

मिसिल सं. 2-1/2022/ Admn/FIU-IND  
भारत सरकार/Government of India  
वित्त मंत्रालय/Ministry of Finance  
राजस्व विभाग/Department of Revenue  
वित्तीय आसूचना एकक-भारत/Financial Intelligence Unit-India

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छठी मंजिल, टावर-II /6<sup>th</sup> Floor, Tower-II,  
जीवन भारती बिल्डिंग /Jeevan Bharati Building,  
कनॉट प्लेस /Connaught Place,  
नई दिल्ली -110001/New Delhi-110001

दिनांक: 16 January, 2025

**CIRCULAR**

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

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>Personal Assistant</b> (Level-6 Rs.35,400-1,12,400 in the Pay Matrix as per 7 <sup>th</sup> CPC)	10	Officials of the Central Government:- (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with seven years' service in the grade rendered after appointment thereto on a regular basis in Level-4 (Rs.25500-81100) 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) Desirable: Working knowledge of Computer.
(b)	<b>Data Entry Operator</b> (Level-6 Rs.35,400-1,12,400 in the Pay Matrix as per 7 <sup>th</sup> CPC)	01	Officials 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 Level-5 (Rs.) of pay matrix or equivalent in the parent cadre or department; or (iii) With six years regular service in post in the Level-4 (Rs.25500-81100) of pay matrix; 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.

(c)	<b>Upper Division Clerk</b> (Level-4 Rs.25,500-81,100 in the Pay Matrix as per 7 <sup>th</sup> CPC)	02	<b>Officials of the Central Government:-</b> (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 matrix Level-3 (Rs.21,700-69,100) 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 matrix Level-2 (Rs.19,900-36,200) 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.
(d)	<b>Staff Car Driver</b> (Level-4 Rs.25,500-81,100 in the Pay Matrix as per 7 <sup>th</sup> CPC)	01	<b>Essential:</b> (i) Matriculation or equivalent pass from a recognized Board; (ii) Possession of a valid driving licence for motor car; (iii) Three year experience in driving a motor car; (iv) Knowledge of motor mechanism. <b>Desirable:</b> Three year service as Home Guard or Civil Volunteers.
<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, 7<sup>th</sup> Floor, Tower II, Jeevan Bharati Building, Connaught Place, New Delhi – 01**

3. **This is an open vacancy circular. The complete applications received by 30<sup>th</sup> of every month shall be considered for selection in the subsequent month for available vacancies. This process will continue till all the vacancies are filled up.**

4. 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.

  
(अमित श्रीवास्तव/Amit Srivastava)  
उप निदेशक /Deputy Director (HRM)

**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

9. Nature of present employment i.e. ad-hoc or :  
Temporary or quashi - permanent or permanent
10. 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.

11. Additional details about present employment :
- (a) Central Government
  - (b) State Government
  - (c) Autonomous Organisation
  - (d) Universities
12. Present pay scale :
13. Total emoluments per month now drawn :
14. Whether belongs to SC/ST :
15. Additional information, if any :
16. Option of appointment (deputation or absorption) :
17. 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**