

HUMAN RESOURCES DEPARTMENT

August 09, 2024

Invitation for Applications under SEBI Young Professional Program

Securities and Exchange Board of India (SEBI / Board) invites applications from eligible candidates who are desirous of engagement with the Board under its Young Professional Program. The details of the program and the various terms and conditions thereof are explained in detail in the subsequent paragraphs.

1. Introduction

Securities and Exchange Board of India (hereinafter referred to as "Board" or "SEBI") is an autonomous, statutory organization established in accordance with the provisions of the SEBI Act, 1992 of the Parliament of India. The basic function of SEBI as mandated by the SEBI Act is "to protect the interests of investors in securities and to promote the development of, and to regulate the securities market and for matters connected therewith or incidental thereto".

2. Program Description

SEBI Young Professional Program (YPP) is intended to provide an exceptional opportunity to qualified and motivated young professionals to learn the nuances of Indian capital markets and functioning of a regulatory organization by working on different projects in the Board. The program offers opportunities to candidates of various educational backgrounds to assist the Board in different domains - Securities Market Operations (SMO) and Technology (IT).

3. Eligibility Criteria

In order to be considered for this program, the candidate must satisfy the eligibility criteria as prescribed herein. A candidate shall be permitted to apply only for one domain. Multiple applications under the same/different domains shall lead to cancellation of candidature. Mere fulfilment of eligibility criteria shall not vest any right to the candidate for being called for interviews. The decision of the Board shall be final in this regard.

3.1. Age & Nationality

The candidate must be an **Indian citizen** of age not more than **30 years** as on the date of publication of advertisement.

3.2. General Essential Skills

All the candidates are expected to have reasonable:

- understanding of financial markets,
- analytical ability,
- knowledge of Informational Technology tools,
- aptitude for research,
- oral and written communication skills, and
- judgment and interpersonal skills.

3.3. Domain-wise Educational Qualification, Work Experience & Skills

Domain	Educational Qualification	Work Experience
Young Professional (Securities Market Operations)	Post Graduate qualification (degree / 2-year diploma) in Management (with specialization in Finance) from a recognized and reputed university/ institution, with minimum 60% aggregate marks or equivalent CGPA; OR Chartered Accountant ¹ (CA) / Company Secretary ² (CS) / Cost Management Accountant ³ (CMA), with minimum 55% aggregate marks in the final level of course; OR Successfully completed all 3 (three) levels of Chartered Financial Analyst (CFA) course from CFA Institute (USA).	At least 1 (one) year of work experience in financial sector after completion of Post Graduate qualification or CA/CS/CMA/CFA.
Young Professional (Information Technology)	Anyone of the following degrees from a recognized and reputed university/ institution with minimum 60% aggregate marks or equivalent CGPA: • B.E. / B. Tech in Electronics / Electronics and Communication / Information Technology / Computer Science; • MCA / MSc (IT) / MSc. (Computer Science) / MBA (Systems) / MBA (Analytics) /	At least 1 (one) year of work experience in the field of software development (programming) or cyber security.

A member of Institute of Chartered Accountants of India
 A member of Institute of Company Secretaries of India
 A member of Institute of Cost Accountants of India

M. Tech (Computer Science/ IT/ Relevant Stream) / MS (Computer Science/IT/Relevant Stream) or equivalent degree.

Skills:

For applicants with prior experience in <u>software development</u> (programming), the following skills are required:

- JAVA: Proficient in programming of JSP/J2EE with latest framework like Spring/ Hibernate; OR
- Angular: Proficient in programming of Angular; OR
- SAP-ABAP: Proficient in programming of SAP-ABAP/ Web Dynpro; OR
- Python: Proficient in programming of Python; OR
- BPM: Proficient in IBM BPM development

AND

 <u>Database</u>: Proficient in Database like DB2/ORACLE/PostgreSQL/ MySQL etc.

For applicants with prior experience in <u>cyber security</u>, the following skills are required:

- Knowledge of global best practices in the area of cyber security and information technology
- Taking corrective measures / prudent response in case of cyberattacks.
- Development, implementation and ensuring compliance with cyber security and information security policies and procedures
- Installation / operation of any of the following security products:
 - Data Security [Data Leakage Prevention (DLP)/ Database Activity Monitoring (DAM) etc.]; OR
 - ii. Network Security [Firewall/ Intrusion Prevention System (IPS)/ Proxy/ Distributed Denial-of-Service (DDoS) etc.]; OR
- iii. System Security [Privileged Identity Management (PIM)/ Antivirus/ Anti- Advanced Persistent Threat (APT) etc.]

4. Number of Young Professionals

The number of Young Professionals (YPs) proposed to be engaged by the Board are as follows:

Domain	Number of YPs
Young Professional (Securities Market Operations)	17
Young Professional (Information Technology)	37
Total	54

The Board reserves the right to modify the number of YPs to be engaged or not to engage any YP at all.

5. Terms of Reference (Job Description)

During the course of their engagement with SEBI, the YPs may be assigned several projects / work of non-confidential nature, depending on their domains. Some examples of the projects/work tentatively proposed to be assigned to the YPs are listed in **Annexure 1**.

6. Duration of Engagement

The duration of engagement of YPs shall be 1 (one) year, which may be further extended by the Competent Authority by 2 stretches of 1 (one) year each, depending on the performance of YPs and organizational requirements. The total duration of engagement of a YP shall not exceed 3 (three) years.

7. Place of Posting

The YPs shall be posted at the Head Office of the Board in Mumbai.

8. Attendance & Working Days

The working hours of YPs shall be the same as office timings in the Board. YPs shall be allowed to observe the public holidays as practiced at the Head Office of the Board. The YPs may be required to work beyond office hours or on weekend or public holidays, for which no extra stipend shall be allowed.

9. Leaves

The YPs shall be entitled to 18 days of leave in a year (i.e. 1.5 days leave for every completed month). The leaves shall accrue on completed month basis calculated from date of joining on pro-rata basis. The intervening weekends or public holidays during a spell of leave shall not be counted against the 18 days leave. Additional leaves availed by the YPs shall lead to deduction in stipend. Unutilized leaves shall lapse at the end of the year.

10. Stipend & Facilities

- 10.1. YPs shall be paid a monthly stipend of INR 70,000 (all inclusive). Income tax or any other tax liable to be deducted as per the applicable rules will be deducted at source before effecting the payment. The Board shall not be liable for taxes or any other contribution payable by the YP on payments made to him/her under this engagement.
- 10.2. YPs who are not based in and around Mumbai may avail unfurnished shared accommodation provided by the Board, subject to availability. No additional payment / reimbursement shall be made in the event of non-availability of the accommodation.
- 10.3. The liability of the Board towards YPs shall be restricted to the monthly stipend as stated above, and no other payment / remuneration / facility /

- allowance / reimbursement shall be admissible to YPs, unless otherwise mentioned.
- 10.4. The YPs, if required for official reasons, may have to undertake domestic travel, subject to the approval of Competent Authority, in which case they will be eligible for Local Conveyance, halting, boarding and incidental allowances to the same extent as permissible to Grade A officers of the Board.
- 10.5. In the event of death, injury or illness of the YP during the term of his/her engagement, whether or not attributable to discharge of his/her responsibilities under the engagement, either at any of premises of the Board or during official travel, neither the YP nor his/her dependents, legal heirs, claimants, etc. shall be entitled to any compensation or employment in the Board.
- 10.6. YPs shall be solely responsible for taking out and maintaining adequate insurance, such as life, health or any other type, at their own expense, as they may consider appropriate to cover the period of their engagement with the Board under YPP.

11. Right of Modification, Suspension or Termination

- 11.1. In normal course, the Board as well as the YP may terminate the engagement by giving one month notice in advance.
- 11.2. Unauthorized absence for a continuous period of 8 days (not including weekends or public holidays) without any valid explanation for the same, shall automatically lead to termination of the engagement.
- 11.3. Notwithstanding the above, the Board retains the right to modify the terms of program, suspend or terminate the engagement with any YP or discontinue the program at any time, without assigning any reason therefor.

12. Other Terms & Conditions applicable to YPs

- 12.1. YPs engaged by the Board under this program shall not be considered, for any purpose, as officer or employee of the Board. Accordingly, nothing in this engagement shall establish the relationship of employer and employee or that of principal and agent between the Board and the YP.
- 12.2. YPs shall have no right / claim for placement in Board by virtue of their engagement under YPP.

- 12.3. YPs shall neither seek nor accept instructions from any person or authority outside the Board in connection with their performance of obligations under the engagement.
- 12.4. YPs shall avoid all present and potential conflicts of interest and disclose upfront, when such conflict is unavoidable.
- 12.5. Code of Conduct: YPs shall be bound by the Code of Conduct as may be prescribed by the Board in this regard from time to time. Further, YPs shall provide an undertaking to adhere to the Code of Conduct in the format as prescribed by Board before commencement of the engagement.
- 12.6. The internal data which may come in possession of YPs during the course of their engagement shall be treated as confidential and YPs shall be refrained from making any personal use of the internal data or taking that data outside of the premises of the Board. YPs shall be required to furnish to the Board an undertaking for maintenance of secrecy in the format as prescribed by the Board before commencement of the engagement.
- 12.7. YPs shall provide, in the format as prescribed by the Board, integrity certificates from 2 (two) references known to them (other than family members), preferably from their employer or their educational institute, before commencement of the engagement.
- 12.8. YPs shall provide an undertaking before the commencement of the engagement to the effect that he/she does not have a criminal record or criminal case in any court pending against them.
- 12.9. YPs shall provide medical fitness certificate from a certified medical practitioner prior to commencement of the engagement.
- 12.10. YPs shall be liable for duly handing over all documents, files, devices, electronic or physical records, stationery, keys, access cards, identity cards or any other property belonging to the Board at the conclusion of their engagement to the designated person or Competent Authority.
- 12.11. **Prohibition on Speculation**: YPs shall not indulge in trading or speculation of stocks, securities or commodities of any description.
- 12.12. **Restriction on Investments by YPs**: YPs shall not make any direct or indirect investment in equity and equity related instruments including convertible debentures and warrants except in units of Mutual Funds, Exchange Traded Funds, non-convertible bonds and non-convertible

debentures, and in rights issues in respect of the shares already held by them.

- 12.13. YPs to be deemed "insider": YPs shall be deemed to be "insider" within the meaning of the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and the provisions of the said regulations shall be applicable to the YPs. Therefore, YPs shall not act on, cause someone else to act on or communicate any unpublished price sensitive information.
- 12.14. The Board reserves the right to seek information regarding financial assets of YPs including transaction statements or holding statements, as deemed expedient.
- 12.15. The Board shall be entitled to all intellectual property and other proprietary rights, including but not limited to patents, copyrights, trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the YPs develop as part of their engagement.
- 12.16. YPs shall not use the name, letter head, emblem or official seal of the Board without the prior written permission of Competent Authority.
- 12.17. YPs shall not take up any other assignment or engagement during the duration of their engagement with the Board.
- 12.18. YPs shall be subject to the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- 12.19. The Board reserves the right to get police verification done for the YPs. In case of any adverse comment from such verification, the engagement of YP shall cease to exist with immediate effect without any notice.

13. Application & Selection Process

13.1. Application Form: The interested eligible candidates shall submit an online application through <u>SEBI website</u> (<u>www.sebi.gov.in</u>) under "<u>Careers</u>" section, during the application window. The online application form may be accessed at – https://www.sebi.gov.in/sebiweb/other/OtherAction.do?doYoungProfessional2024=yes

Candidates may note that this is the only permitted mode to apply for SEBI YPP and application submitted by any other means/mode will not be accepted.

13.2. **Application Window**: The application form shall be open for 21 days from the date of publication of the advertisement in newspapers. SEBI does not assume any responsibility for the candidates not being able to submit their applications within the last date.

13.3. General Instructions for Submission of Online Application Form

- 13.3.1. A candidate shall be permitted to apply only for one domain. Multiple applications under the same / different domains shall lead to cancellation of candidature.
- 13.3.2. Candidates are advised not to furnish any particulars that are false, tampered with, fabricated or invalid and should not suppress any material information while submitting the online application.
- 13.3.3. Information submitted in the online application form will be considered as final and no change / modifications will be permitted after the submission of the online application form. Candidates are, therefore, requested to fill the form with utmost care. SEBI will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete information or omission of any required detail in the application form.
- 13.3.4. Upon submission of the application by a candidate, an "Application Number" and a system generated filled-in application form will be displayed to the candidate. Candidates should take note of the Application Number and save the system generated form for future reference.
- 13.4. **Selection Process**: The selection of YPs shall be done through a 3-step process, as detailed below:

13.4.1. Application Screening

Applications received from the interested eligible candidates shall be subject to screening and the candidates shall be shortlisted based on the criteria as may be evolved by the Board, which may, inter alia, include consideration of any / all / none / a combination of the following factors:

- Ranking of institutes as per National Institutional Ranking Framework (NIRF) or other such widely followed ranking,
- Academic performance,
- Relevance of work experience,
- Statement of Purpose,
- Extracurricular activities.
- Overall profile of the candidate, etc.

For Young Professionals (IT), the following additional factors may be considered:

- Certification for relevant programming languages (OCJP etc.) or cyber security field (CISA/CISSP/ OEM certification etc.),
- Valid GATE score in the respective streams as per the Educational Qualifications.
- Extra-Curricular Activities like ranking in the coding competitions, number of entries submitted in bug bounty and hackathons, number of zero day vulnerability reported etc.
- 13.4.2. **Preliminary Interview** to be conducted in virtual mode.
- 13.4.3. **Final Interview** to be conducted in virtual mode. Candidates should also be in possession of the requisite ID proofs at the time of final interview and produce for verification to SEBI, if so required.
- 13.5.In all matters regarding eligibility, application screening, conduct of interviews, assessment of candidates, 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. Board retains the right to select or reject any eligible candidate under this program without assigning any reason thereof. Board also reserves the right to cancel the advertisement, fully or partly, on any grounds.
- 13.6. The Application Numbers of the applicants shortlisted in each stage will be disclosed on SEBI website under "Careers" section. Further, the candidates shortlisted for the next stage will be intimated regarding the details of the next stage on their registered email ID.
- 13.7. The Board shall not reimburse any cost incurred by the candidates for applying for YPP / appearing for the virtual interviews.
- 13.8.Candidates shall furnish original documents for verification at the time of onboarding. The candidature of an applicant shall be cancelled in the absence of any / all relevant original documents. Further, wherever applicable, the candidates shall also be required to produce a proper discharge certificate from their employer, before the commencement of their engagement with SEBI.
- 13.9. The candidature / engagement of candidate shall be liable to be cancelled / terminated if, at any stage, any of the following are observed:
 - 13.9.1. Any material information furnished in application form is inaccurate, false, tampered, fabricated or invalid,
 - 13.9.2. Usage of unfair or irregular or improper means by the candidate,
 - 13.9.3. Impersonation or procurement of impersonation by the candidate,

13.9.4. Canvassing or obtaining support for candidature

13.10. **Corrigendum**: Corrigendum, if any, issued on the instant advertisement, will be published only on SEBI website www.sebi.gov.in.

14. Mentorship and Regular Feedback

- 14.1.A YP shall report to a Division Chief (General Manager / Deputy General Manager), who shall act as his/her mentor and regularly oversee the progress.
- 14.2.YP's performance shall be assessed jointly by the Chief General Manager of the Department and the mentor twice during a year at the end of 3rd month and 9th month. YP shall be expected to incorporate the suggestions made during such assessment in his/her working.
- 14.3.YPs shall be given a letter signifying the successful completion of their engagement with the Board under the program upon conclusion of their engagement, at the recommendation of their mentors.

15. Resolution of Disputes

YP and the Board shall use their best efforts to amicably settle the disputes. In exceptional cases, disputes may be referred to the Chairman who may at his discretion appoint an arbitrator for the resolution of such dispute.

Human Resources Department, SEBI, 5th Floor, SEBI Bhavan, Plot No. C4-A, 'G' Block, Bandra - Kurla Complex, Bandra (East), Mumbai - 400 051

Email - YPP@SEBI.GOV.IN

Annexure 1

The sample projects identified for assignment to YPs under different domains are listed below:

S.	Details of Project
No.	For Young Professionals (Securities Market Operations)
1	Analysis of IPO applications data in primary market
	Job description:
	Collection of application data from intermediaries. Cyclection of data participing to transition to digital acceptance of applications.
	 Evaluation of data pertaining to transition to digital acceptance of applications at Stock Brokers.
	Segregating the data based on the classification of physical/online mode.
	 Comparison of growth indicators of online applications vis-à-vis physical applications through Bank ASBA.
	Evaluation of success ratios for online mandate acceptance in UPI ASBA.
	Analysing the technical/business declines in UPI ASBA.
	Analysing the mode of applications in retail and non-retail categories in IPOs.
	Effect of transition to digital mode of applications on investors in capital markets.
	 Analysing the data of retail participation in IPOs through physical
	mode/online mode in Bank ASBA vis-à-vis the online applications processed
	through intermediaries.
	Any other aspect which has direct impact on investors in primary markets
	due to digitalization.
2	Analysis of framework for fund raising through different mode in primary capital market across the world
	Job description:
	Study the rules and regulation pertaining to fund raising through various
	mode such as Initial Public Offering, Further Public Offering, preferential issuance etc. in major capital market of the world including India.
	Evaluation of such rules and regulations based on certain criteria such as
	amount of fund raised, level of retail participation etc.
	Identifying existing trends in primary market across the world
	Analysis of the best practices followed across the world in relation to a
	particular mode of fund raising
	Suggesting the possible policy reform that may be undertaken to improve the process of fund raining in Indian Capital Market
	 process of fund raising in Indian Capital Market Assisting in implementation of the suggested policy reform in framework of
	fund raising
	Any other aspect related to framework for fund raising in primary market.
3	Streamlining the processing of various public offer document filed with SEBI and draft letters of offers filed pertaining to Buybacks and Takeovers.
	Job description:
	Analysing and improving upon existing process followed for processing of
	offer documents

S.	Details of Project
No.	Botano or r roject
	 Measure current process performance, analyse key parts of the processes causing delay and suggesting possible improvement therein
	 Finding scope for possible automation in the existing process and assisting
	in implementing such automation in process
4	 Any other aspect related to streamlining the processing of offer documents. Understanding the securitization market and measures to operationalize the same
4	including Mortgage backed securities (MBS) and other structured products
	Job Description: The project entails studying the securitization and MBS market in India and abroad as well as the present SEBI (Issue and Listing of Securitised Debt Instruments and Security Receipts) Regulations, 2008 (SDI). These are structured products and have intrinsic characteristics that require understanding and analysis. The project is expected to enumerate the reasons for the dormancy of the SDI market and the measures/ changes that can be undertaken to boost the same.
5	Mutual Funds Operations
	Job Description:
	Preliminary processing of draft Scheme Information Documents submitted by various Mutual Funds in terms of SEBI (Mutual Fund) Regulations, 1996 and various circulars issued by SEBI from time to time. Proliminary processing of processing defeated from the Accept Management.
	 Preliminary processing of proposals received from the Asset Management Companies for NOC under Regulation 24(b), change in fundamental attributes of the scheme, rollover of Close Ended Schemes, merger of schemes etc., in terms of SEBI (Mutual Fund) Regulations, 1996 and various circulars issued by SEBI from time to time.
	 Study the Mutual Fund/Collective Investment Schemes registration process, scheme documents processing and regulations followed in global markets and its relevance for Indian Mutual Fund industry.
	Analysis of publicly available data on Mutual Funds
	Any other such work including inputs for policy formation.
6	Mutual Funds Surveillance
	Job Description:
	 Developing draft logic charts for algorithm to detect quantitative violations of guidelines issued under SEBI (Mutual Fund) Regulations, 1996 and various Circulars issued thereunder.
	 Preparing data structures required to enable identification of violations of SEBI (Mutual Fund) Regulations, 1996 and various Circulars issued thereunder.
	 Preparing draft codes of the algorithms for the above mentioned logic, so that the logic may be tested before final development and deployment
	 Testing of output generated by the codes from the previous period data to ensure that the logic/rational is working correctly.
7	Any other such work Augmentation of Core SGF
'	Augmentation of Core 3GF
	Job Description: The YP shall study the international practices used to determine the size of Core Settlement Guarantee Fund (SGF) across major capital markets. In addition, the YP

S. No.	Details of Project
	shall also analyse the report on Stress testing framework for Core SGF. After doing the analysis, the YP shall present the optimum model to be used in calculating the corpus of Core SGF and suggest an appropriate size of core SGF in relation to the size and maturity of Indian Capital Market and Stock Exchanges.
8	Identifying the role and responsibilities of Public Interest Directors (PIDs) and Shareholder Directors (SHDs)
	Job Description: The YP shall study the provisions of Securities Contracts (Regulation) (Stock Exchanges and Clearing Corporations) Regulations, 2018 to understand the decision making process in order to identify the role and responsibilities of PIDs and SHDs in order to remove any barriers that may be there in the decision making process at Market Infrastructure Institutions.
9	Commodity Derivatives
	 Job Description: To work on new developments/products being envisaged in the Commodity Derivatives Market.
	 To provide assistance in redefining the role and responsibilities of Commodities Derivatives Trainers (COT)
	 To suggest measures for effective grievance handling of investors To develop comprehensive database on market activities in Commodity Derivatives segment and sharing of Dashboard based information with CDMRD officials.
	 To do research on market trends, investor behavior, impact of market conditions etc. To work on any other assignment related to Commodity Derivatives market, as required.
10	Analysing data w.r.t companies compulsorily delisted by the Stock Exchanges
11	Examination of the parameters that are presently taken into account while determining the offer price (in case of Takeovers) and floor price (in case of Delisting).
12	Analysing procedure of Reverse Book Building process.
13 14	Corporate Governance Policy and Monitoring. Analysis of past and current court cases pertaining to Credit Rating Agencies and Debenture Trustees
15	Analysis of past courses of action that Debenture Trustees have taken subsequent to default by an issuer, viz. approaching Debt Recovery Tribunals, National Company Law Tribunal, rights available under IBC, rights under SARFAESI and other laws, etc.
16	Analysis of foreign regulators and regulations on Credit Rating Agencies and Debenture Trustees
1	For Young Professionals (Information Technology)
1	Application Development
	 Job Description: Develop tools for Robotic business process automation. Develop new applications/ enhancements in the existing applications by adopting Software Development Life Cycle model.

S. No.	Details of Project
2	Data Analytics
	Job Description:
	Development and deployment of BI/ visualization reports
	 Development, training and deployment of Data Analytical models by using tools like Hadoop, Python, and other innovative tools like H2O etc.
3	FinTech
	Job Description:
	Evaluation of innovative solutions in the innovation and regulatory sandbox.
4	Design Hackathons/ Ideathons Creation and upgradation of Information Security Policy and procedures
4	Creation and upgradation of information Security Policy and procedures
	Job Description:
	Upgrade policy for Organization System AuditIT Service Management
	DR/BCP and Backup Policy
	Application Development Policy
5	Product evaluation / operation
	Job Description:
	Assistance in operation of the security products implemented in SEBI including but not limited to Data Legicogo Provention (DLR). Potabage
	including but not limited to Data Leakage Prevention (DLP), Database Activity Monitoring (DAM), Security Information and Event Management
	(SIEM), Intrusion Prevention System (IPS), Distributed Denial-of-Service
	(DDoS), Privileged Identity Management (PIM), Antivirus, Anti- Advanced Persistent Threat (APT) etc.
	Daily/weekly analysis of new malwares /attacks identified / circulation and
	remediation process.
	 Creation and verification of SOP's related to various security products. Verification and analysis of various reports /alerts generated /submitted by
	outsourced vendors w.r.t. various security solutions.
	Monitoring/verification of security agent installations on end user PCs and
	servers.
6	 Any other work related to SOC processes and cyber security related aspects. Risk Assessment
	 Job Description: Assistance in vulnerability assessments and penetration testing for specific
	applications, services, networks and servers as required.