

F.No.2-3/2015/FIU-IND/Admn  
**Ministry of Finance**  
**Department of Revenue**  
**Financial Intelligence Unit-India**

6<sup>th</sup> Floor, Hotel Samrat,  
 Kautilya Marge, Chanakya Puri,  
 New Delhi-110021  
 Dated : 10 October, 2016

**CIRCULAR**

**Subject : Filling up the Group B and C Posts in Financial Intelligence Unit-India (FIU-IND), Ministry of Finance on Deputation Basis**

1. 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
(a)	<b>Private Secretary</b> PB-2 (Rs.9300-34800) Grade Pay Rs.4600/-	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 Rs.5500-9000 or equivalent or six years combined service in pre-revised scale of Rs.5500-9000 and Rs. 5000-8000 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 or equivalent; (ii) Possessing a speed @100 words per minute in stenography (English or Hindi); (c) <b>Desirable:</b> Two years experience of Working on Computer.
(b)	<b>Personal Assistant</b> PB-2 (Rs.9300-34800) Grade Pay Rs.4200/-	08	Officers of the Central Government :- (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with seven years regular service in the parent grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.4000-6000 (Pre-revised) 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 or equivalent; (ii) Possessing a speed @100 words per minute in stenography (English or Hindi); (c) <b>Desirable:</b> Working knowledge of Computer.
(c)	<b>Assistant</b> PB-2 (Rs.9300-34800) Grade Pay Rs.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 Rs. 4000 -100-6000 or equivalent in the parent Cadre or Department; and (b) Possessing the following educational qualifications and experience: (i) A Bachelor's degree from a recognized University or equivalent; (ii) Having two years' experience in Administration and Accounts; (iii) who have undergone training in Cash & Accounts work in the Institute of Secretariat Training Management as a student

(d)	<b>Upper Division Clerk</b> PB-1, (Rs. 5200-20200), Grade Pay Rs 2400/-	02	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-(Rs5200-20200), Grade Pay of Rs.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(Rs5200-20200), Grade Pay of Rs.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) <b>Desirable</b> : Ability to work on computers.
(e)	<b>Lower Division Clerk</b> PB-1, (5200-20200), Grade Pay Rs 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(Rs5200-20200), Grade Pay of Rs.1800 or equivalent in the parent cadre or department ;and (b) possessing the following educational qualification and experience (i) 12 <sup>th</sup> Class Pass or equivalent; (ii) Experience in Administration; (c) <b>Desirable</b> : Ability to work on computers
(f)	<b>Staff Car Driver</b> PB-1, (Rs 5200-20200), Grade Pay Rs 2400/-	01	As per Annexure-I attached.
<i>Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization 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</i>			

2. It is requested that the applications from the eligible and willing officials may be forwarded in the prescribed proforma as per **Annexure-II** to the **Deputy Director (Admn), Financial Intelligence Unit-India, Department. of Revenue, Ministry of Finance, 6<sup>th</sup> Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110 021** within 45 days from the date of issue of the advertisement in employment news.

3. Applications received incomplete, other than through proper channel, without the copies of ACRs/APARs, Vigilance Clearance & Integrity Certificate etc 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 D Sharma)  
Deputy Director(Admn)  
Tel. 011-26883291

**Eligibility Conditions for filling up the post of Staff Car Driver in the Financial Intelligence Unit – India, Ministry of Finance, on deputation/ Absorption basis.**

**Employee of the Central Government.**

- (i) Matriculation or equivalent pass from a recognized Board.
- (ii) Possessing of a valid driving license for motor cars.
- (iii) Three years experience in driving a motor car.
- (iv) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle).

**Desirable.**

- (i) 3 years' service as Home Guard/ Civil Volunteers.

**Note :** The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.

**Deputation/ Absorption.**

From amongst the regular Dispatch Rider and Multi-tasking Staff (Group C) in the Department of Revenue who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in other Ministries of the Central Government who fulfil the necessary qualifications as mentioned in column 7.

**For Ex-Servicemen**

**Deputation / re-employment**

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

**Note :** Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not to exceed three years.

PROFORMA

1. Post applied for
2. Name and Address in Block Letter
3. Date of Birth
4. Date of retirement under Central Govt. rules
5. Educational Qualification
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)

Qualifications/ Experience required  
Qualification/ Experience possessed

7. Details of employment, in chronological order  
(enclose a separate sheet dully authenticated by you signature, if the space below is insufficient)

Ministry/ Department	Post Held	From	To	Scale of pay & Basic pay	Nature of Duties

8. Nature of present employment i.e. ad-hoc or Temporary or quashi - permanent or permanent
9. In case the present employment is held on Deputation basis, please state:
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation
  - (c) Name of the parent office/ Orgn. To which belong.
10. Additional details about present employment
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organisation
  - (d) Universities

- 11. Present pay scale
- 12. Total emoluments per month now drawn
- 13. Whether belongs to SC/ST
- 14. Additional information, if any
- 15. Option of appointment (deputation or absorption)
- 16. Remarks, if any

Signature of the candidate

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Certified that the information given by Sh/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 APARs/ACRs** in respect of the Officer/Official concerned are enclosed.

**Signature with seal of the Competent Authority**