

**CIRCULAR**

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

1. 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:-

<b>Sl. No.</b>	<b>Name of the post and Pay Scale</b>	<b>No. of posts to be filled up</b>	<b>Eligibility</b>
(a)	<b>Private Secretary</b> PB-2 (Rs.9300-34800) Grade Pay Rs.4600/-	01	<p>Officers of the Central Government :-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department; or  (ii) With three years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of Rs.5500-9000 or equivalent or six years combined service in pre-revised scale of Rs.5500-9000 and Rs. 5000-8000 or equivalent in the parent cadre or Department; and</p> <p>(b) possessing the following educational qualification and experience :</p> <p>(i) A Bachelor's degree from a recognized University or equivalent;  (ii) Possessing a speed @100 words per minute in stenography (English or Hindi);</p> <p>(c) <b>Desirable:</b> Two years experience of Working on Computer.</p>
(b)	<b>Personal Assistant</b> PB-2 (Rs.9300-34800) Grade Pay Rs.4200/-	08	<p>Officers of the Central Government :-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) with seven years regular service in the parent grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.4000-6000 (Pre-revised) or equivalent in the parent cadre or Department; and</p> <p>(b) possessing the following educational qualification and experience :</p> <p>(i) A Bachelor's degree from a recognized University or equivalent;  (ii) Possessing a speed @100 words per minute in stenography (English or Hindi);</p> <p>(c) <b>Desirable:</b> Working knowledge of Computer.</p>
(c)	<b>Assistant</b> PB-2 (Rs.9300-34800) Grade Pay Rs.4200	01	<p>Officers of the Central Government :-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department; or  (ii) With eight years' service in the parent grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4000 -100-6000 or equivalent in the parent Cadre or Department; and</p> <p>(b) Possessing the following educational qualifications and experience:</p> <p>(i) A Bachelor's degree from a recognized University or equivalent;  (ii) Having two years' experience in Administration and Accounts;  (iii) who have undergone training in Cash &amp; Accounts work in the Institute of Secretariat Training Management or equivalent and possessing three years' experience in cash, accounts and budget work;</p> <p>(c) <b>Desirable:</b> Working knowledge of Computer.</p>

(d)	<b>Data Entry Operator</b> PB-2 (Rs 9300-34800) Grade Pay Rs 4200/-	01	Officers under the Central Government:- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With three years service in the post in the scale of Rs 4500-125-7000 (Pre-revised) or equivalent in the parent cadre or department; or (iii) With six years regular service in post in the scale of Rs 4000-100-6000 (Pre-revised); and (b) Possessing bachelor's degree from a recognized University or equivalent and a speed of not less than 8000 Key Depressions per hour for Data Entry Work.
(e)	<b>Upper Division Clerk</b> PB-1, (Rs.5200-20200), Grade Pay Rs 2400/-	02	Officers of 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-(Rs5200-20200), Grade Pay of Rs.2000 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 Band-1(Rs5200-20200), Grade Pay of Rs.1900 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.
<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 annexed prescribed proforma to the **Deputy Director (Admn), Financial Intelligence Unit-India, Department. of Revenue, Ministry of Finance, 6<sup>th</sup> Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110 021** within 45 days from the date of issue of the advertisement in employment news.

3. Applications received incomplete, other than through proper channel, without the copies of ACRs/APARs, Vigilance Clearance & Integrity Certificate etc and after the due date will not be entertained. Further, application of only those candidates may be forwarded who can be relieved in the event of selection.

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

## **PROFORMA**

1. 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**