Sub: Filling up the posts of Special Director, Additional Director & Joint Director of Enforcement in the Directorate of enforcement on deputation basis regarding.

Ref: Ministry of Finance, Department of Revenue’s letter No. A.35011/5/2018-Ad. ED dated 06.03.2018, 11.04.2018, 01.05.2018 & 20.11.2018

Please find enclosed Office Memorandum in connection with the subject matter. Willingness of eligible officers with good track record may be forwarded to this office latest by 05.12.2018 along with their complete details and proforma of bio-data as mentioned in Memorandums.

While forwarding the applications, it may be ensured that the officers have fulfilled the conditions of cooling-off period of 03 years in case he/she was on deputation recently. Applications received after due date or incomplete in any respect will not be considered.

No direct/advance application will be entertained.

(A.K. Agnihotri)
Director/RPF
Railway Board

Copy to:
DIG/MAC/RB with request to upload in RPF website please.
Office Memorandum

Subject: Filling up of the posts of Special Director, Additional Director and Joint Director of Enforcement in the Directorate of Enforcement on deputation basis-regarding.

The undersigned is directed to refer to the above subject and to say that Department of Revenue had invited applications for the posts of Special Director, Additional Director and Joint Director of Enforcement in the Directorate of Enforcement vide vacancy circulars dated 6.3.2018, 11.4.2018 and 1.5.2018. The competent authority has now decided to extend the last date of receipt of applications for the posts of Special Director, Additional Director and Joint Director of Enforcement in the Directorate of Enforcement on deputation basis up to 7.12.2018. The revised date for receipt of applications for each grade is given below-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Post</th>
<th>Date of vacancy circular</th>
<th>Revised date for Receipt of applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Joint Director</td>
<td>1.5.2018</td>
<td>7.12.2018</td>
</tr>
<tr>
<td>2</td>
<td>Additional Director</td>
<td>11.4.2018</td>
<td>7.12.2018</td>
</tr>
<tr>
<td>3</td>
<td>Special Director</td>
<td>6.3.2018</td>
<td>7.12.2018</td>
</tr>
</tbody>
</table>

2. This is in supersession of vacancy circulars dated 6.3.2018, 11.4.2018 and 1.5.2018. All other terms & conditions will remain unchanged. Those who have already applied against these posts need not apply again.

(Santosh Kumar)

Under Secretary to the Government of India
23095377

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/ordinate offices.
DGP's of all State Governments/UT Administration.
The Department of Personnel & Training(ALS Branch), North Block, New Delhi.
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 host this vacancy circular on the official website of CBDT/CBEC.
7. The Director, Enforcement Directorate, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi for circulation and publishing in the website of ED.
8. Director CBI, CGO Complex, New Delhi for wide circulation.
9. NIC to upload on Department’s website.
OFFICE MEMORANDUM

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

The undersigned is directed to say that it has been decided to fill up 8 posts of Joint Director of Enforcement in PB-3 of Rs.15600-39100 with Grade Pay of (Rs.7600 pre-revised), on deputation basis in the Enforcement Directorate. In addition, any vacancy that occurs till 31.3.2019, will also be covered by this circular. In terms of the Recruitment Rules, the following categories of officers are eligible:

I. 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) 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, 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.

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-Estt(Pay-II) dated 17th June, 2010 as amended from time to time. Besides the officers working in Enforcement Directorate are currently 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 so as to reach the Joint Director (Admin), Enforcement Directorate, 6th Floor, LokNayakBhawan, Khan Market, New Delhi within 30 days from publication of this advertisement in the Department of Revenue’s website http://dor.gov.in. The advertisement can also be seen at Enforcement Directorate’s website www.enforcementdirectorategov.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 applications:

(i) Bio-data.
(ii) Complete and up-to-date C.R. dossier for the last five years from 2012-13 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. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected. However, the applications forwarded by the Cadre Controlling Authorities after the due date which were received by the CCAs within the cutoff date will also be considered. The candidates will not be allowed to withdraw their candidature subsequently on any ground. 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).

(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 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 (Admin.), CBDT/Joint Secretary (Admin.), 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, LokNayak Bhawan, Khan Market, New Delhi with the request that arrangements may be made to host this vacancy circular on the official website of ED.
8. Director CBI, CGO Complex, New Delhi for wide circulation.
9. NIC to upload on DoR website.
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).

<table>
<thead>
<tr>
<th>Qualifications/Experience required</th>
<th>Qualifications/Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td></td>
</tr>
<tr>
<td>(A) (i) holding analogous post on regular basis in the parent cadre/department; or</td>
<td></td>
</tr>
<tr>
<td>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in the PB-3 of Rs.15600-39100 and Grade Pay of Rs.6600 (Pre-revised) or equivalent in the parent cadre/department; and</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
</tr>
</tbody>
</table>
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.

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

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of duties (in detail)</th>
</tr>
</thead>
</table>

(B) Experience in administrative work.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of duties (in detail)</th>
</tr>
</thead>
</table>

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
(d) Government Undertaking
(e) Universities
(f) Others

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. Name and address of the cadre controlling authority

19. Place of preference for posting

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

Telephone No.

e-mail

Date
FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Whether the officer meets eligibility requirement as on the closing date of application</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2.(a)(i)</td>
<td>Whether any vigilance case is pending or contemplated against the officer</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(ii)</td>
<td>If yes, please give details</td>
<td></td>
</tr>
<tr>
<td>(b)(i)</td>
<td>Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(ii)</td>
<td>If yes, please give details</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Indicate whether any penalty is in operation as on date.</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Whether cadre clearance for the officer by the Competent authority has been granted.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(d)</td>
<td>Whether IPR for the year ending 2017 submitted within prescribed time.</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

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)
Check-list of documents to be attached

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>(please tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Application in prescribed format</td>
<td></td>
</tr>
<tr>
<td>duly forwarded by the sponsoring authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Complete and up to date C.R. dossier for the last</td>
<td></td>
</tr>
<tr>
<td>five years from 2012-13 onwards or attested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>photocopy thereof</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>If ACR/APAR has not been written for a</td>
<td></td>
</tr>
<tr>
<td>particular year or a part (more than three months)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>of a year, a No Report Certificate(NRC) for that</td>
<td></td>
<td></td>
</tr>
<tr>
<td>period to be attached along with ACR/APARs of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the previous year(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Vigilance Clearance Certificate</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Integrity Certificate</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Major/Minor Penalty Statement</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Cadre clearance from cadre</td>
<td></td>
</tr>
<tr>
<td>controlling/appointing authority (if applicable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the forwarding authority
(with stamp)
OFFICE MEMORANDUM

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 the posts of Additional Director of Enforcement in PB-4 of Rs.37400-67000 with Grade Pay of Rs.8700 (Pre-revised) on deputation basis in the Enforcement Directorate against the vacancies at Chandigarh, Chennai and Kolkata and one anticipated vacancy at Delhi H.O. as per details given below:-

<table>
<thead>
<tr>
<th>St.No.</th>
<th>Date of Vacancy</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17.11.2018</td>
<td>Delhi HO</td>
</tr>
</tbody>
</table>

In addition to the above newly created posts at Chandigarh, Chennai and Kolkata, any vacancy that occurs till 31.3.2019, will also be covered by this circular.

I. In terms of the 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-revised) 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.
7. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected. However, the applications forwarded by the Cadre Controlling Authorities after the due date which were received by the CCAs within the cutoff date will also be considered. The candidates will not be allowed to withdraw their candidature subsequently on any ground. An officer appointed against a location can be transferred as per 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).

(Santosh Kumar)

Under Secretary to the Govt. of India

To

1. All Ministries & Departments of Government of India with 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 (Admin.), CBTD/Joint Secretary (Admin.), CBEC with the request that arrangements may be made to post this vacancy circular on the official website of CBTD/CBEC.
7. The Director, Enforcement Directorate, Lok Nayak Bhawan, Khan Market, New Delhi with the request that arrangements may be made to host this vacancy circular on the official website of ED.
8. Director CBI, CGO Complex, New Delhi for wide circulation.
9. NIC to upload on DoR website.
III. 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 organisation or Department of the Central Government shall ordinarily not to 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.

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 scales of such posts shall be reckoned.

3. 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. Besides, the officers working in Directorate of Enforcement are currently entitled for special incentive allowance @ 20% of basic plus Grade Pay plus DA.

4. 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.

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 Joint Director (Admin), Enforcement Directorate, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi within 30 days from publication of this advertisement in the Department of Revenue’s website http://cic.gov.in. The advertisement can also be seen at 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 applications:

(i) Bio-data.
(ii) Complete and up-to-date C.R. dossier for the last five years from 2012-13 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.
OFFICE MEMORANDUM

Subject: Filling up of the post of Special Director of Enforcement, on deputation basis—regarding.

Applications are invited from eligible candidates for the posts of Special Director of Enforcement in PB-4 of Rs.37400-67000 with Grade Pay of Rs.10000 (pre-revised) on deputation basis in the Enforcement Directorate against the vacancy at Chennai and two anticipated vacancies at Delhi and Kolkata as per the details given below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Date of Vacancy</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.3.2018</td>
<td>Chennai</td>
</tr>
<tr>
<td>2.</td>
<td>30.5.2018</td>
<td>Delhi</td>
</tr>
<tr>
<td>3.</td>
<td>2.12.2018</td>
<td>Kolkata</td>
</tr>
</tbody>
</table>

In addition to the above, any vacancy that occurs till 31.3.2019, will also be covered by this circular.

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

Officers of the Central Government or State Governments or Union Territory or Autonomous bodies or Public Sector Undertakings or Statutory bodies or Recognised Research Institutes or Universities or Semi Government Organisations:

(A) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) holding Selection Grade in PB-4, Rs.37400-67000 plus Grade Pay of Rs.8700 (pre-revised) of the Junior Administrative grade with three years’ regular service in the grade or above; and
(B) Possessing fifteen years’ experience in administrative work including at least ten years’ experience 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.

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.

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

Under Secretary to the Govt. of India

To

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8. Director CBI, CGO Complex, New Delhi for wide circulation.
**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 present PB and GP 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).

<table>
<thead>
<tr>
<th>Qualifications/Experience required</th>
<th>Qualifications/Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td></td>
</tr>
<tr>
<td>(A) (i) holding analogous post on regular basis in the parent cadre/department; or (ii) holding Selection Grade in PB-4, Rs.37400-67000 plus Grade Pay of Rs.8700 Of the Junior Administrative grade with three years’ regular service in the grade or above; and (B) Possessing fifteen years’ experience in administrative work including at least ten years’ experience 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.</td>
<td></td>
</tr>
</tbody>
</table>
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.

(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.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of duties (in detail)</th>
</tr>
</thead>
</table>

(B) Experience in administrative work.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of duties (in detail)</th>
</tr>
</thead>
</table>

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 : 

(Signature)
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 :
   (d) Government Undertaking :
   (e) Universities :
   (f) Others :

13. 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) 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. Name and address of the cadre controlling authority

I have carefully gone through the vacancy circular 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

Mobile/Telephone No.

e-mail

Date

## Part-B

**FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether the officer meets eligibility requirement as on the closing date of application</td>
<td></td>
</tr>
<tr>
<td>2.(a)(i)</td>
<td>Whether any vigilance case is pending or contemplated against the officer</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(ii)</td>
<td>If yes, please give details</td>
<td></td>
</tr>
<tr>
<td>(b)(i)</td>
<td>Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(ii)</td>
<td>If yes, please give details</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Indicate whether any penalty is in operation as on date.</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Whether cadre clearance for the officer by the Competent authority has been granted.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(d)</td>
<td>Whether IPR for the year ending 2017 submitted within prescribed time.</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

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)
Check-list of documents to be attached

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Application in prescribed format duly forwarded by the sponsoring authority</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>Complete and up to date C.R. dossier for the last five years from 2012-13 onwards or attested photocopy thereof</td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>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)</td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td>Vigilance Clearance Certificate</td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>Major/Minor Penalty Statement</td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>Cadre clearance from cadre controlling/appointing authority (if applicable)</td>
</tr>
</tbody>
</table>

(please tick)

Signature of the forwarding authority
(with stamp)