F.No.10-7/2008-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 the 6th October, 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.

Sl.	Name of	Eligibility
No.	the Post	
	Pay scale	
1	(Pre-	
	revised)	
	No. of	
	posts to be	
	filled up	
1.	Personal	Officers under the Central Government:-
	Assistant	(i)Holding analogous post on regular basis in the parent cadre or department; OR
}	Rs. 5500-	(ii) With seven (7) years' service in the grade rendered after appointment
	175-9000	thereto on a regular basis in the scale of pay of Rs. 4000-6000(Pre-revised)
ļ	(Pre-revised)	or equivalent in the parent cadre or Department; and
		(iii)Possessing a speed @ 100 words per minute in stenography (English
	05	or Hindi).
		Desirable
		Working knowledge of computer
2.	Assistant	Officers under the Central Government :-
		(a)(i) Holding analogous post on regular basis in the parent cadre or
	Rs. 5000-	department; OR
1	150-8000	(ii) With eight (8) years' service in the parent grade rendered after
	(Pre-revised)	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
	02	(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
1_		(iii) working knowledge of computer.
		Contd -2-

Contd.-2-

3.	Data Entry	Officers under the Central Government:-	
	Operator	(a)(i) Holding analogous post on regular basis in the parent cadre or	
1		department; OR	
	Rs. 5000-	(ii) With three (3) years' service in the post in the scale of Rs.4500-125-	
	150-8000	7000(Pre-Revised) or equivalent in the parent cadre or department; or	
	(Pre-revised)	(iii) With 6 years' regular service in post in the scale of Rs. 4000-100-	
		6000(Pre-revised) and	
ļ	01	(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 t	he 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 Financial Intelligence Unit India 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 <u>not below</u> 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.

Senior Technical Officer(Admn)
Tel. 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. Post applied for
- 2. Name and address in Block letters
- 3. Date of Birth
- 4. Date of retirement under Central Govt. rules
- 5. Educational Qualifications
- 6. Whether educational and other qualifications required for the post are satisfied? (if any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same
- 7. Qualification/Experience Possessed

Qualification/Experience Required

- 8. Details of employment in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)
- 9. Ministry/Depart Post Held Scale of pay & Nature of Duties ment From To Basic Pay
- 10. Nature of present employment i.e. adhoc or Temporary or quasi-permanent or permanent
- 11. In case the present employment is held on Deputation basis, please state:
 - (d) The date of initial appointment
 - (e) Period of appointment on deputation
 - (f) Name of the Parent office/orgn.
 To which belong
- 12. Present Pay scale

Total emoluments per month now 13. drawn Whether belongs to SC/ST 14. Additional information, if any 15. Option of appointment (deputation or 16. absorption) Remarks, if any 17. Signature of the candidate Address_____ Service particulars given by the applicant are verified with reference to service

records and found to be correct.

Signature with seal of the Competent Authority