

F. No. 2-6/2014/FIU-IND (Admn)  
Government of India,  
Ministry of Finance,  
Department of Revenue,  
Financial Intelligence Unit-India

6<sup>th</sup> Floor, Hotel Samrat  
Kautilya Marg, Chanakyapuri  
New Delhi-110 021  
Dated : 29<sup>th</sup> April, 2015

### **OFFICE MEMORANDUM**

Applications are invited from the retired Government official for engagement as Consultants/PS/PA purely on short-term contract basis initial period of one year from the date of engagement or till these posts are filled up on regular basis, whichever is earlier as per the details given below:-

<b>Sl. No.</b>	<b>Name of the post</b>	<b>No of posts</b>	<b>Consolidated Monthly Remuneration</b>
(a)	Consultants (Deputy Director Level)	08	Rs 32,000/-
(b)	Consultants (Assistant Director Level)	01	Rs 30,000/-
(c)	Consultants (Section Officer Level)	02	Rs 23,000/-
(d)	Private Secretary	01	Rs 23,000/-
(e)	Personal Assistant	10	Rs 20,000/-

#### **2. Eligibility Conditions.**

- (a) The eligibility conditions for engagement of Consultants at the level of Deputy / Assistant Director are given in **Annexure-I** to the OM.
- (b) The eligibility conditions for engagement of Consultants at Section Officer level are given in **Annexure-II** to the OM.
- (c) The eligibility conditions for engagement of PS/PA on contract basis are given in **Annexure-III** to the OM.

#### **3. Terms and Conditions.** The terms and conditions for engagement of various posts are given in **Annexure-IV** to the OM.

4. **Method of Selection.** The shortlisted candidates will be interviewed by a Selection Committee constituted for this purpose, whose decision will be final and no correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidate. FIU-IND would undertake police verification of the selected candidates.

5. **Undertaking.** The successful candidates would be required to abide by the terms and conditions detailed in **Annexure-IV** (enclosed). They would also be required to give a Non-Disclosure Undertaking as per **Annexure-V** (enclosed) prior to their engagement.

6. Interested candidates may submit their application in the enclosed format as per Annexure-III in sealed cover super-scribed "**Selection for the post of Consultant/PS/PA in FIU-IND**", which should reach this office within 21 days from the date of publication of advertisement. Applications which are not made in the format as per **Annexure-VI** will be rejected.

(S.D. Sharma)  
**Deputy Director (Admn)**  
Phone: 26883291  
Fax: 26874459

To

All Ministry / Department of Government of India – They are requested to give wide publicity to this circular amongst all the retired Section Officers/Under Secretaries.

Copy to:-

NIC Cell, FIU-IND for uploading the Circular, Application Format, terms and conditions on the website of FIU-IND. Soft copy of the notice is also sent herewith.

**ELIGIBILITY CONDITIONS FOR CONSULTANTS (DEPUTY / ASSISTANT DIRECTOR LEVEL)**

**1. Eligibility Conditions.**

(a) **For Deputy Director level.** Officer(s) retired from Central Government from the posts in the pay scale of PB-3 with GP Rs.6600/- or with five years service in PB-3 with GP 5400/- or equivalent.

(b) **For Assistant Director level.** Officer(s) retired from Central Government from the posts in the pay scale of PB-3 with GP Rs.5400/- or with two years service in the pay scale of PB-2 with GP 4800/- or equivalent.

**2. Age Limit.** Retired Government officials in good health below 62 years of age as on last date of receipt of the application can apply.

**Note :** Age criteria can be relaxed by the Competent Authority in deserving cases. However, engagement beyond 65 years of age in any case will not be considered.

**3. Educational Qualifications and Other Qualifying Conditions.**

(a) A Bachelor's degree from a recognized university, and

(b) At least 5 years experience for the posts of Consultant at Deputy Director level and three years experience for the posts of Consultant at Assistant Director level in the field of Administration or Financial and Economic Administration or Law or Company Law or Economic Laws such as Money Laundering or Capital market or Auditing or Enforcement of Laws or Investigation & Prosecution or Tax Administration or Regulatory Mechanism or Information Technology.

**4. Essential Requirement for the Job.**

(a) Interaction with the Principal Officers of Reporting Agencies for submission of reports under PMLA.

(b) Processing and analysis of reports for dissemination to law enforcement and intelligence agencies.

(c) Maintaining relationship with and processing of references received from Law enforcement/intelligence agencies/foreign FIUs.

(d) Representing FIU-IND in various inter-ministerial meetings.

(e) Addressing the training needs of reporting entities and government agencies assigned to them.

(f) Preparation of reports and maintaining statistics/database.

(g) Any other duties assigned by Director/Addl Director.

**5. Desirable.**

(a) Good Academic Record.

(b) Strong Communication skills, both oral and written.

(c) Analytical and presentation skills with ability to generate a well written report.

(d) Experience in collection, compilation and analysis of statistical data, etc.

**ELIGIBILITY CONDITIONS FOR CONSULTANTS (SECTION OFFICER LEVEL)**

1. **Eligibility Conditions.**

- (a) Officer(s) retired from Central Government from the posts in the pay scale of PB-2 with GP Rs.4800/- or with three years service in PB-2 with GP 4600/- or five years service in PB-2 with GP 4200/-.
- (b) A Bachelor's degree from a recognized university.

2. **Age Limit.** Retired Government officials in good health below 62 years of age as on last date of receipt of the application can apply.

**Note :** Age criteria can be relaxed by the Competent Authority in deserving cases. However, engagement beyond 65 years of age in any case will not be considered.

3. **Desirable.**

- (a) Good Academic Record.
- (b) Strong Communication skills, both oral and written.
- (c) Conversant with Govt. Rules and regulations required to carry out administrative functions.

**ELIGIBILITY CONDITIONS FOR PS / PA ON CONTRACT BASIS**

**1. Eligibility Conditions.**

- (a) Retired as PS/PA from Central/State Ministry/Department/Organization.
- (b) A Bachelor's degree from a recognized university.
- (c) Should have working knowledge of computers.
- (d) Should have a shorthand speed of 100 wpm in English and a typing speed of 40 wpm in English on computer.

**2. Age Limit.** Retired Government officials in good health below 62 years of age as on last date of receipt of the application can apply.

**Note** : Age criteria can be relaxed by the Competent Authority in deserving cases. However, engagement beyond 65 years of age in any case will not be considered.

**TERMS AND CONDITIONS**

1. Retired Government Servants with requisite qualifications and experience as prescribed would be hired as Consultants.
2. The appointment of Consultants/PS/PA would be on full time basis and they would not be permitted to take up any other assignment during the period of Contract with FIU-IND.
3. Consultants/PS/PA would be required to sign a Non-Disclosure Undertaking as per **Annexure-V**.
4. The Consultants/PS/PA shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters which is of confidential / secret nature.
5. The Consultants/PS/PA shall be required to maintain discipline and absolute integrity in accordance with the rules as contained under the CCS(Conduct) Rules, 1964.
6. The appointment of Consultants/PS/PA is of a temporary (non official) nature and the appointment can be cancelled at any time without assigning any reason.
7. A retired Government official appointed as Consultant/PS/PA shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultants/PS/PA. His / her engagement shall not be considered as a case of re-employment.
8. The post is based in New Delhi. The Consultants/PS/PA shall not be entitled to any allowance such as Dearness allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.
9. Consultants/PS/PA shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, a Consultants/PS/PA shall not draw any remuneration in case of his / her absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
10. FIU-IND would be free to terminate the services in case of absence of a Consultants/PS/PA by more than 15 days beyond the entitled leave in a calendar year without compelling reasons.
11. No TA /DA shall be admissible for joining the assignment or on its completion.
12. Consultants/PS/PA will not be allowed foreign travel at Government expenses. However, he/ she shall be allowed TA/DA for their travel inside the country in connection with the official work as follows :-
  - (a) TA - Second AC by rail or Economy class by Air.
  - (b) DA - Admissible as per rule.
13. FIU-IND shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging / equipment or vehicles of the personnel.
14. The consultants/PA/PS shall not claim any benefit / compensation / absorption / regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
15. The personnel may be called on Saturday, Sunday and other gazette holidays, if required. He/she would, however, be eligible for compensatory leave.
16. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Government may deem fit.

**NON-DISCLOSURE UNDERTAKING**

To  
The Director,  
Financial Intelligence Unit-India (FIU-IND).  
Ministry of Finance, (Department of Revenue),  
6th Floor, Hotel Samrat.  
Kautilya Marg, Chanakyapuri,  
New Delhi - 110021

Sir,

I hereby undertake

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with FIU-IND which would otherwise conflict with my obligations towards FIU-IND.
- to abide by data security policy and related guidelines issued by FIU-IND.

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to FIU-IND any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep FIU-IND informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any information received by FIU-IND in terms of its mandate under Prevention of Money Laundering Act, 2002, from any of its source, whether received in physical or in electronic format. It shall also include references received from law enforcement/intelligence agencies including foreign FIUs with regard to investigations undertaken by them as well as information contained in various databases of FIU-IND.

Yours faithfully,

(Signature.....)  
Name:.....  
Dated:.....  
Address:.....  
Personal contact No .....

**PROFORMA APPLICATION FOR ENGAGEMENT AS CONSULTANTS/PS/PA IN**  
**FINANCIAL INTELLIGENCE UNIT- INDIA**

1.	Name			
2.	Post applied for			
3.	Fathers Name.			
4.	Date of Birth & Nationality			
5.	Date of entry into service (including service & batch)			
6.	Date of retirement			
7.	Office address at the time of retirement			
8.	Phone & FAX Number with STD code			
9.	E-mail address			
10.	Permanent Residential Address			
11.	Present Residential Address			
12.	Educational Qualifications			
13.	Position held since entry into service			
	Designation & Place of posting	Scale of pay	From	To
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 application and period are fulfilled.			
15.	Name, address, telephone numbers of all employer(s) during five years before retirement.			

Date :

(Signature of the Candidate)