

**F.No. 10-7/2008-FIU(Admn.)
Government of India
Ministry of Finance
Department of Revenue
Financial Intelligence Unit-India**

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

Dated : 3rd June' 2009

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.	Section Officer PB-2 (Rs.9300-34800)+ G.Pay - 4800 (Pre-revised scale of pay is Rs. 6500-200-10500/-)	01	<p>Officers of the Central Government :-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; OR</p> <p>(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of PB-2 (9300-34800)+G. Pay 4200 (Pre-revised scale of pay is Rs.5500-9000/-) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience :-</p> <p>(i) Bachelor's degree from a recognized university or equivalent;</p> <p>(ii) Two years' experience in matter related to establishment or administration.</p> <p>Note 1.- 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.</p> <p>Note 2.- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p> <p>Desirable : Working knowledge of computer</p>

[Handwritten Signature]
3/6/09

2.	Personal Assistant PB-2 (Rs. 9300-34800)- G. Pay - 4200 (Pre-revised scale pay of Rs.5500-175-9000/-)	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 PB-1 or Rs. 5200-20200+G. Pay 2400 (Pre-revised scale of pay is Rs. 4000-6000/-) 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
3.	Assistant PB-2 (Rs. 9300-34800)+ G. Pay- 4200/- (Pre-revised scale pay of Rs.5000-150-8000/-)	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 PB-1 or Rs. 5200-20200+G. Pay 2400 (Pre-revised scale of pay is Rs. 4000-6000/-) 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
			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 Officer, Financial Intelligence Unit – India, Department Of Revenue, Ministry of Finance, 6th Floor, Hotel Samrat, Chanakyapuri, New Delhi-110021 within 30 days from the date of issue of this Circular along with the following documents :-

ASu
3/06/14

(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.
5. DOR(ES), Min. of Finance, North Block, New Delhi – 110 001.

PROFORMA OF SECTION OFFICER

1	Name				
2	Post applied for				
3	a) Present post Held (whether regular, adhoc or on deputation basis)				
	b) If presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade				
4	Scale of pay of the present post (also mention Basic Pay)				
5	Date of getting the present scale on regular basis				
6	Date of Birth				
7	Date of entry into service (including service & batch)				
8	Date of Retirement				
9	Office Address				
10	Phone & FAX Number with STD code				
11	E-mail Address				
12	Educational Qualifications				
13	Position held since entry into service				
	Designation & Place of posting	Scale of Pay (pre-revised)	From	To	Whether post held on regular or adhoc basis
14	Applicant must indicate how the eligibility criteria like number of years of service rendered in the relevant pay scale, educational qualification, experience in the relevant field, age on closing date of applications and period are fulfilled				
15	Name, Address & Telephone of concerned officer in the office of the Cadre Controlling Authority				

Note : Column 14 & 15 must be filled.

PROFORMA OF PERSONAL ASSISTANT AND ASSISTANT

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 concern are enclosed.

Date :

(Signature of the Competent Authority with seal)