

F.No.A.12026/24/2021-ES Cell  
Government of India  
Ministry of Finance  
Department of Revenue  
\*\*\*\*\*

Room No.55, North Block,  
New Delhi – 11001  
Dated, the 16<sup>th</sup> February, 2022

**OFFICE MEMORANDUM**

Subject: Filling up of post of Administrative Officer (Group'A'), in the Adjudicating Authority under the Prevention of Money Laundering Act, 2002, New Delhi – Reg.

The undersigned is directed to say that in terms of section 6 of the Prevention of Money Laundering Act, 2002 (PMLA) the Central Government has established an Adjudicating Authority to exercise jurisdiction, powers and authority conferred by or under the said Act.

2. One vacancy of Administrative Officer in the Adjudicating Authority under the Prevention of Money Laundering Act, 2002, Department of Revenue, Ministry of Finance at New Delhi is decided to be filled up on deputation basis. The description of the posts and the eligibility criteria is given in the table below:

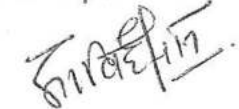
Sl, No.	Name of post	Pay Scale	Eligibility criteria
1.	Administrative Officer	<b>Level-11 (Rs. 67700-208700) in the pay matrix.</b>	<b>Deputation :</b> Officers under the Central Government,- (a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in the level -10 (Rs. 56100- 177500/-) in the pay matrix in the parent cadre or Department; or (iii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in the level-8 (Rs. 47600-151100/-) or equivalent in the pay matrix in the parent cadre or Department;; and (b) possessing the following educational qualifications and experience:- (i) Bachelor's degree or equivalent from recognized university; (ii) five years' experience of handling administration or accounts or budget works.  Note-1. Period of deputation Including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other

		<p>Organisation or Department of the Central Government shall ordinarily not to exceed four years.</p> <p>Note-2. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the recommendation of 6<sup>th</sup> Central Pay Commission has extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendation of the said Pay Commission except where there has been merger of grade with a common grade pay/pay scale and where their benefit will extend only for the post for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p>
--	--	--

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

4. The willing and eligible officers should send their applications for the post in the enclosed format (proforma-J) through the cadre controlling authority, addressed to the **Under Secretary, Economic Security Cell, Room No.55, North Block, New Delhi – 110001, within 60 days** from the date of publication of this circular in the Employment News. The vacancy circular and Proforma-J can also be downloaded from Department of Revenue's website [dor.gov.in/vacancies-circulars](http://dor.gov.in/vacancies-circulars).

5. The Cadre Controlling Authority, while forwarding the application must enclose vigilance clearance including whether disciplinary case is pending or being contemplated against the officer, Major/Minor Penalty statement for the last 10 years, Integrity Certificate & photocopies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs) for the last five years duly attested on each page by an officer not below the rank of Under Secretary to the Government of India. Cadre Controlling Authority may ensure that the applicant fulfills 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.

  
(Arvind Saran)  
Director (Hqrs.)

To

1. All Ministries/Departments of Government of India
2. Section Officer, Computer Cell, Department of Revenue, North Block, New Delhi with request to upload this vacancy circular on Department of Revenue web site.

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
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/ vacancy circular	Qualifications/ experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>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.</p>	

77

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

**\*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 organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity 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/ organisation			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>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</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>This among other things may provide information with regard to (i) additional academic qualifications (ii)</p>		

-25-

<p>Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b>  The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects  (ii) Awards/Scholarships/Official Appreciation  (iii) Affiliation with the professional bodies/institutions/societies and;  (iv) Patents registered in own name or achieved for the organization  (v) Any research/ innovative measure involving official recognition vi) any other information.  (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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 possesses 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 Or A 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)