

F.No.2-5/2005-FIU (Adm)
Government of India
Ministry of Finance
Department of Revenue
Financial Intelligence Unit-India

6th Floor, Hotel Samrat
Chanakya Puri, New Delhi -110021

Dated : 24th December, 2008

CIRCULAR

Sub:- Filling up the Group B and C posts on deputation in the Ministry of Finance, Financial Intelligence Unit- India, New Delhi on deputation basis.

The undersigned is directed to state that following posts in the Financial Intelligence Unit – India, Ministry of Finance are vacant/falling vacant in near future and are required to be filled up on deputation basis. The posts are based in Delhi. The eligibility conditions for the recruitment to the posts are detailed below :-

Sl. No.	Name of the Post and Pay scale	No. of posts to be filled up	Eligibility
1.	Personal Assistant Rs. 5500-175-9000 (Pre-revised)	05	Officers under the Central Government :- (i)Holding analogous post on regular basis in the parent cadre or department ; OR (ii)With seven (7) years' service in the parent grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4000-6000(Pre-revised) or equivalent in the parent cadre or Department; and (iii)Possessing a speed @ 100 words per minute in stenography (English or Hindi). Desirable : Working knowledge of computer
2.	Assistant Rs. 5000-150-8000 (Pre-revised)	02	Officers under the Central Government :- (a)(i) Holding analogous post on regular basis in the parent cadre or department ; OR (ii)With eight (8) years' service in the parent grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4000-100-6000(Pre-revised) or equivalent in the parent cadre or Department; and (b)Possessing the following educational qualifications and experience: (i)Having two years' experience in Administration and Accounts; (ii) Who have undergone training in Cash and Accounts work in the Institute of Secretariat Training Management or equivalent and possessing three years' experience in cash, accounts and budget work; and (iii) working knowledge of computer

Contd.-2-

3.	Data Entry Operator Rs. 5000-150-8000 (Pre-revised)	02	Officers under the Central Government :- (a)(i) Holding analogous post on regular basis in the parent cadre or department ; OR (ii)With three (3) years' service in the post in the scale of Rs.4500-125-7000(Pre-Revised) or equivalent in the parent cadre or department; OR (iii) With 6 years' regular service in post in the scale of Rs. 4000-100-6000(Pre-revised) and (b)Possessing bachelor's degree from a recognized University or equivalent and a speed of not less than 8000 Key Depressions per hour for Data Entry Work.
Note : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications			

2. It is requested that the applications from the eligible and willing officials may be forwarded in the enclosed proforma to the Senior Technical Office, Financial Intelligence Unit – India, Department Of Revenue, Ministry of Finance, Hotel Samrat, Chanakyapuri, New Delhi-110021 within 60 days from the date of issue of this Circular along with the following documents :-

- (a) Photocopies of CR dossiers, duly attested by an officer not below the rank of Under Secretary to the Govt. of India.
- (b) Vigilance/Disciplinary clearance.

3. Application received incomplete, otherwise than through proper channel, without the above-mentioned documents and after the due date will not be entertained. Further, application of only those candidates may be forwarded who can be relieved in the event of selection.

(O.P.Sharma)
Senior Technical Officer(Admn.)
Ph: 26874368

Copy to:-

1. All Divisions/Sections of Departments under Ministry of Finance as per list of R&I.
2. All other Ministries/Departments of Government of India.
3. Hindi Cell, Deptt. of Revenue, Min. of Finance, North Block, New Delhi – 110 001 – For Hindi version.
4. NIC, North Block, with a request to place this circular on web site.

PROFORMA

1.	Name of the Officer	
2.	Post applied for	
3.	Date of Birth	
4.	Educational Qualification	
5.	Present post held (with pay scale and date of appointment)	
6.	Permanent post held	
7.	Brief particulars of service with nature of duties performed and experience	
8.	Whether the Officer belongs to Scheduled Caste/Scheduled Tribes Community	
9.	Present Address	
10.	Remarks	
	Signature of the Candidate	

DEPARTMENTAL ENDORSEMENT

Certified that the information given by Sh./Smt./Ms./..... Is correct and his/her services, will be spared in the event of his/her selection for appointment by 'deputation' in this office. He/She **is clear from Vigilance angle** and no major/minor penalty has been imposed on him/her during the preceding 10 years. It is also certified that there is no doubt about the integrity of officer and cadre clearance in respect of him/her has already been obtained. **Copies of last five years Annual Confidential Report** in respect of the officer concerned are enclosed.

Date :

(Signature of the Competent Authority with seal)

**DEPARTMENT OF REVENUE
MINISTRY OF FINANCE
GOVT. OF INDIA**

VACANCY NOTICE

Financial Intelligence Unit-India in Department of Revenue in the Ministry of Finance, Government of India is inviting applications for filling up of 5 posts of Personal Assistants (Rs. 5500-175-9000 Pre- Revised), 2 Post of Assistants (Rs. 5000-150-8000 Pre- revised) and one post of Data Entry Operator (Rs. 5000-150-8000 Pre- Revised) on deputation basis at New Delhi. Interested candidates may send their applications through proper channel within 60 days of the date of publication of this notice. Details are available on web-site www.fiuindia.gov.in or www.finmin.nic.in .