्दावली (Legal Terminology)

5. अंग्रेजी से हिन्दी - विधिक शब्दावली (Legal Terminology)

6. हिन्दी से अंग्रेजी – प्रशासनिक / बैंकिंग / पूंजी बाजार संबंधी शब्दावली (Administrative / Banking / Capital Market Terminology)

7. अंग्रेजी से हिन्दी - प्रशासनिक / बैंकिंग / पूंजी बाजार संबंधी शब्दावली (Administrative / Banking / Capital Market Terminology)

Paper 1 of Phase- II (For All Streams) :- English Writing Skills

The paper on English shall be framed in a manner to assess the writing skills including expression and understanding of the topic including precis writing/ essay writing/ comprehension.