

F. No. 2-2/2015/FIU(Admn)
Government of India
Ministry of Finance
Department of Revenue
Financial Intelligence Unit-India

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

Dated : 13 July, 2016

OFFICE MEMORANDUM

Financial Intelligence Unit-India invites applications from retired Centre/ State Government officials for engagement as **PA** purely on short-term contract basis initial period of one year from the date of engagement or till these posts are filled up on regular basis, whichever is earlier.

2. Eligibility conditions are as follows:-

- (i) He/she should have retired as PA from any of the Central/ State Ministry/Department/Organization.
- (ii) A Bachelor's degree from a recognized university.
- (iii) Should be below 62 years of age as on the last date of receiving applications and in good health.
- (iv) Should have working knowledge of computers.
- (v) 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.

3. Those engaged on contract basis for the aforementioned service will be paid a consolidated remuneration of Rs.20000/- per month as per the terms and conditions specified in **Annexure-I**. He/she would be required to sign a Non-Disclosure Undertaking as per **Annexure-II**. The application proforma is available on the website of FIU-IND at www.fiuindia.gov.in as per **Annexure-III**.

4. The application in the prescribed format (as per copy enclosed) complete in all respect should reach to the Deputy Director (Admn), Financial Intelligence Unit-India, Ministry of Finance, Department of Revenue, 6th Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021 within 30 days of date of publication of this advertisement. Applications which are not in the prescribed format will be rejected.

(S.D. Sharma)
Deputy Director (Admn)
Tel. 011-26883291

TERMS AND CONDITIONS

1. Retired Government Servants with requisite qualifications and experience as prescribed would be hired as Personal Assistant.
2. The appointment of PA would be on full time basis and they would not be permitted to take up any other assignment during the period of Contract with FIU-IND.
3. He/she would be required to sign a Non-Disclosure Undertaking as per **Annexure-II**.
4. He/she 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.
5. He/she shall be required to maintain discipline and absolute integrity in accordance with the rules as contained under the CCS(Conduct) Rules, 1964.
6. The appointment of PA is of a temporary (non official) nature and the appointment can be cancelled at any time without assigning any reason.
7. A retired Government official appointed as PA shall continue to draw pension and the dearness relief on pension during the period of his engagement as PA. His / her engagement shall not be considered as a case of re-employment.
8. The post is based in New Delhi. He/she shall not be entitled to any allowance such as Dearness allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.
9. He/she shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his / her absence beyond 12 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.
10. FIU-IND would be free to terminate the services in case of absence of a PA by more than 15 days beyond the entitled leave in a calendar year without compelling reasons.
11. No TA /DA shall be admissible for joining the assignment or on its completion.
12. He/she will not be allowed foreign travel at Government expenses. However, he/she shall be allowed TA/DA for their travel inside the country in connection with the official work as follows :-
 - (a) TA - Second AC by rail or Economy class by Air.
 - (b) DA - Admissible as per rule.
13. FIU-IND shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging / equipment or vehicles of the personnel.
14. He/she 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.
15. The personnel may be called on Saturday, Sunday and other gazette holidays, if required. He/she would, however, be eligible for compensatory leave.
16. 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.

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 PA IN
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)