

F.No. 2-1/2010/FIU (Admn.)
Government of India
Ministry of Finance, Deptt. Of Revenue
Financial Intelligence Unit-India

APPOINTMENT ON SHORT TERM CONTRACT

Financial Intelligence Unit-India invites applications from retired Central/State Government officials for preparation of a panel for engagement as PA/PS on short term contract basis.

2. Eligibility conditions are as follows:-

- (i) He/she should have retired as PS/PA from any of Central Ministry/Department/Organization.
- (ii) Should be below 64 years of age as on the last date of receiving applications and in good health
- (iii) Should have working knowledge of computers
- (iv) Should have a shorthand speed of 100 wpm in Hindi or English and a typing speed of 30 wpm in Hindi or 40 wpm in English , on computer.
- (v) Should have had no disciplinary proceedings pending as on the date of retirement.

3. Those engaged on contract for providing the above service will be paid a consolidated remuneration of Rs. 20,000/- p.m. for the post of PS and Rs. 18,000/- p.m. for the post of PA based on the post held just before retirement on the terms and conditions specified in Annexure-I

4. The application in the prescribed format (as per copy enclosed) complete in all respect should reach to the Assistant Director (Admn.), Financial Intelligence Unit-India, Ministry of Finance, Department Revenue, 6th Floor, Hotel Samrat, New Delhi-110021 within 10 days of date of publication of this advertisement.

(P.K. Sharma)
Assistant Director (Admn.)

Terms & Conditions

1. Period of engagement will be initially for a period of six months extendable to further period as per requirement.
2. He/She shall be required to maintain discipline and absolute integrity in accordance with the rules as contained under the CCS(Conduct), Rules 1964.
3. He/She shall be responsible for giving output in terms of quality and quantity of the work prescribed to the PS/PAs in the Government of India
4. In case of failure to deliver the prescribed norms of work, his/her engagement shall be terminated by giving one month's notice
5. He/She shall be eligible for 8 days leave in a year on a pro-rata basis. The unavailed leave cannot be carried forward. This office should be free to terminate the services in case of his/her absence by more than 15 days beyond the entitled leave.

Application for the post of PS/PA on Short term Contract basis

1. Name :
2. Date of Birth :
3. Father's Name :
4. Postal Address :
5. Contact Numbers :
6. Educational Qualifications :
7. Date of retirement :
8. Last Pay drawn (Pay Band + Grade Pay) :
9. Office/Organization from where retired :
10. Post held before retirement :
11. Name, Designation, Contact No. of Supervising officer :
12. Details of posts held while in Govt. Service :
13. Whether comfortable in working on computer (MS Office etc.) : Yes/No
14. Details of present employment, if any :

Signature of the candidate

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Financial Intelligence Unit-India invites applications from retired Central Government officials for preparation of a panel for engagement as PA/PS on short term contract basis. Eligibility and other terms and conditions of the contractual employment and proforma application are available on the website www.fuindia.gov.in. Application in the prescribed proforma may be submitted within 10 days from the date of publication of this advertisement to:-

Assistant Director (Admn.)
Financial Intelligence Unit,
6th Floor, Hotel Samrat,
New Delhi.