

No.A-35011/14/2017-Ad.ED
Government of India
Ministry of Finance
Department of Revenue

New Delhi, the 14th November, 2017.

OFFICE MEMORANDUM

Subject :- Filling up of the post of Assistant Director (OL) in the Directorate of Enforcement, on deputation basis— regarding.

The undersigned is directed to say that it has been decided to fill up 2 posts of Assistant Director (OL) at Level-10 (Rs.56100-177500) in the pay matrix, on deputation basis in the Directorate of Enforcement for the locations at Delhi(Hqrs) and Chandigarh.

The following officers are eligible:-

Officers of the Central Government or State Government or Union territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations:

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with three years service rendered after appointment thereto on a regular basis in Level-7 (Rs.44900-142400) in the pay matrix; **and**
(b) possessing the following educational qualifications and experience:-

Essential:

- (i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or

Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of the examination at the degree level; or
Master's degree from a recognized University in any subject other than Hindi or English with Hindi medium and English as an elective or compulsory subject or as the medium of examination at the degree level; or

Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory elective or subject or as a medium of examination at the degree level; or

Master's degree from a recognized University in any subject other than Hindi or English with Hindi and English as a compulsory elective or subject or either of the two as a medium of examination and other as a compulsory or elective subject at the degree level;

- (ii) Three year's experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under Central Government or State Governments or

Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions; or

Three years' experience of teaching in Hindi and English or Research in Hindi or English under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions.

Desirable:

Studied one of the languages other than Hindi included in the eighth Schedule of the Constitution at 10th standard from a recognized Board.

Note 1: 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.

Note 2: Period of deputation (including short term contract) including the 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 three years.

Note 3: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

2. The pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M/No.6/8/2009-Estt(Pay-II) dated 17th June, 2010 as amended from time to time.

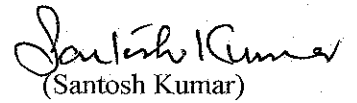
3. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the pro-forma annexed so as to reach the Joint Director(Admn), Directorate of Enforcement, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003. The advertisement for the post can be seen at the Department's website <http://dor.gov.in> and also available on the website of Directorate of Enforcement www.enforcementdirectorate.gov.in.

4. 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 applications:-

- (i) Bio-data.
- (ii) Complete and up-to-date C.R. dossier for the last five years or attested photocopy on each page 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.
- (vii) Immovable Property Return

5. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected. The candidates will not be allowed to withdraw their candidature subsequently on any ground. The candidate may indicate choice of place, however, he/she may be considered and appointed against any other place also. An officer appointed against a location can be transferred as per Transfer Policy of Enforcement Directorate. **This is an open vacancy circular. 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.**

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


(Santosh Kumar)

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 Autonomous Bodies/Statutory Organisations/Public Sector Undertakings.
2. All State Governments/UT Administration for wide circulation.
3. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi with the request that this circular may be given wide publicity.
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. The Director, Enforcement Directorate, Lok Nayak Bhawan, Khan Market, New Delhi for circulation and publishing in the website of ED.
7. 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 and Matrix Level :
6. Date from which holding Pay Band and Grade :
Pay in the pre-revised pay scale
7. Whether 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	Qualifications/Experience possessed by the officer
<p>Essential:</p> <p>(i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of the examination at the degree level; or</p> <p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi medium and English as an elective or compulsory subject or as the medium of examination at the degree level; or</p>	

Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory elective or subject or as a medium of examination at the degree level; or

Master's degree from a recognized University in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and other as a compulsory or elective subject at the degree level;

(ii) Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or educational Institutions; or

Three years' experience of teaching in Hindi and English or Research in Hindi or English under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions.

Desirable:

Studied one of the languages other than Hindi included in the eighth Schedule of the Constitution at 10th standard from a recognized Board.

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

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

Experience in the field- Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research Institutions; or

Three years' experience of teaching in Hindi and English or Research in Hindi or English under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions.

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature 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/UTs :

(c) Autonomous Organisation :

(d) Public Sector Undertakings :

(e) Universities :

(f) Recognised Research Institutions :

13. Please state whether you are working in Enforcement Directorate 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) 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 if the space is insufficient.)

18. Choice of posting : i
ii

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. I also understand that the choice of posting given by me is just for indicating my preferences, however, I may be posted at any other place also.

Signature of the candidate

Address _____

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	Yes/No
2.(a)(i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(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 is certified.	Yes/No
(e)	Whether IPR submitted within prescribed time	Yes/No

Date:

Signature _____

Name:

Designation:
(with stamp)

Check-list of documents to be attached

(please tick)

1.	Application in prescribed format(in triplicate) duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years 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 that period to be attached along with ACR/APARs of the previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling/appointing authority (if applicable)	
8.	Immovable Property Return	

Signature of the forwarding authority
(with stamp)