

F. No. 3-1/2013-FIU (Admn)
Government of India,
Ministry of Finance,
Department of Revenue,
Financial Intelligence Unit-India

6th Floor, Hotel Samrat
Kautilya Marg, Chankyapuri
New Delhi-110 021

Dated : 12th December, 2014

OFFICE MEMORANDUM

Applications are invited for the post of Consultants on contract basis on consolidated monthly remuneration of Rs.20,000/- (at Section Officer level) for a period of six months from the date of engagement or till these posts are filled up on a regular basis, whichever is earlier.

2. **Eligibility Conditions.** For the post of consultant at Section Officer level Officer(s) retired from Central Government from the posts in the pay scale of PB-2 with GP Rs.4800/- or with three years service in PB-2 with GP 4600/- or five years service in PB-2 with GP 4200/-.
3. **Educational Qualifications and other qualifying conditions.** A Bachelor's degree from a recognized university.
4. **Desirable**
 - (a) Good Academic Record.
 - (b) Strong Communication skills, both oral and written.
 - (c) Conversant with Govt. Rules and regulations required to carry out administrative functions.
5. **Age Limit.** Retired Government officials who have not attained the age of 63 years on last date of receipt of the application can apply.
6. **Duration.** Candidates selected will be appointed on contract basis for an initial period of six months or till these posts are filled up on regular basis, whichever is earlier.
7. **Method of Selection.** The shortlisted candidates will be interviewed by a Selection Committee constituted for this purpose, whose decision will be final and no correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidate. FIU-IND would undertake police verification of the selected candidates.
8. **Undertaking.** The successful candidates would be required to abide by the terms and conditions detailed in Annexure-I. (enclosed) They would also be required to give a Non-Disclosure Undertaking as per Annexure-II.(enclosed) prior to their engagement
9. Interested candidates may submit their application in the enclosed format as per Annexure-III in sealed cover super-scribed "Selection for the post of Consultant in FIU-IND, 2014 which should reach this office by 31st December 2014. Applications which are not made in the format as per Annexure-III will be rejected.

(S.D.Sharma)
Deputy Director (Admn)
Phone: 26883291
Fax: 26874459

TERMS AND CONDITIONS

1. Retired Government Servants with requisite qualifications and experience as prescribed would be hired as consultant.
 2. The appointment of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with FIU-IND.
 3. Consultants would be required to sign a Non-Disclosure Undertaking as per **Annexure-II**. The consultant shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters which is of confidential / secret nature.
 4. The consultants shall be required to maintain discipline and absolute integrity in accordance with the rules as contained under the CCS(Conduct) Rules, 1964.
 5. The appointment of Consultants is of a temporary (non official) nature and the appointment can be cancelled at any time without assigning any reason.
 6. A retired Government official appointed as Consultant shall continue to draw pension and the dearness relief on pension during period of his engagement as consultant. His / her engagement as Consultant shall not be considered as a case of re-employment.
 7. The post is based in New Delhi. The Consultant shall not be entitled to any allowance such as Dearness allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.
 8. Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his / her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
 9. FIU-IND would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year without compelling reasons.
 10. No TA /DA shall be admissible for joining the assignment or on its completion.
 11. Consultant will not be allowed foreign travel at Government expenses. However, Consultant shall be allowed TA/DA for their travel inside the country in connection with the official work as follows :-
 - (a) As per the admissibility at the time of retirement.
 - (b) DA admissible as per rule.
 12. FIU-IND shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging / equipment or vehicles of the personnel.
 13. The consultant shall not claim any benefit / compensation / absorption / regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
 14. The personnel may be called on Saturday, Sunday and other gazette holidays, if required. The consultant would, however, be eligible for compensatory leave.
 15. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Government may deem fit.
- (Instructions:** This Non-Disclosure Undertaking should be signed by persons who are engaged on contract basis with or by FIU-IND).

Non-Disclosure Undertaking

To
The Director,
Financial Intelligence Unit-India (FIU-IND).
Ministry of Finance, (Department of Revenue),
6th Floor, Hotel Samrat,
Kautilya Marg, Chanakyapuri,
New Delhi - 11 00 21

Sir,

I hereby undertake

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with FIU-IND which would otherwise conflict with my obligations towards FIU-IND.
- to abide by data security policy and related guidelines issued by FIU-IND.

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to FIU-IND any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep FIU-IND informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any information received by FIU-IND in terms of its mandate under Prevention of Money Laundering Act, 2002, from any of its source, whether received in physical or in electronic format. It shall also include references received from law enforcement/intelligence agencies including foreign FIUs with regard to investigations undertaken by them as well as information contained in various databases of FIU-IND.

Yours faithfully,

(Signature.....)
Name:.....
Dated:.....
Address:.....
Personal contact No

PROFORMA APPLICATION FOR ENGAGEMENT AS CONSULTANTS
IN THE FINANCIAL INTELLIGENCE UNIT- INDIA

1.	Name				
2.	Post applied for				
3.	Fathers Name.				
4.	Date of Birth & Nationality				
5.	Date of entry into service (including service & batch)				
6.	Date of retirement				
7.	Office address at the time of retirement				
8.	Phone & FAX Number with STD code				
9.	E-mail address				
10.	Permanent Residential Address				
11.	Present Residential Address				
12.	Educational Qualifications				
13.	Position held since entry into service				
	Designation & Place of posting	Scale of pay	From	To	Nature of work performed
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 application and period are fulfilled.				
15.	Name, address, telephone numbers of all employer(s) during five years before retirement.				

Date :

(Signature of the Candidate)