

“हर काम देश के नाम”



कार्यालय, रक्षा लेखा महानियंत्रक
O/o the Controller General of Defence Accounts
उलान बटार रोड, पालम, दिल्ली छावनी-110010.
Ulan Batar Road, Palam, Delhi Cantt-110010



Phone: - 011-25665536

Fax: 011-25674781

email: an1-pinklist.cgda@nic.in

File No. AN-I/1320/1/XLI

Circular

Date: 13.02.2023

To,

All PCsDA/PIFAs/PCA (Fys)
CsDA/IFAs
(Through CGDA HQrs. Website only)

Subject:- Deputation – IDAS officers

Application are invited from the willing IDAS officers fulfilling the eligibility criteria as brought out in the under mentioned communications (copy enclosed), to apply for the post mentioned below along with their bio data, so as to reach this HQrs office through proper channel latest by 20.02.2023

S. No	Dept. Name / Letter No./	Name of the post / No. of the posts/Pay Level
1.	Armed Forces Tribunal, Principal Bench, New Delhi Circular No F. No. 2(17)/2013/Rect/AFT/PB/Adm-I dated 08.12.2022	Financial Adviser and Chief Accounts officer 01, Level -13
		Deputy Controller of Accounts 01, Level-11
		Principal Private Secretary 04, Level-11
2.	Deptt of Revenue, Ad. Ed section Circular No F. No. A-35011/05/2022-Ad. ED dated 22.12.2022	Additional Director of Enforcement 02 Level-13
3.	Deptt of Revenue, Ad. Ed section Circular No F. No. A-35011/05/2022-Ad. ED dated 22.12.2022	Joint Director of Enforcement 07 Level-12
4.	DoP&T vacancy circular No. F No. A-11013/4/2022-AT dated 20.12.2022	Judicial Members in CAT 14
5.	Directorate General, CRPF letter No. D-1-6/2023-Pers-DA-I dated 06.01.2023	Deputy Financial Advisor (Dy. IFA) 02 Level-12
6.	Deptt of Revenue, OM No F. No. A-12026/25/2021-Es Cell-DOR dated 29.12.2022	Deputy Director in FIU-IND 07 Level -11 PB 3, Grade Pay-Rs 6600


7.	Deptt of Revenue, OM No F. No. A-12026/25/2021-Es Cell-DOR dated 30.12.2022	Additional Director (Level 13) Or Joint Director (Level-12) in FIU-IND
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2. Applications received after cut-off date i.e. 20.02.2023 will not be considered and will be recorded.


(Shashi Pratap Singh)
Sr. ACGDA (AN-I)

Copy to :-

1. AN-IV Section (local) : For information & necessary action.
2. IT&S wing (local) : For uploading the circular on CGDA HQrs. website.


(Shashi Pratap Singh)
Sr. ACGDA (AN-I)

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GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
ARMED FORCES TRIBUNAL, PRINCIPAL BENCH

Phone : 26105124
Fax No : 26105361

West Block - VIII
Sector - I, R.K.Puram
New Delhi - 110 066

F. No. 2(17)/2013/Rect/AFT/PB/Adm-I

Dated: 08 December, 2022

CIRCULAR

Applications are invited for filling up the posts of Financial Adviser and Chief Accounts Officer, Deputy Controller of Accounts, Principal Private Secretary, Assistant Registrar, Private Secretary, Assistant, Tribunal Master/Steno Grade-'I', Accounts Officer, and Junior Accounts Officer in the Armed Forces Tribunal, Principal Bench, New Delhi on deputation basis for a period of three years from suitable candidates, who fulfill the eligibility conditions:-

S. No.	Name of the Post	No. of Post	Pay scale (Rs.)	Eligibility conditions
1.	Financial Adviser and Chief Accounts Officer (General Central Service Group 'A' Gazetted Non-Ministerial)	01	Pay Matrix Level-13 (Rs 123100-215900)	Officer of the organised accounts cadre of the Central Government: (i) holding analogous posts on regular basis; or (ii) with five years regular service in the level-12 in the pay matrix (Rs. 78800-209200). Note : The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation or Department of the Central Govt. shall not ordinarily exceed five years.
02.	Deputy Controller of Accounts (General Central Service Group 'A' Gazetted Non-Ministerial)	01	Pay Matrix Level - 11 (Rs 67700-208700)	Officer of the organised Accounts Cadre of the Central Government:- (i) holding analogous posts on regular basis; or (ii) with five years of regular service in Level-10 in the pay matrix (Rs. 56100-177500). Note: The period of deputation including the 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 not ordinarily exceed three years.

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03.	Principal Private Secretary (General Central Service Group 'A' Gazetted, Ministerial)	04	Pay Matrix Level - 11 (Rs 67700-208700)	<p>Stenographers in Central Government or State Governments or Supreme Court or High Courts or District Courts or Statutory/Autonomous bodies having pensionary benefits:</p> <p>(a) holding analogous post on regular basis in parent cadre of department; or</p> <p>(b) with six years regular service in the parent cadre or department in posts in Level - 8 of the Pay Matrix; or</p> <p>(c) with seven years in regular service in the parent cadre or department in posts in Level - 7 of the Pay Matrix.</p> <p>Desirable: - Knowledge in computer operation.</p> <p>Note: The period of deputation including the 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.</p>
04.	Assistant Registrar (Protocol) (General Central Service, Group 'B' Gazetted Non-Ministerial)	01	Pay Matrix Level - 9 (Rs 53100-167800)	<p>Officers working under Central Government or State Government or Supreme Court or High Courts or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits:</p> <p>(a) Holding (i) analogous post on regular basis in parent cadre or department; or</p> <p>(ii) post in level 8 or the pay matrix (Rs. 47600-151100) with two years regular service in grade, or</p> <p>(iii) post in level 7 of the pay matrix (44900-142400) with three years regular service in the grade; and</p> <p>(b) Essential : possessing the following educational qualifications and experience, namely</p> <p>(i) degree of a recognized University or equivalent; and</p>



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				<p>(ii) having 2 years experience in protocol related work.</p> <p>Desirable: Degree in Law and having experience in protocol work.</p> <p>Note : The period of deputation including the period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organisation/department or the Central Government shall ordinarily not exceed three years.</p>
05.	<p>Private Secretary</p> <p>(General Central Service Group 'B' Gazetted, Ministerial)</p>	02	Pay Matrix Level - 7 (Rs 44900-142400)	<p>Stenographers in Central Government or State Governments or Supreme Court or High Courts or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits, holding:</p> <p>(i) analogous post on regular basis in parent cadre or department; or</p> <p>(ii) a post in Level- 6 of the Pay Matrix (Rs 35400-112400) with five years' regular service in the grade.</p> <p>Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organization or department of the Central Government shall ordinarily not exceed three years.</p>
06.	<p>Assistant</p> <p>(General Central Service, Group 'B' Non-Gazetted Ministerial)</p>	02	Pay Matrix Level - 6 (Rs 35400-112400)	<p>Officials working under Central Government or State Governments or Supreme Court or High Courts or Subordinate Courts or Statutory/ Autonomous bodies having pensionary benefits:</p> <p>(a) (i) holding analogous post on regular basis in parent cadre or department; or</p> <p>(ii) Upper Division Clerks in level 4 of the pay matrix (Rs 25500-81100) with 10 years regular service in the grade in Central Government or State Governments or Supreme Court or High Courts or Subordinate Courts.</p>

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				<p>(b) (i) Possessing Degree from recognised University; and</p> <p>(ii) having 2 years' experience in establishment, administration or Accounts.</p> <p>Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organization or department of the Central Government shall ordinarily not exceed three years.</p>
07.	<p>Tribunal Master/ Stenographer Grade-'I'</p> <p>(General Central Services Group 'B' Non Gazetted Ministerial)</p>	05	Pay Matrix Level - 6 (Rs 35400-112400)	<p>Stenographers of the Central Government or Armed Forces or State Governments or Supreme Court or High Courts or District Courts or Statutory/Autonomous bodies having pensionary benefits holding:</p> <p>(i) the analogous post on regular basis in parent cadre or department; or</p> <p>(ii) post in Level 4 of the Pay Matrix (Rs 25500-81100) with 10 years' regular service in the grade.</p> <p>Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organization or department of the Armed Forces Central Government shall ordinarily not exceed three years.</p>
08.	<p>Accounts Officer</p> <p>(General Central Service Group 'B' Non-Gazetted, Non-Ministerial)</p>	02	Pay Matrix Level - 7 (Rs 44900-142400)	<p>Officer of the organised Accounts Cadre of the Central Government:-</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) Junior Accounts Officer of the organised Accounts Cadre of the Central Government/any Bench of the Armed Forces Tribunal in the Level-6 in the Pay Matrix (Rs 35400-112400) with five years of regular service in the grade.</p>

				<p>Note: The period of deputation including the 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.</p>
9.	<p>Junior Accounts Officer</p> <p>(General Central Services Group 'B' Non- Gazetted, Non-Ministerial)</p>	02	Pay Matrix Level - 6 (Rs 35400-112400)	<p>Officers under the Central Government:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with six years service in the level-5 in the Pay Matrix (Rs 29200-92300) rendered after appointment thereto on regular basis, and</p> <p>(b) who have under gone training in cash and accounts work in the institute of Secretariat training and management or an equivalent course from a recognised institute and having two years experience of cash accounts and budget work.</p> <p>Note: The period of deputation including the 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.</p>

2. The pay of the officer selected on deputation basis will be governed by DoP&T O.M. No. 6/8/2009-Estt(Pay-II) dated 17.06.2010, as amended from time to time.
3. The departmental officers in the feeder grade who are in direct line of promotion, shall not be eligible for consideration for appointment on deputation. Similarly, a deputationist in the Armed Forces Tribunal shall not be eligible for consideration for appointments by promotion channel.
4. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
5. The application in the prescribed pro forma (Annexure-I) of the eligible officer, who can be spared in the event of his/her selection may be forwarded to the Principal Registrar, Armed Forces Tribunal, Principal Bench, West Block-VIII, Sector-I, R.K. Puram, New Delhi – 110 066 by the Department within **SIXTY DAYS** from the date of publication in Employment News along with photo copies of the **Annual Confidential Reports for the last five years of the candidates along with Vigilance Clearance Certificate**.
6. The applications received without supporting documents, photograph, unsigned and incomplete in any manner, shall be summarily rejected.



7. It may please be noted that this Office is not yet enlisted in the Directorate of Estate for allotment of GPRA (General Pool Residential Accommodation).
8. Number of vacancies reflected above may vary.

Dr. Dushyant Dutt
8.12.21

(Dr. Dushyant Dutt)
Principal Registrar (I/C)
RHJS
Principal Registrar (I/C)
Armed Forces Tribunal
Principal Bench
New Delhi

Enclosure: Annexure-1

Distribution :-

1. The Secretary General, Supreme Court of India
2. The Registrar General, All High Courts
3. The Principal Registrar, Central Administrative Tribunal, New Delhi
4. The Under Secretary, MoD, AFT Cell, New Delhi
5. The JAG Branch Army/Navy/Air Force, New Delhi
6. AFT, Principal Bench, New Delhi – Website, www.aftdelhi.nic.in
7. All Ministries of Gol.
8. The Chief Secretary, Govt. of NCTD, Delhi Secretariat, I.P. Estate, New Delhi – 110002
9. Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt-110010
10. Office of the Controller General of Accounts, Mahalekha Niuyantrak Bhawan, Ministry of Finance, GPO Complex Block-E, Aviation Colony INA Colony, Delhi – 110023
11. Office of the Comptroller & Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi.
12. Office Copy

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BIO-DATA/CURRICULUM VITAE PROFORMA

Post applied for	
1. Name and Address (in Block Letters)	
2. (i) Date of Birth (in Christian era)	
(ii) Mobile No.	
(iii) E-mail I.D.	
3. (i) Date of entry into service	
(ii) Date of Retirement under Central/ State Government Rules	
4. Educational Qualifications	
5. 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 as mentioned in the advertisement/circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular/and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
6.1 Note : Borrowing Departments are to provide their specific comments /views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as Indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting Experience required for the post applied for

.....2/-

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state.			
a). The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department alongwith Cadre Clearance., Vigilance Clearance and integrality certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment :			
Please state whether working under (indicate the name of your employer against the relevant column)			
a) Central Government. b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			

14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scale, the latest salary slip issued by the organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments

16. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)	
17. Whether belongs to the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, and other special categories	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address: _____

Date:

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.

(ii) His /Her integrity is certified.

(iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years OrA list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

Employer/Cadre Controlling

(Authority with Seal)

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F.No.A-35011/05/2022-Ad.ED
Government of India
Ministry of Finance
Department of Revenue
(Ad.ED Section)

Room No. 269-B, North Block, New Delhi
Dated, the 22nd December, 2022

VACANCY CIRCULAR

Subject:- Filling up of the post of Additional Director of Enforcement in the Directorate of Enforcement, on deputation basis-regarding.

Applications are invited from eligible candidates for filling up two (02) vacancies in the grade of Additional Director of Enforcement in PB-4 of Rs. 37400-67000 with Grade Pay of Rs. 8700 (Pre-revised) [Pay Matrix Level-13 (Rs. 118500-214100)] on deputation basis in the Directorate of Enforcement. In addition to above vacancies, further vacancy which may occur in due course will also be covered by this circular.

I. In terms of Recruitment Rules, the following categories of officers are eligible:-

Officers of the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognised research institutions or semi Government or autonomous bodies or statutory organizations.

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or
(ii) with five years regular service in the grade in pay band-3 of Rs. 15600-39100 with grade pay of Rs. 7600 (Pre-revise) [Pay Matrix Level-12 (Rs. 78800-209200)] or equivalent in the parent cadre or Department; and
- (b) Possessing twelve years of experience, out of which eight years shall be in the field of intelligence or investigation work and adjudication or prosecution work relating to fiscal or criminal laws or in finance or accounts or corporate affairs and four years shall be in administrative work.

II. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation (including short term contract) including period of deputation (including short term contract) 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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

रक्षा मंत्रालय (वित्त प्रभाग) / MoD (Fin)
समन्वय अनुमति / DAD Coord
प्राप्त डाक / RECEIVED DAK
दिनांक / Date : 5.12.23
डायरी सं. / Dy. No. : 30

15.1.23
ASO (YA)

2. Consequent to recommendations of Seventh Pay Commission, the pay scales in the Pay Bands have been replaced by pay matrix system. Therefore, for the purpose of interpretation relating to analogous posts, pre-revised pay scales of such posts shall be reckoned.

3. Additional Director of Enforcement is expected to be able to coordinate and oversee the intelligence and investigation matters relating to FERA, FEMA and PMLA. However, he/she may be assigned any other function by the Director of Enforcement like review, special investigation and technical work. Therefore, the officer is expected to have an in-depth knowledge of FERA, 1973 (since repealed), FEMA, 1999, PMLA, 2002 and other allied Acts and an aptitude for this type of work.

4. The pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M/No.6/8/2009-Est(Pay-11) dated 17 June, 2010 as amended from time to time. Officers working in Enforcement Directorate are entitled to Special Incentive Allowance @ 20% of basic Pay.

5. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the proforma annexed, to the Director, Directorate of Enforcement, Pravartan Bhawan, APJ Abdul Kalam Road, New Delhi-110011. The advertisement is also available on Department of Revenue's website <http://dor.gov.in>, and Enforcement Directorate's website www.enforcementdirectorate.gov.in.

6. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the application:

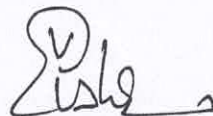
- (i) Bio-data.
- (ii) Complete and up-to-date APAR dossier for the last five years from 2015-16 onwards or attested photocopy thereof
- (iii) Vigilance Certificate/Clearance
- (iv) Integrity Certificate/Clearance
- (v) Cadre Clearance
- (vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

7. Applicants are requested to ensure that their applications should reach to Director, Directorate of Enforcement within 30 days from publication of this advertisement in the Employment News/Rozgar Samachar and their respective Cadre Controlling Authority. However, only applications received from Cadre Controlling Authorities duly complete in all the respect with all documentary formalities as mentioned in para 6 above, will only be considered for selection. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected. An officer appointed against a location can be transferred as per the Transfer Policy of Enforcement Directorate. Further, depending on requirement, the Department may select more or less number of officers from applications received from this vacancy circular.

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8. A check list of documents to be attached with the application may also be sent (proforma enclosed).

PROFORMA OF BIO-DATA



(Vivek Mishra)

Under Secretary to the Govt. of India

Tele: 011-2305377

To

1. All Ministries & Departments of Government of India with the request that this circular may be circulated in their Ministries/Departments and also among their attached/subordinate offices.
2. DGPs of all State Governments/UT Administration for wide circulation.
3. The Department of Personnel & Training (AIS Branch), North Block, New Delhi for publishing in the website.
4. All Chief Commissioners/Director General of Income Tax for wide circulation.
5. All Chief Commissioners/Director General of Customs & Central Excise for wide circulation.
6. Joint Secretary (Admn.), CBDT/Joint Secretary (Admn.), CBEC with the request that arrangements may be made to post this vacancy circular on the official website of CBDT/CBEC.
7. The Director, Enforcement Directorate, Pravartan Bhawan, APJ Abdul Kalam Road, New Delhi for publication in the Employment News/Rozgar Samachar and publishing in the website of ED.
8. Director CBI, CGO Complex, New Delhi for wide circulation.
9. NIC to upload on DoR website.

Part-A

PROFORMA OF BIO-DATA

1. Name and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. Date of retirement under Central :
Government Rules
4. Service and batch to which candidate belongs :
5. Present Pay Band and Grade Pay :
6. Date from which holding present Pay Band :
and Grade Pay
7. Whether Educational and other qualifications :
required for the post are satisfied. (If any
qualifications has been treated as equivalent to
the one prescribed in the Rules, state the
authority for the same).

Qualifications/ Experience required	Qualifications/Experience possessed by the officer
<p>Essential</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) with five years regular service in the grade in pay band-3 of Rs. 15600-39100 with grade pay of Rs. 7600(Pre-revised) [Pay Matrix Level-12 (Rs.78800-209200)] or equivalent in the parent cadre or Department; and</p> <p>(b) possessing twelve experience, out of which eight years shall be in the field of intelligence or investigation work and adjudication or prosecution work relating to fiscal or criminal laws or in finance or accounts or corporate affairs and four years shall be in administrative work.</p>	

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8. Please state clearly whether in the :
light of entries made by you above you
meet the requirements of the post

9. Details of Employment, chronological order. Enclose a separate sheet duly
authenticated by your signature, if the space below is insufficient.

(A) Experience in the field of intelligence or investigation or
adjudication/prosecution work relating to fiscal or criminal laws or in finance or accounts
or corporate affairs

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of of duties (in detail)
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(B) Experience in administrative work.

Office/ Institution	Nature of Post held	From	To	Scale of Pay and Basic Pay	of duties (in detail)
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10. Nature of present employment :
i.e. Ad-hoc or Temporary or
Quasi- Permanent or Permanent.

11. In case the present employment is :
held on deputation/contract basis,
please state-

(a) The date of initial appointment :

(b) Period of appointment on
deputation/contract

(c) Name & Address of the parent :
Office/ organization to which
you belong

12. Additional details about present :
Employment

Please state whether working under
(indicate the name of your employer
against the relevant column)

(a) Central Govt. :

(b) State Government :

(c) Autonomous Organisation :

(a) Government Undertaking :

(b) Universities :

(c) Others :

13(A) Presently working in parent cadre or on deputation or another ex-cadre post, if on deputation or another ex-cadre post, date from which on deputation or another ex-cadre post :

13(B) Please state whether you are working in Directorate of Enforcement and are in the feeder grade or feeder to feeder grade. :

14. Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale. :

15. Total emoluments per month now drawn. :

16. Additional information, if any, which you would like to mention in support of your suitability for the post. :

(This among other things may provide information with regard to

- (i) additional academic qualifications :
- (ii) professional training and :
- (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) :

(Note: Enclose a separate sheet, if the space is insufficient).

17. Remarks- The candidate may indicate Information with regard to (i) Research publications and Reports and special projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/Societies and (iv) any other information (Note: Enclose a separate sheet of the space is insufficient).

18. Name and address of cadre controlling Authority

I have carefully gone through the vacancy circular/advertisement and I am well

aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

	Signature of the candidate _____
	Address _____ _____
	Mobile/ Telephone No. _____
	e-mail _____
	Date _____
	(i) If yes, please give details _____
	(ii) Indicate whether any penalty is in operation as on date _____
	(iii) Whether officer is presently working in post of scale or in department or another ex-cadre post, if no department or another ex-cadre post date from which on date of resignation or other ex-cadre post and the remaining tenure of his cadre clearance _____
	(iv) Whether cadre clearance for the officer by the Competent Authority has been granted as required for the post _____
	(v) Whether BPR for the year ending 30/06 submitted within prescribed time _____

It is certified that the information/ entries furnished by the officer has been verified from the service records.

Signature _____

Name _____

Designation _____

(with stamp)

Part - B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1	Whether the officer meets eligibility requirement as on the closing date of application	
2.(a) (i)	Whether any vigilance case is pending or contemplated against the officer	
(ii)	If yes, please give details	
(b) (i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	
(c)	Whether officer is presently working in parent cadre or on deputation or another ex-cadre post, if on deputation or another ex-cadre post date from which on deputation or another ex-cadre post and the remaining tenure of his cadre clearance. Whether cadre clearance for the officer by the Competent Authority has been granted as required for the post.	
(d)	Whether IPR for the year ending 2019 submitted within prescribed time.	

It is certified that the information/ entries furnished by the officer has been verified from the service records.

Date:

Signature_____

Name:

Designation:
(with stamp)

Check list of documents to be attached

(Please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up-to-date C.R. dossier for the last five years up to 2020-21 onwards or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No. report certificate (NRC) for the period to be attached along with ACR/APARs of previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor penalty Statement during last 10 years	
7.	Cadre clearance from cadre Controlling/appointing Authority (if applicable)	

Signature of the forwarding authority
(With stamp)

A-35011/5/2022-Ad.ED

Government of India
Ministry of Finance
Department of Revenue
(Ad.ED Section)

<<>>

Room No. 269-B, north Block, New Delhi

Dated, the 22nd December, 2022.

Vacancy Circular

Subject:- Filling up of the post of Joint Director of Enforcement in the Enforcement Directorate, on deputation basis-regarding.

Applications are invited from eligible candidates for filling up seven (07) vacancies in the grade of Joint Director of Enforcement in Level-12 of Pay Matrix, on deputation basis in the Directorate of Enforcement. In addition to above vacancies, further vacancy which may occur in due course will also be covered by this circular.

I. In terms of the Recruitment Rules, the following categories of officers are eligible:

Officers of Central Government or State Government or Union Territory Administrations or Public Sector Undertakings or Universities or recognized research institutions or semi Government or autonomous bodies or statutory organisations:

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years' regular service in PB-3 of Rs.15600-39100 plus Grade Pay of Rs.6600 (pre-revised)/level 11 of the pay matrix or equivalent in the parent cadre/department; and
- (b) Possessing ten years' experience, out of which six years shall be in the field of intelligence or investigation work and adjudication or prosecution work relating to fiscal or criminal laws or in finance or accounts or corporate affairs and four years shall be in administrative work.

II. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Period of deputation (including short term contract) including period of deputation (including short term contract) 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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

रक्षा मंत्रालय (वित्त प्रभाग) / MoD (Fin)

समन्वय अनुभाग / DAD-Coord

प्राप्त डाक / RECEIVED DAK

दिनांक / Date : 5.1.23

जायरी सं. / Dy. No : 31

7 to 13 Jan
P/S-1-23
AEO (S-1)

2. Consequent to recommendations of Seventh Pay Commission, the pay scales in the Pay Bands have been replaced by pay matrix system. Therefore, for the purpose of interpretation relating to analogous posts, pre-revised pay scales of such posts shall be reckoned.

3. Joint Director of Enforcement is expected to be able to coordinate and oversee the intelligence and investigation matters relating to FERA, FEMA and PMLA. However, he/she may be assigned any other function by the Director of Enforcement like review, special investigation and technical work. Therefore, the officer is expected to have an in-depth knowledge of FERA, 1973 (since repealed), FEMA, 1999, PMLA, 2002 and other allied Acts and an aptitude for this type of work.

4. The pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M/No.6/8/2009-Est(Pay-11) dated 17 June, 2010 as amended from time to time. Officers working in Enforcement Directorate are entitled to Special Incentive Allowance @ 20% of basic Pay.

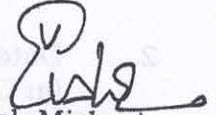
5. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the proforma annexed, to the Director, Directorate of Enforcement, Pravartan Bhawan, APJ, Abdul Kalam Road, New Delhi. The advertisement is also available on Department of Revenue's website <http://dor.gov.in>, and Enforcement Directorate's website www.enforcementdirectorate.gov.in.

6. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the application:

- (i) Bio-data.
- (ii) Complete and up-to-date APAR dossier for the last five years from 2015-16 onwards or attested photocopy thereof
- (iii) Vigilance Certificate/Clearance
- (iv) Integrity Certificate/Clearance
- (v) Cadre Clearance
- (vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

7. Applicants are requested to ensure that their applications should reach to Director, Directorate of Enforcement within 30 days from publication of this advertisement in the Employment News/Rozgar Samachar and their respective Cadre Controlling Authority. However, only applications received from Cadre Controlling Authorities duly complete in all the respect with all documentary formalities as mentioned in para 6 above, will only be considered for selection. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected. An officer appointed against a location can be transferred as per the Transfer Policy of Enforcement Directorate. Further, depending on requirement, the Department may select more or less number of officers from applications received from this vacancy circular.

8. A check list of documents to be attached with the application may also be sent (proforma enclosed).



(Vivek Mishra)

Under Secretary to the Govt. of India

To

1. All Ministries & Departments of Government of India with the request that this circular may be circulated in their Ministries/Departments and also among their attached/subordinate offices.
2. DGPs of all State Governments/UT Administration for wide circulation.
3. The Department of Personnel & Training (AIS Branch), North Block, New Delhi for publishing in the website.
4. All Chief Commissioners/Director General of Income Tax for wide circulation.
5. All Chief Commissioners./Director General of Customs & Central Excise for wide circulation.
6. Joint Secretary (Admn.), CBDT/Joint Secretary (Admn.), CBEC with the request that arrangements may be made to post this vacancy circular on the official website of CBDT/CBEC.
7. The Director, Enforcement Directorate, Pravartan Bhawan, APJ, Abdul Kalam Road, New Delhi for publication in the Employment News/Rozgar Samachar and publishing in the website of ED.
8. Director CBI, CGO Complex, New Delhi for wide circulation.
9. NIC to upload on DoR website.

Part-A

PROFORMA OF BIO-DATA

1. Name and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. Date of retirement under Central :
Government Rules
4. Service and batch to which candidate belongs :
5. Present Pay Band and Grade Pay :
6. Date from which holding present Pay Band :
and Grade Pay
7. Whether Educational and other qualifications :
required for the post are satisfied. (If any
qualifications has been treated as equivalent to
the one prescribed in the Rules, state the
authority for the same).

Qualifications/ Experience required	Qualifications/Experience possessed by the officer
<p>Essential</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) with five years regular service in the grade in pay band-3 of Rs. 15600-39100 with grade pay of Rs. 6600(Pre-revised) [Pay Matrix Level-11 (Rs.67700-208700)] or equivalent in the parent cadre or Department; and</p> <p>(b) possessing ten years experience, out of which six years shall be in the field of intelligence or investigation work and adjudication or prosecution work relating to fiscal or criminal laws or in finance or accounts or corporate affairs and four years shall be in administrative work.</p>	

8. Please state clearly whether in the light of entries made by you above you meet the requirements of the post :

9. Details of Employment, chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

(A) Experience in the field of intelligence or investigation or adjudication/prosecution work relating to fiscal or criminal laws or in finance or accounts or corporate affairs

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of of duties (in detail)
------------------------	--------------	------	----	----------------------------------	---------------------------------------

(B) Experience in administrative work.

Office/ Institution	Nature of Post held	From	To	Scale of Pay and Basic Pay	of duties (in detail)
------------------------	---------------------------	------	----	----------------------------------	--------------------------

10. Nature of present employment
i.e. Ad-hoc or Temporary or
Quasi- Permanent or Permanent.

11. In case the present employment is
held on deputation/contract basis,
please state-

- (a) The date of initial appointment :
- (b) Period of appointment on
deputation/contract :
- (c) Name & Address of the parent
Office/ organization to which
you belong :

12. Additional details about present
Employment :

Please state whether working under
(indicate the name of your employer
against the relevant column)

- (a) Central Govt. :
- (b) State Government :
- (c) Autonomous Organisation :
- (a) Government Undertaking :
- (b) Universities :
- (c) Others :

13(A) Presently working in parent cadre or on deputation or another ex-cadre post, if on deputation or another ex-cadre post, date from which on deputation or another ex-cadre post

13(B) Please state whether you are working in Directorate of Enforcement and are in the feeder grade or feeder to feeder grade.

14. Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale.

15. Total emoluments per month now drawn.

16. Additional information, if any, which you would like to mention in support of your suitability for the post.

(This among other things may provide information with regard to

- (i) additional academic qualifications
- (ii) professional training and
- (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).

17. Remarks- The candidate may indicate Information with regard to (i) Research publications and Reports and special projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/Societies and (iv) any other information (Note: Enclose a separate sheet of the space is insufficient).

18. Name and address of cadre controlling Authority

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address _____

Mobile/ Telephone No. _____

e-mail _____

Date _____

Part - B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1	Whether the officer meets eligibility requirement as on the closing date of application	
2.(a) (i)	Whether any vigilance case is pending or contemplated against the officer	
(ii)	If yes, please give details	
(b) (i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	
(c)	Whether officer is presently working in parent cadre or on deputation or another ex-cadre post, if on deputation or another ex-cadre post date from which on deputation or another ex-cadre post and the remaining tenure of his cadre clearance. Whether cadre clearance for the officer by the Competent Authority has been granted as required for the post.	
(d)	Whether IPR for the year ending 2019 submitted within prescribed time.	

It is certified that the information/ entries furnished by the officer has been verified from the service records.

Date:

Signature _____

Name:

Designation:
(with stamp)

Check list of documents to be attached

(Please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up-to-date C.R. dossier for the last five years up to 2020-21 onwards or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No. report certificate (NRC) for the period to be attached along with ACR/APARs of previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor penalty Statement during last 10 years	
7.	Cadre clearance from cadre Controlling/appointing Authority (if applicable)	

Signature of the forwarding authority
(With stamp)

F. No. A-11013/4/2022-AT.

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110001
Dated, the 20th December, 2022.

Vacancy Circular

Subject: - Selection for the posts of **Judicial Members** in Central Administrative Tribunal (CAT) – reg.

1. **Tribunal:** - The Central Administrative Tribunal has been established under the Administrative Tribunal Act 1985, to adjudicate cases related to service matters of the persons appointed under the Government of India. Principal Bench of CAT is situated at New Delhi and its other Benches are situated at 18 places in the country at Ahmedabad, Allahabad, Bangalore, Chandigarh, Madras, Cuttack, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Jodhpur, Calcutta, Lucknow, Mumbai, Patna, Jammu and Srinagar. A Member, upon selection, may be posted to any of these places.

2. **Vacancy:** - Applications are being invited for the following existing and anticipated vacancies of Judicial Members in CAT for the years 2022 and 2023:

Name of Post	Number of vacancies
Judicial Member	14*

*the vacancies are liable to vary due to various exigencies.

3. **Qualification:-** The qualifications, eligibility, salary and other terms and conditions of the appointment of a candidate will be governed by the provisions of the Tribunal (Conditions of Service) Rules, 2021.

As per Rule 3(5)(b) of the Tribunal (Conditions of service) Rules, 2021, a person shall not be qualified for appointment as Judicial Member, unless he,-

(i) is, or has been, a Judge of a High Court; or

(ii) has held the post of Additional Secretary to the Government of India or any equivalent or higher post in the Department of Legal Affairs or the Legislative Department including Member-Secretary, Law Commission of India; or

(iii) has, for a combined period of ten years, been a District Judge and Additional District Judge; or

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02/11/23
श्री आ लेखा ३० सहायक महासचिव (प्रशा.)
Sr. ACGDA (AN-I)
आरपी सं/Dr.No. ०९ दि/Date ०२.११.२३

[Handwritten signature]

[Handwritten initials]

[Handwritten signature]

(iv) has, for ten years, been an advocate with substantial experience in litigation in service matters in Central Administrative Tribunal, Armed Forces Tribunal, High Court or Supreme Court.

As per proviso under section 3(1) of the Tribunals Reforms Act, 2021, "a person who has not completed the age of 50 years as on the last date for submission of applications, shall not be eligible for appointment as a Member".

4. Procedure for selection: - The Search-cum-Selection Committee constituted under the Tribunal Reforms Act 2021 for recommending names for appointment to the said posts shall scrutinize the applications with respect to suitability of applicants for the posts by giving due weightage to qualification and experience of candidates and shall shortlist candidates for conducting personal interaction. The final selection will be done on the basis of overall evaluation of candidates done by the Committee based on the qualification, experience and personal interaction.

5. Selection for re-appointment: The Members of Central Administrative Tribunal shall be eligible for re-appointment in the same manner as that for the original appointment, preferably, alongwith all the persons shortlisted in response to the vacancy circular or otherwise. While making its assessment for suitability to a post, the Committee shall give additional weightage to the persons seeking re-appointment for their experience in the Tribunal and while doing so, shall take into account, the performance of the person while working as a Member in the Tribunal.

6. Application Procedure:- Applications of eligible and willing officers are requested through proper channel (wherever applicable) and should be accompanied with:-

- (i) Bio-data in the proforma at Annexure-I;
- (ii) Certificate to be furnished by the employer/ head of office/ forwarding authority as in Annexure-II;
- (iii) Clear photocopies of the up-to-date CR/APAR dossier of the officer containing CR/APARs of at least last five years duly attested by a Group A officer;
- (iv) Cadre clearance ;
- (v) Integrity certificate/clearance from vigilance and disciplinary angle as in Annexure-III;
- (vi) Statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years,

Duly filled-in (neatly typed) original applications in the prescribed format should reach the Secretary, Department of Personnel and Training, North Block, New Delhi-110001 latest by 05.30 P.M. on or before 12th January, 2023 (Thursday) (by hand or by speed post or registered post).

PL

7. No TA/DA will be admissible to the candidates to be called for interview/interaction. The candidates are required to make their own arrangements.

8. Advertisement and prescribed application form can be downloaded from the websites of DoPT/ CAT i.e. www.dopt.nic.in/ www.cgat.gov.in.

9. Any application received after due date or incomplete application or application without necessary Annexures as mentioned above will not be entertained. This Department will not be responsible for the postal delay/loss of application, for reasons whatsoever. It is therefore, in the interest of the applicants to ensure that their applications reach well within the closing date and time as stipulated.

10. The last date of receipt of the applications will be the crucial date for ascertaining the eligibility of the applicants.

11. This appointment process will be subject to outcome of pending matters in Hon'ble Supreme Court and Hon'ble High Courts.

Wide publicity may be given in all organizations and their field formations to facilitate early and optimum number of applications.



(Rishi Pal)

Under Secretary to the Govt. of India (AT)

Tel No. 011 2464 3352

To

1. Registrar/ Registrar General of all High Courts.
2. Registrar General, Supreme Court of India, New Delhi.
3. Secretary, Department of Legal Affairs, Shastri Bhawan, New Delhi.
4. Secretary, Department of Justice, Jaisalmer House New Delhi.
5. Secretary, Legislative Department, Shastri Bhawan, New Delhi.
6. Joint Registrar, Central Administrative Tribunal, Principal Bench, Copernicus Marg, New Delhi with a request to upload the vacancy circular on CAT's website.

Copy to: NIC with request to upload the vacancy circular on DoPT's website.

PROFORMA

APPLICATION FOR APPOINTMENT TO THE POST OF JUDICIAL MEMBER IN CAT

FRESH / RE-APPOINTMENT

(Appropriate option may be ticked ✓)

1. Name :
2. Date of Birth :
3. Category (SC/ST/OBC/UR) :
4. Designation/Profession :
5. Contact Details :

Space for
 photograph
 duly signed
 by candidate

	Residential		Official
	Present	Permanent	
Address:			
Mobile / Phone No.			
Email:			

6. Cadre/Service [Wherever applicable] :

6a. Date of appointment:

6b. Date of retirement:

7. Educational qualification (in reverse chronological order):

Sl. No.	Name of University/ Equivalent Institution	Degree	Year of passing	Division/ % of marks obtained	Academic Distinction	Subject/ Specialization

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8. Work Experience:

8a. For the experience as employee, Employment record in chronological order starting with present Employment, list in reverse:

Sl. No.	Name & address of employer (Govt./PSU/Ministry/Department/any other	Designation, Pay Level and Pay*	Period of Service		Nature of work/experience
			From	To	

*Also indicate Sl. No. in above, which is equivalent to Additional Secretary/District Judge/Additional District Judge/ (as applicable under the qualification) or above, along with a copy of self attested latest pay slip.

8b. For the experience as Professional record in chronological order starting with present Engagement, list in reverse:

Sl. No.	Details of Profession	Period of Service		Nature of work done*
		From	To	

*Such as Administration /Service matters /Judicial or Quasi-Judicial /Criminal /Civil /Taxation /Company Affairs/Environmental matters /Finance /Accountancy /Economics /Business /Commerce /Management /Public Affairs or any other as may be applicable. Engagement with Government, if any, may be indicated.

9. Date from which drawing the pay scale :
in the grade of Additional Secretary/
District Judge/Additional District Judge
to the Government of India
or any equivalent rank (wherever applicable).

10. Write up on adjudicating experience :
of the applicant (200 words)

[Wherever applicable]

11. Experience along with brief write up in handling :
cases before the relevant Courts/ Tribunals/

Details of Such cases
(Reported Cases/
Unreported Cases)

[if applicable]

12. Proof of Experience, including
Enrolment/Registration No. as an Advocate etc.
[For candidates other than Govt. or Judicial
officers]

13. Annual Income last five years along with copy of :
ITR [For candidates from Advocate stream]

14. Write up on 05, major achievement :
(200 words each)

15. Awards/honours/Publications, if any :

16. Affiliation with the professional bodies/
Institutions/societies/or any other body :
Including political party.

17. Additional information, if any, which :
you would like to mention in support
of the application for the post.

DECLARATION

1. I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.
2. I shall not withdraw my candidature after the meeting of the Selection Committee.
3. I shall not decline the appointment, if selected for appointment by the ACC.
4. I shall join within 30 days from the date of issue of order of appointment.
5. I am aware that in case I violate any of the conditions mentioned at Sl. No. 2 to 4, the Government of India is likely to debar me for a period of three years for consideration for appointment outside the cadre and in any Autonomous Body/Statutory Body/Regulatory Body.

Place :

Date:

Signature of the candidate

N.B: Please fill up all the points/columns of application. If any point/column is not relevant, the same may be mentioned. Incomplete application is liable to be rejected.

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/
FORWARDING AUTHORITY

1. Certified that the particular furnished by Shri/Smt/Kum-----
-----are correct and he/she possesses educational qualifications and experience
mentioned in Annexure-I.

2. It is also certified that there is no vigilance/ disciplinary case either pending or being
contemplated against him/her and vigilance clearance issued by CVO in the enclosed
Annexure (III).

3. His/his integrity is certified.

4. No major or minor penalty was imposed on Shri/Smt/Kum-----
-----during the last 10 years period.

5. The up-to-date attested Photostat copies of ACR/APAR of last five years (each
photostate copy of ACR/APAR should be attested) in respect of Shri/Smt/Kum-----
-----are enclosed herewith.

Seal & Signature of the Cadre Controlling Authority

/ Registrar of High Court/ Supreme Court

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PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING SOUGHT

(To be furnished and signed by the CVO or HOD)

- 1. Name of the Officer (in full) :
- 2. Father's name :
- 3. Date of Birth :
- 4. Date of Retirement :
- 5. Date of entry into service :
- 6. Service to which the officer belongs :
including batch /year/ cadre etc.,
wherever applicable

7. Positions held (During ten preceding years):

S.No.	Organisation (name in full)	Designation & Place of Posting	Administrative/ Nodal Ministry/ Department concerned (in case of officers of PSUs etc.)	From	To

8. Whether the officer has been placed on :
the agreed list or list of Officer of
Doubtful Integrity (if yes, details to be given)

9. Whether any allegation of misconduct :
Involving vigilance angle was examined
against the officer during the last 10
Years and if so with what result (*)

10. Whether any punishment was awards to :
the officer during the last 10 years and if
so, the date of imposition and details of
penalty (*)

11. Is any disciplinary/ criminal proceedings :
or charge sheet pending against the
officer as on date (if so, details to be
furnished including reference number, if
any of the Commission)

12. Is any action contemplated against the :
Officer as on date (if so, details to be
furnished (*))

(* If vigilance clearance had been obtained from the Commission in the past, the
information may be provided for the period thereafter.

Date:

(NAME AND SIGNATURE)

P-58262466
09/01/23

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SPEED POST

DIRECTORATE GENERAL, CRPF
BLOCK NO.1, CGO COMPLEX, LODHI ROAD, NEW DELHI – 110 003
(Ministry of Home Affairs)

No. D-1-6/2023-Pers-DA-I

Dated, the 6 January, 2023

To

The Controller General of Defence Accounts
Indian Defence & Accounts Service,
Ministry of Defence,
Ulan Batar Road, Palam,
Delhi Cantt. - 110010

H

Subject: - **Filling up of posts of Deputy Financial Advisor (Dy. FA) in CRPF on deputation basis – regarding.**


Sir,

It is intimated that 02 posts of Deputy Financial Advisor (Dy. FA) in PB-3 with Grade Pay of Rs. 7,600/ (pre-revised) (Level 12 in the Pay Matrix – revised) in CRPF are lying vacant. These posts are located @ one each at Zonal Hqs, Kolkata and Guwahati. As per Recruitment Rules, these posts are to be filled up by deputation of officers of the Central Government belonging to any of the Organized Accounts Services and holding analogous post on a regular basis, or with 5 years regular service in the Pay Matrix Level-11. The post of Dy. FA carries scale of pay in Level-12 (Rs.78,800-2,09,200) in Pay Matrix. The period of deputation is 04 years.

2. I am, therefore, directed to request you to sponsor the eligible and willing officers for the post of Dy. FA in CRPF on deputation basis and to forward their nominations (mentioning therein their choice for place of posting) along with their written willingness, service profile/ bio-data particulars, latest pay slip, vigilance & integrity certificate and CR dossiers of last 05 years, to this Directorate at the earliest, for further needful please.

Yours sincerely,

e-office
R&D Section
Receipt No.: 148546/2023/2023
Date: 12/01/23


(Anil Kumar)
DIG (Pers)

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13/01/23.

F.No.A-12026/25/2021-ES Cell-DOR

Government of India

Ministry of Finance

Department of Revenue

Room No.55, North Block, New Delhi

Dated: 29th December, 2022

OFFICE MEMORANDUM

Subject: - **Filling up of the posts of Deputy Director in the Financial Intelligence Unit, India (FIU-IND) under the Ministry of Finance, Department of Revenue at New Delhi, on deputation basis – regarding.**

The undersigned is directed to say that it has been decided to fill up 07 vacant posts of Deputy Director in the PB 3 (Rs.15600-39100) with Grade Pay of Rs.6600 in the Financial Intelligence Unit-India (FIU-IND), under the Ministry of Finance, Department of Revenue at New Delhi, on deputation basis.

2. FIU-IND has been set up by the Government of India vide Ministry of Finance, Department of Revenue's Office Memorandum dated 18th November, 2004 to coordinate and strengthen the collection and sharing of financial intelligence through an effective national, regional and global network to combat money laundering and related crimes. The FIU-IND is the central national agency responsible for receiving, processing, analyzing and disseminating information relating to suspect financial transactions. It receives prescribed information from various entities in the financial sector under the Prevention of Money Laundering Act 2002 (PMLA) and in appropriate cases, disseminates information to relevant enforcement/ intelligence agencies, and regulators of the financial sector.

3. The following categories of officers are eligible for applying to the post of Deputy Director:-

Officers under 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 3 (15600 – 39100) with Grade Pay of Rs. 5400 or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience:

रक्षा मंत्रालय (वित्त प्रभाग) / MoD (F.)
समन्वय अयुक्त / DAD-Coord
प्राप्त उद्योग / REC LIVED DAK
दिनांक / Date : 12-01-23
साथरी सि./Dy. No. : 65

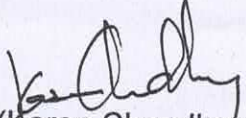
4/12/23
ASO(SM)

- i) A Bachelor's degree from a recognized university;
- ii) Five years' experience in the relevant fields, namely, 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 and prosecution or tax administration or regulatory mechanism or information technology.

[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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.]

4. The pay & allowances and other terms will be regulated in accordance with the instructions issued by Department of Personnel & Training from time to time.
5. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the proforma annexed so as to reach the Under Secretary (ES Cell), Department of Revenue, Ministry of Finance, Room No. 55, North Block, New Delhi-110001.
6. Incomplete applications or applications not received through proper channel may not be considered. **This is an open-ended vacancy circular. The complete applications received by 30th 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.**
7. The Cadre Controlling Authority may ensure that the applicant fulfils all the eligibility conditions specified above and also verify the particulars furnished by the applicants, before granting cadre clearance. Once cadre clearance is given, it will be presumed that the eligibility conditions are fulfilled and particulars are correct.
8. **The Cadre Controlling Authority while forwarding the application must enclose vigilance clearance in the proforma prescribed in the Annexure – I**

including whether disciplinary case is pending or contemplated against the officer, major minor penalty statement for the last 10 years, integrity certificate & available ACRs/APARs for the last five years. In case of photocopies of ACRs/APARs are being forwarded, each page of the same may please be attested.


(Karan Choudhary)

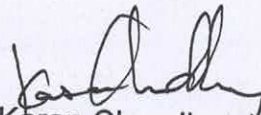
Under Secretary to the Govt. of India
Tele: 2309-5388

To

All Ministries & Departments of the Government of India.

Copy to :-

- 1) Chairman, CBDT
- 2) Chairman, CBIC – with a request to put this vacancy circular in the E-Pratiniyukti Portal of CBIC as well.
- 3) CAG, O/o The Comptroller & Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124 & FIU-IND with request to place the above vacancy circular on their respective websites.
- 4) Member (Finance), Digital Communications Commission, Department of Telecommunications.


(Karan Choudhary)

Under Secretary to the Govt. of India

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PROFORMA

APPLICATION FOR THE POST OF DEPUTY DIRECTOR IN THE FINANCIAL INTELLIGENCE UNIT- INDIA ON DEPUTATION BASIS

1.	Name	
2.	Post applied for	
3.	a) Present post held (whether regular, ad-hoc or on deputation basis).	
	b) if presently on deputation, please indicate designation of the post held in the parent office/ cadre and scale of pay of that post along with the present basic pay in that grade.	
4.	Present Pay Band and Grade Pay (also mention Basic Pay)	
5.	Date of getting the present scale on regular basis.	
6.	Date of Birth	
7.	Date of entry into service (including service & batch)	
8.	Date of retirement	
9.	Office address	

27/0

10.	Phone & FAX Number with STD code				
11.	E-mail address				
12.	Educational Qualifications				
13.	Position held since entry into service :				
	Designation & Place of posting	Scale of pay (pre-revised)	From	To	Whether post held on regular or ad-hoc basis.
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 applications and period are fulfilled.				
15.	Name and address, telephone number of concerned officer in the office of the Cadre Controlling Authority.				

Note: Column 14 & 15 must be filled.

Date:

Signature of the candidate

ANNEXURE - I

(Cadre clearance and Vigilance clearance)

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)(i)	Whether any vigilance case is pending or contemplated against the officer	
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	
(c)	Whether cadre clearance for the officer by the Competent Authority has been granted	Yes/No
(d)	Whether integrity of the officer is certified	Yes/No

It is certified that the information/entries furnished by the officer has been verified from the service records of the officer.

Date

Signature _____
 Name
 Designation
 (with stamp)

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F.No.A-12026/22/2021-ES Cell-DoR
Government of India
Ministry of Finance
Department of Revenue

Room No. 55, North Block, New Delhi-110001
Dated: 30th December, 2022

OFFICE MEMORANDUM

Subject: - Filling up the posts of Additional Director/Joint Director in the Financial Intelligence Unit, India (FIU-IND) under the Ministry of Finance, Department of Revenue at New Delhi, on deputation basis – regarding.

The undersigned is directed to say that it has been decided to fill up either one (& further) post of Additional Director in the level 13 in Pay Matrix (Rs.123100-215900) or Joint Director in the level 12 in Pay Matrix (Rs.78800-209200) in the Financial Intelligence Unit-India (FIU-IND), under the Ministry of Finance, Department of Revenue at New Delhi, on deputation basis. Unforeseen vacancies, if any, shall also be considered.

2. FIU-IND has been set up by the Government of India vide Ministry of Finance, Department of Revenue's Office Memorandum dated 18th November 2004 to coordinate and strengthen the collection and sharing of financial intelligence through an effective national, regional and global network to combat money laundering and related crimes. The FIU-IND is the central national agency responsible for receiving, processing, analyzing and disseminating information relating to suspect financial transactions. It receives prescribed information from various entities in the financial sector under the Prevention of Money Laundering Act 2002 (PMLA) and in appropriate cases, disseminates information to relevant enforcement/ intelligence agencies, and regulators of the financial sector.

3. **The following categories of officers are eligible for applying for the post of Additional Director:-**

Officers of All India Services or Central Services:

- (a) (i) holding analogous posts on regular basis in the parent cadre or organisation;
or
(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Posts in the level 12 in Pay Matrix(Rs.78800-209200) or equivalent in the parent cadre/ department; and
- (b) possessing the following educational qualifications and experience:
- (i) A Bachelor's degree from a recognised university;
- (ii) Twelve years' experience in relevant fields namely, 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 and prosecution or tax administration or regulatory mechanism or information technology.

4. The following categories of officers are eligible for applying for the post of Joint Director:-

Officers of All India Services or Central Services:

- (a) (i) holding analogous posts on regular basis in the parent cadre or organisation;
or
(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Posts in the level 11 in Pay Matrix (Rs.67700-208700) or equivalent in the parent cadre/ department; and

(b) possessing the following educational qualifications and experience:

- (i) A Bachelor's degree from a recognised university;
(ii) Ten years' experience in relevant fields namely, 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 and prosecution or tax administration or regulatory mechanism or information technology.

Note : There shall be flexibility to fill the posts either by Additional Director or Joint Director depending upon the eligibility of the applicants (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 to exceed five years/four years respectively in the case of Additional Director/Joint Director. The maximum age-limit for appointment by deputation shall be not exceeding 56 years' as on the closing date of the receipt of applications).


5. The pay & allowances and other terms will be regulated in accordance with the instructions issued by Department of Personnel & Training from time to time.

6. Willing and eligible officers should send their applications for the post in the enclosed format through the cadre controlling authority alongwith cadre/Vigilance clearance, addressed to the Under Secretary (ES Cell), Ministry of Finance, Department of Revenue, Room No. 55, North Block, New Delhi-110001. **This is an open ended circular. All completed application of eligible candidates shall be put up before the selection committee at the end of every month.**

7. The Cadre Controlling Authority may ensure that the applicant fulfils all the eligibility conditions specified above and also verify the particulars furnished by the applicants, before granting cadre clearance. Once cadre clearance is given, it will be presumed that the eligibility conditions are fulfilled and particulars are correct.

8. The Cadre Controlling Authority while forwarding the application must enclose vigilance clearance in the proforma prescribed in the Annexure – I including whether disciplinary case is pending or being contemplated against the officer, major/minor penalty statement for the last 10 years, integrity certificate & available ACRs/APARs for the last five years. In case of photocopies of ACRs/APARs are being forwarded, each page of it may please be attested by the Gazette Officer.

9. In no case, incomplete application without all clearances or advance copy of application shall be accepted after due date.


(Karan Choudhary)

Under Secretary to the Govt. of India
Tele: 2309-5388

To

All Ministries & Departments of the Government of India.

Copy to :-

- 1) Chairman, CBDT
- 2) Chairman, CBIC – with a request to put this vacancy circular in the E-Pratiniyukti Portal of CBIC as well.
- 3) CAG, O/o The Comptroller & Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124 & FIU-IND with request to place the above vacancy circular on their respective websites.
- 4) Member (Finance), Digital Communications Commission, Department of Telecommunications.


(Karan Choudhary)

Under Secretary to the Govt. of India

PROFORMA

APPLICATION FOR THE POST OF ADDITIONAL DIRECTOR/JOINT DIRECTOR IN THE
FINANCIAL INTELLIGENCE UNIT- INDIA ON DEPUTATION BASIS

1.	Name	
2.	Post applied for	
3.	a) Present post held (whether regular, ad-hoc or on deputation basis).	
	b) if presently on deputation, please indicate designation of the post held in the parent office/ cadre and scale of pay of that post along with the present basic pay in that grade.	
4.	Present Pay Band and Grade Pay (also mention Basic Pay)	
5.	Date of getting the present scale on regular basis.	
6.	Date of Birth	
7.	Date of entry into service (including service & batch)	
8.	Date of retirement	
9.	Office address	

10.	Phone & FAX Number with STD code				
11.	E-mail address				
12.	Educational Qualifications				
13.	Position held since entry into service :				
	Designation & Place of posting	Scale of pay (pre-revised)	From	To	Whether post held on regular or ad-hoc basis.
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 applications and period are fulfilled.				
15.	Name and address, telephone number of concerned officer in the office of the Cadre Controlling Authority.				

Note: Column 14 & 15 must be filled.

Date:

Signature of the candidate

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ANNEXURE - I

(Cadre clearance and Vigilance clearance)

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1	Whether the officer meets eligibility requirement as on the closing date of application	
2 (i)	Whether the officer has been placed on the Agreed List or List of Officers of Doubtful Integrity (If Yes the details to be given)	
2 (ii)	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result	
2 (iii)	Whether any punishment was awarded to the officer during last 10 years and if so the date of imposition and details of the penalty	
2 (iv)	Is any disciplinary /criminal proceedings or charge sheet pending against the officer as on date [If so details to be furnished including reference no., if any, of the Commission	
2 (v)	If any action contemplated against the officer as on date [If so details to be furnished]	
2 (vi)	Date of filing of latest IPR	
3	Whether cadre clearance for the officer by the Competent Authority has been granted	

It is certified that the information/entries furnished by the officer has been verified from the service records of the officer.

Date

Signature _____
Name
Designation
(with stamp)

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F.No.A-12026/22/2021-ES Cell-DoR
Government of India
Ministry of Finance
Department of Revenue

Room No. 55, North Block, New Delhi-110001
Dated: 30th December, 2022

OFFICE MEMORANDUM

Subject: - Filling up the posts of Additional Director/Joint Director in the Financial Intelligence Unit, India (FIU-IND) under the Ministry of Finance, Department of Revenue at New Delhi, on deputation basis – regarding.

The undersigned is directed to say that it has been decided to fill up either one (& further) post of Additional Director in the level 13 in Pay Matrix (Rs.123100-215900) or Joint Director in the level 12 in Pay Matrix (Rs.78800-209200) in the Financial Intelligence Unit-India (FIU-IND), under the Ministry of Finance, Department of Revenue at New Delhi, on deputation basis. Unforeseen vacancies, if any, shall also be considered.

2. FIU-IND has been set up by the Government of India vide Ministry of Finance, Department of Revenue's Office Memorandum dated 18th November 2004 to coordinate and strengthen the collection and sharing of financial intelligence through an effective national, regional and global network to combat money laundering and related crimes. The FIU-IND is the central national agency responsible for receiving, processing, analyzing and disseminating information relating to suspect financial transactions. It receives prescribed information from various entities in the financial sector under the Prevention of Money Laundering Act 2002 (PMLA) and in appropriate cases, disseminates information to relevant enforcement/ intelligence agencies, and regulators of the financial sector.

3. **The following categories of officers are eligible for applying for the post of Additional Director:-**

Officers of All India Services or Central Services:

- (a) (i) holding analogous posts on regular basis in the parent cadre or organisation;
or
(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Posts in the level 12 in Pay Matrix(Rs.78800-209200) or equivalent in the parent cadre/ department; and
- (b) possessing the following educational qualifications and experience:
- (i) A Bachelor's degree from a recognised university;
- (ii) Twelve years' experience in relevant fields namely, 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 and prosecution or tax administration or regulatory mechanism or information technology.

4. The following categories of officers are eligible for applying for the post of Joint Director:-

Officers of All India Services or Central Services:

- (a) (i) holding analogous posts on regular basis in the parent cadre or organisation;
or
(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Posts in the level 11 in Pay Matrix (Rs.67700-208700) or equivalent in the parent cadre/ department; and

(b) possessing the following educational qualifications and experience:

- (i) A Bachelor's degree from a recognised university;
(ii) Ten years' experience in relevant fields namely, 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 and prosecution or tax administration or regulatory mechanism or information technology.

Note : There shall be flexibility to fill the posts either by Additional Director or Joint Director depending upon the eligibility of the applicants (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 to exceed five years/four years respectively in the case of Additional Director/Joint Director. The maximum age-limit for appointment by deputation shall be not exceeding 56 years' as on the closing date of the receipt of applications).

5. The pay & allowances and other terms will be regulated in accordance with the instructions issued by Department of Personnel & Training from time to time.

6. Willing and eligible officers should send their applications for the post in the enclosed format through the cadre controlling authority alongwith cadre/Vigilance clearance, addressed to the Under Secretary (ES Cell), Ministry of Finance, Department of Revenue, Room No. 55, North Block, New Delhi-110001. **This is an open ended circular. All completed application of eligible candidates shall be put up before the selection committee at the end of every month.**

7. The Cadre Controlling Authority may ensure that the applicant fulfils all the eligibility conditions specified above and also verify the particulars furnished by the applicants, before granting cadre clearance. Once cadre clearance is given, it will be presumed that the eligibility conditions are fulfilled and particulars are correct.

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9. In no case, incomplete application without all clearances or advance copy of application shall be accepted after due date.


(Karan Choudhary)

Under Secretary to the Govt. of India
Tele: 2309-5388

To

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(Karan Choudhary)

Under Secretary to the Govt. of India

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PROFORMA

**APPLICATION FOR THE POST OF ADDITIONAL DIRECTOR/JOINT DIRECTOR IN THE
FINANCIAL INTELLIGENCE UNIT- INDIA ON DEPUTATION BASIS**

1.	Name	
2.	Post applied for	
3.	a) Present post held (whether regular, ad-hoc or on deputation basis).	
	b) if presently on deputation, please indicate designation of the post held in the parent office/ cadre and scale of pay of that post along with the present basic pay in that grade.	
4.	Present Pay Band and Grade Pay (also mention Basic Pay)	
5.	Date of getting the present scale on regular basis.	
6.	Date of Birth	
7.	Date of entry into service (including service & batch)	
8.	Date of retirement	
9.	Office address	

10.	Phone & FAX Number with STD code				
11.	E-mail address				
12.	Educational Qualifications				
13.	Position held since entry into service :				
	Designation & Place of posting	Scale of pay (pre-revised)	From	To	Whether post held on regular or ad-hoc basis.
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 applications and period are fulfilled.				
15.	Name and address, telephone number of concerned officer in the office of the Cadre Controlling Authority.				

Note: Column 14 & 15 must be filled.

Date:

Signature of the candidate

ANNEXURE - I**(Cadre clearance and Vigilance clearance)****FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY**

1	Whether the officer meets eligibility requirement as on the closing date of application	
2 (i)	Whether the officer has been placed on the Agreed List or List of Officers of Doubtful Integrity (If Yes the details to be given)	
2 (ii)	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result	
2 (iii)	Whether any punishment was awarded to the officer during last 10 years and if so the date of imposition and details of the penalty	
2 (iv)	Is any disciplinary /criminal proceedings or charge sheet pending against the officer as on date [If so details to be furnished including reference no., if any, of the Commission	
2 (v)	If any action contemplated against the officer as on date [If so details to be furnished]	
2 (vi)	Date of filing of latest IPR	
3	Whether cadre clearance for the officer by the Competent Authority has been granted	

It is certified that the information/entries furnished by the officer has been verified from the service records of the officer.

Date

Signature _____
Name
Designation
(with stamp)