

F. No. 2-1/2017/FIU-IND (Admn)  
Government of India  
Ministry of Finance  
Department of Revenue  
Financial Intelligence Unit-India

6<sup>th</sup> Floor, Tower-II Jeevan Bharti Building,  
Connaught Place, New Delhi-110 001

Dated: 04<sup>th</sup> December, 2023

**OFFICE MEMORANDUM**

Financial Intelligence Unit-India, Department of Revenue invites applications for the post of **three Consultants (Analysts)**, purely on contract basis on a consolidated monthly remuneration as mentioned in Annexure-I for a period of one year from the date of engagement.

2. The candidates fulfilling the eligibility criteria, as available on the website <https://fiuindia.gov.in>, may apply in the prescribed format, to this office by **31<sup>st</sup> December, 2023** in sealed cover super-scribed "**Application for the Post of Consultants (Analysts)**" in FIU-IND.

3. The following details are enclosed as Annexure:-

- a. Detailed Terms and Reference as per Annexure-I.
- b. Application format as per Annexure-II.

4. FIU-IND may select a panel of candidates for the posts of Consultant (Analyst). **All subsequent vacancies to the posts accruing in the near future may be filled from the panel thus selected. However, the final decision in this regard will rest with Director, FIU-IND.**

5. Applicant must be available for interview on one day's prior intimation.

6. No TA/DA will be given for appearing in interview.

7. Selection will be on the basis of fulfilment of eligibility conditions & performance in the interview.

8. Final decision in selection of the candidates will rest with Director, FIU-IND.

**Encls:** As above

  
04/12/23  
(Amit Srivastava)  
Deputy Director (HRM)  
Phone: 23313012  
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## **Terms of Reference (ToR) / Guidelines for engaging Retired Government employees as Consultants in Financial Intelligence Unit – INDIA (FIU-IND)**

FIU-IND was established by the Government of India vide Office Memorandum dated 18<sup>th</sup> November, 2004 for coordinating and strengthening efforts of National and International Intelligence, Investigation and Enforcement Agencies in combating money laundering and terrorist financing.

2. The core function of FIU is to perform analysis (both tactical and strategic) of information received from the reporting entities of the financial sector and provide actionable intelligence to the relevant agencies for investigation.

3. Financial Intelligence Unit – INDIA has been hiring services of retired Government employees as Consultant depending on exigencies of workloads. Henceforth, such engagement of retired Government employees in FIU-IND shall be governed as per the following guidelines.

4. **Fee:** The maximum amount of monthly consolidated fee payable to the Consultants shall be as under:

**(A) Consultants (Retired Govt. Servant):**

**'Last Pay Drawn minus Pension plus Transport Allowance'** (in accordance with Department of Expenditure (DoE), Ministry of Finance O.M. F.No. 3-25/2020-E.IIIA dated 09.12.2020) for Officer(s) retired from Central Government from the posts in the pay scale of PB-3 with GP Rs.6600/- (Level-11 of 7<sup>th</sup> CPC) or with five years' service in PB-3 with GP 5400/- (Level-10 of 7<sup>th</sup> CPC) or equivalent.

**(B) Consultants (Financial Sector Experts)**

In accordance with DoR letter no. F.No.A.50050/05/2012-SO (ES Cell) dated 03.04.2019.

- Rs. 45,000/-p.m. (consolidated) for officers retired in Scale-III from Financial Sector i.e. PSB, Insurance Sector etc.
- Rs. 40,000/- p.m. (consolidated) for officers retired in Scale-I and II from Financial Sector i.e. PSB, Insurance Sector etc.

5. **Scope of Work / Job Responsibilities**

The officer in FIU needs to understand the financial sector well as he/she is required to perform following specialized tasks:

- (a) Interaction with the Principal Officers of Reporting Agencies for submission of reports under PMLA.
- (b) Processing and analysis of reports for dissemination to law enforcement and intelligence agencies.
- (c) Maintaining relationship with and processing of references received from Law enforcement/ intelligence agencies/foreign FIUs.



- (d) Addressing the training needs of reporting entities and government agencies assigned to them.
- (e) Preparation of reports and maintaining statistics/database.
- (f) Understand ML/TF vulnerabilities of the product, service and delivery mechanism of different entities in the financial sector.
- (g) Liaison with LEAs/IAs to understand their expectations and provide LEAs most relevant information.
- (h) Study emerging, continuing and declining trends and typologies of predicate crimes and tax evasion methods and techniques and pass on the relevant red flag indicators to the REs to spot suspicious transactions.
- (j) Any other duties assigned by Director/Additional Director.

## 6. Other Terms and Conditions:

### (a) Eligibility Criteria

- (i) Age Limit. The maximum age limit for the post of Consultant shall be 65 years. Accordingly applicant having age above 64 (sixty four) years on last date of receipt of the application shall not be considered.
- (ii) Computer Literacy. Computer literacy / proficiency in computer operation is a must.
- (iii) Communication and Drafting skill. Should have good communication and interpersonal skill with a strong flair for depth handling of work relating to job description, as mentioned above with good academic record and strong communication skill.

### (b) Educational Qualifications and Other Qualifying Conditions.

- (i) A Bachelor's degree from a recognized university, and
- (ii) At least 5 years' experience in the field of Administration or Financial and Economic Administration or Law or Company Law or Economic Laws such as Money Laundering or Capital market or Auditing or Enforcement of Laws or Investigation & Prosecution or Tax Administration or Regulatory Mechanism or Information Technology for the posts of Consultant fulfilling eligibility criteria of 4 (A) & 4 (B) above.

(c) Period / Type of Engagement. Candidates selected will be appointed on contract basis for an initial period of one year/till the posts get filled up by deputation whichever is earlier. The appointment of consultants is of temporary (non-official) nature. Further extension on year to year basis will be considered based on work performance and the need for the specific work / post.

(d) 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.



(e) **Accommodation**. No accommodation or House Rent will be provided by the FIU-IND.

(f) **Ceiling of remuneration / fee**: The payment of above remunerations will be subject to the further condition that pension, excluding Dearness Relief thereon, + remuneration, as mentioned above, will not exceed pay on which pension has been finalized or last pay drawn.

(g) **Drawal of Pension**. A retired Government official, if appointed as Consultant, shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His engagement as Consultant shall not be considered as a case of re-employment.

(h) **Allowances**: The post is based in New Delhi. Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc, except for those mentioned under para 4(A) & 4 (B).

(i) **Leave**: Consultants shall be eligible for 18 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 18 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.

The Department would be free to terminate the services in case of absence of a Consultant exceeding 15 days beyond the entitled leave in a calendar year. The Consultant may be required to work on Saturday, Sunday and Gazetted holidays also, if need be, for which no additional remuneration will be paid.

(j) **TA/DA**: No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as follows:

- (i) TA – Reimbursement of Second AC Train fare/Air fare (economy class).
- (ii) DA – Admissible as per rule.

(k) **Evaluation of Performance of the Consultants**: There will be a continuous monitoring of the performance of the Consultants to ascertain that the output of the consultancy is in line with the given objectives.

(l) **Restriction**: 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 consultancy. They will adhere to office timings i.e. 09.30 AM to 06.00 PM. They will mark their attendance.

(m) **Confidentiality of Data and Documents**: The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for FIU-IND shall remain with FIU-IND. No one shall utilize or publish or disclose of part with details of office, operational process, technical knowhow, security arrangements and administrative / organizational matters which is of confidential / secret nature, to a third party. The consultant shall be bound to hand over the entire set of records of assignment to FIU-IND before the expiry of the contract and before final payment is released by the FIU-IND. Consultant would be required to sign non-disclosure undertaking as per **Annexure-I**



(n) **Conflict of Interest:** The Consultant appointed by the FIU-IND, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the FIUI-IND.

(o) **FIU-IND reserves the rights, as follows**

(i) To decide to cancel the advertisement, and not to proceed in the matter, at any stage and accept or reject any or all applications, without giving any explanation, whatsoever.

(ii) Termination of Agreement: FIU-IND may terminate a contract to which these Terms apply if:

(iii) The Consultant is unable to address the assigned works.

(iv) Quality of the assigned works is not to the satisfaction of the FIU-IND.

(v) The Consultant fails in timely achievement of the milestones as finally decided by the FIU-IND.

(vi) The consultant is found lacking in honesty and integrity.

(vii) The FIU-IND reserves the right to terminate the contract, by giving 15 days' notice to the Consultant.

(p) **Tax Deduction at Source:** There shall be a deduction of Tax at Source (TDS) as per the rates of TDS fixed by the Government for professional from time to time.

(q) FIU-IND shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging / equipment or vehicles of the personnel.

(r) 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.

(s) 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.

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## Annexure-II

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

Affix  
Passport size  
photograph

Signature

1.	Name	
2.	Post applied for	
3.	Father's Name	
4.	Date of Birth & Nationality	
5.	PAN (Self attested copy to be enclosed)	
6.	Date of entry into service (including service & batch)	
7.	Date of retirement (Self attested copy of Pension Payment Order to be enclosed)	
8.	Office address at the time of retirement	
9.	Phone / Mobile / FAX Number with STD code	
10.	E-mail address	
11.	Permanent Residential Address	
12.	Present Residential Address	
13.	Educational Qualifications	
14.	Position held since entry into service, indicating complete work profile / job description handled.	
	Designation & Place of posting	Scale of pay
		From
		To
		Nature of work performed



15.	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.	
16.	Name, address, telephone numbers of all employer(s) during five years before retirement.	

Date:

(Signature of the Candidate)

Place: