

F.No.2-5/2005-FIU(Admn.)

**Ministry of Finance**  
**Department of Revenue**  
**Financial Intelligence Unit-India**

6<sup>th</sup> Floor, Hotel Samrat,  
Chanakya Puri,  
New Delhi-110021,

Dated : 03 February 2014

**CIRCULAR**

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

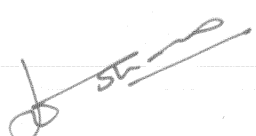
The undersigned is directed to state that the following posts in Financial Intelligence Unit – India, Ministry of Finance are vacant/falling vacant in near future and are required to be filled up on deputation basis. The posts are based in Delhi. The eligibility conditions for the recruitment to the posts are detailed below:-

Sl. No.	Name of the post and Pay Scale	No. of posts to be filled up	Eligibility
1.	<b>Private Secretary</b> PB-2 (Rs.9300-34800) Grade Pay Rs.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 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 a speed @100 words per minute in stenography (English or Hindi); Desirable: Two years experience of Working on Computer
2..	<b>Personal Assistant</b> PB-2 (Rs.9300-34800) Grade Pay Rs.4200/-	10	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 a speed @100 words per minute in stenography (English or Hindi); Desirable: Working knowledge of Computer.
3.	<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) 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.	<b>Data Entry Operator</b> PB-2 (Rs.9300-34800) Grade Pay Rs.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 Rs. 4500-125-7000(Pre-revised) or equivalent in the parent cadre or department; or (iii) With six years regular service in post in the scale of Rs. 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.	<b>Upper Division Clerk</b> PB-1, (Rs.5200-20200), Grade Pay of Rs..2400	03	<p>Officers of the Central Government:-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(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</p> <p>(b) possessing the following educational qualification and experience :</p> <p>(i) A Bachelor's degree from a recognized University of equivalent;</p> <p>(ii) having two years' experience in Establishment or Administration or Accounts;</p> <p>(c) Desirable : Ability to work on computers</p>
<p><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 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</i></p>			

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, 6<sup>th</sup> Floor, Hotel Samrat, 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

**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./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 concern are enclosed

**Signature of the forwarding officer**