

F.No.A-35011/8/2020-Ad.ED

Government of India  
Ministry of Finance  
Department of Revenue  
(Ad.ED Section)



Room No. 269-B, North Block, New Delhi

Dated, the 23<sup>rd</sup> November, 2020.

OFFICE MEMORANDUM

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

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Applications are invited from eligible candidates for filling up five (05) vacancies in the grade of Additional Director of Enforcement in PB-4 of Rs.37400-67000 with Grade Pay of Rs.8700 (Pre-revised) [Pay Matrix Level-13 (Rs. 118500-214100)] on deputation basis in the Directorate of Enforcement. In addition to above vacancies, further vacancy which may occur in due course will also be covered by this circular.

I. In terms of 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) [Pay Matrix Level-12 (Rs.78800-209200)] 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.

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 scale 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. 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.

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 17<sup>th</sup> June, 2010 as amended from time to time. Officers working in Enforcement Directorate are 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, to the Joint Director (Admn), Enforcement Directorate, 6<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi. The advertisement is also available on Department of Revenue's website <http://dor.gov.in> and Enforcement Director's website [www.Enforcementdirectorate.gov.in](http://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 2015-16 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. Applicants are requested to ensure that their applications should reach to JD (Admn.), Enforcement Directorate within 45 days from publication of this advertisement in the Employment New/Rozgar Samachar and their respective Cadre Controlling Authority. However, only applications received from Cadre Controlling Authorities duly complete in all the respect with all documentary formalities as mentioned in para 6 above, will be considered for selection. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected. 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).



(Vivek Mishra)

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 circulations.
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 (Admn.), CBDT/Joint Secretary (Admn.), CBEC with the request that arrangements may be made to post this vacancy circular on the official website of CBDT/CBEC.
7. The Director, Directorate of Enforcement, 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 and in the Employment New/Rozgar Samachar.
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 Band and Grade Pay :
6. Date from which holding present Pay Band and  
Grade Pay :
7. 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	Qualifications/Experience possessed by the officer
<p>Essential</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(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) [Pay Matrix Level-12 (Rs.78800-209200)] or equivalent in the parent cadre or Department; and</p> <p>(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.</p>	

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. 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.

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Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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(B) Experience in administrative work.

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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 :
- (c) Autonomous Organisation :
- (a) Government Undertaking :
- (b) Universities :
- (c) Others :

13(A) Presently working in parent cadre or on deputation or another ex-cadre post, if on deputation or another ex-cadre post, date from which on deputation or another ex-cadre post :

13(B) 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) additional 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 cadre controlling authority

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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile/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	
2. (a)(i)	Whether any vigilance case is pending or contemplated Against the officer	
(ii)	If yes, please give details	
(b) (i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	
(ii)	If yes, please give details.	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether officer is presently working in parent cadre or on deputation or another ex-cadre post, if on deputation or another ex-cadre post date from which on deputation or another ex-cadre post and the remaining tenure of his cadre clearance.  Whether cadre clearance for the officer by the Competent authority has been granted as required for the post.	
(d)	Whether IPR for the year ending 2019 submitted within prescribed time.	

It is certified that the information/entries furnished by the officer has been verified from the service records.

Date:

Signature \_\_\_\_\_

Name:

Designation:  
(with stamp)



Check-list of documents to be attached

(please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years from 2015-16 onwards 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	

Signature of the forwarding authority  
(with stamp)