

**MINISTRY OF FINANCE
Department of Revenue
Financial Intelligence Unit-India**

6th Floor, Hotel Samrat, Kautilya Marg,
Chanakyapuri
New Delhi – 110021

Filling up the Group B and C posts in Financial
Intelligence Unit-India (FIU-IND), Ministry of
Finance
on deputation basis.

It is proposed to fill up the following vacancies in Financial Intelligence Unit-India under Department of Revenue, Ministry of Finance, on deputation basis:-

1. Private Secretary – one post
2. Personal Assistant – ten post
3. Assistant – two post
4. Data Entry Operator – one post
5. Upper Division Clerk – three posts
6. Lower Division Clerk – one post.

Applications complete in all respects forwarded through proper channel should reach this office on or before 60 days from the publication of this advertisement in the Employment News. The requisite details as regards qualification / experience and other eligibility conditions for these posts and the application form is available on the FIU-IND's website <http://fiuindia.gov.in>

Sd/-
Deputy Director (Admn)
FIU-IND, New Delhi.

**F.No.2-5/2005-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 : 13th April,2012

CIRCULAR

Subject:- Filling up the Group B and C posts in Financial Intelligence Unit-(FIU-IND), Ministry of Finance on deputation basis

The undersigned is directed to state that the following posts in 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.	Private Secretary PB-2 (`.9300-34800) Grade Pay `.4200/-	01	Officers of the Central Government :- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With three years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of `.5500-9000 or equivalent or six years combined service in pre-revised scale of `.5000-8000 or equivalent in the parent cadre or Department; and (b) Possessing a speed @100 words per minute in stenography (English or Hindi); Desirable: Two years experience of Working on Computer
2..	Personal Assistant* PB-2 (`.9300-34800) Grade Pay `.4200/-	10	Officers under the Central Government:- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With seven years' service in the parent grade rendered after appointment thereto on a regular basis in the scale of pay of `.4000-6000(Pre-revised) or equivalent in the parent cadre or Department; and (b) Possessing a speed @ 100 words per minute in stenography (English or Hindi) Desirable : Working Knowledge of Computer

3.	Assistant PB-2 (`.9300-34800) Grade Pay `4200	02	Officers of the Central Government :- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With eight years' service in the parent grade rendered after appointment thereto on a regular basis in the scale of pay of `.4000 -100-6000 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 & Accounts work in the Institute of Secretariat Training Management or equivalent and possessing three years' experience in cash, accounts and budget work; (iii) working knowledge of Computer.
4.	Data Entry Operator PB-2 (`.9300-34800) Grade Pay `4200/-	01	Officers under the Central Government:- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With three years service in the post in the scale of `.4500-125-7000(Pre-revised) or equivalent in the parent cadre or equivalent in the parent cadre or department; or (iii) With six years regular service in post in the scale of `.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
5.	Upper Division Clerk PB-1, (`.5200-20200), Grade Pay of `2400	03	Officers of the Central Government:- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-1(`.5200-20200), Grade Pay of `.2000 or equivalent in the parent cadre or department ; or (iii) With eight years' in the grade rendered after appointment thereto on a regular basis in the Pay Band-1(`.5200-20200), Grade Pay of `.1900 or equivalent in the parent cadre or department ;and (b) possessing the following educational qualification and experience : (i) A Bachelor's degree from a recognized University of equivalent ; (ii) having two years' experience in Establishment or Administration or Accounts; (c) Desirable : Ability to work on computers

6.	Lower Division Clerk PB-1, (`.5200-20200), Grade Pay of `1900	01	Officers under the Central Government:- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With three years' in the grade rendered after appointment thereto on a regular basis in the Pay Band-1(`.5200-20200), Grade Pay of `1800 or equivalent in the parent cadre or department ;and (b) possessing the following educational qualification and experience (i) 12 th Class Pass or equivalent; (ii) Experience in Administration; (c) Desirable :- Ability to work on computers
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 annexed prescribed proforma to the Deputy Director (Admn), Financial Intelligence Unit-India, Department. of Revenue, Ministry of Finance, 6th Floor, Hotel Samrat, Chanakyapuri, New Delhi-110 021 within 60 days from the date of issue of this advertisement:-

3. Applications received incomplete, other 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.

(S K Sharma)
Deputy Director(Admn)
Tel. 26883011

PROFORMA

1.	Name of the Officer	
2.	Post applied for	
3.	Date of Birth	
4.	Educational Qualification & special qualification, if any	
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 vigilance case is either pending or is being contemplated against him/her. 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

Signature of the forwarding officer