

A-35011/8/2021-Ad.ED
Government of India
Ministry of Finance
Department of Revenue
(Ad.ED Section)

Room No. 267B, North Block,
New Delhi, 7th January, 2022.

VACANCY CIRCULAR

Subject: Filling up of the post of Assistant Legal Adviser in Directorate of Enforcement on Deputation/Absorption basis.

Applications are invited to fill up 7 posts of Assistant Legal Advisers in Level-11 of Pay Matrix on deputation/absorption basis in Enforcement Directorate.

2. In terms of Ministry of Finance, Department of Revenue, Recruitment Rules issued vide Notification dated 10th October, 2019, the following categories of Officers under the Central Government or State Government of Union Territories or University of recognized research institutions or Public Sector Undertakings or Statutory or Autonomous Organisations are eligible:

(A)	
(i)	Holding analogous posts on regular basis in the parent cadre or department; or
(ii)	With five years' service in the grade rendered after appointment thereto on a regular basis in Level-10/Level-9 in the pay matrix or equivalent in the parent cadre/department; and
(B)	
Possessing the educational qualifications and experience as below:	
(i)	Degree in law from a recognized University or Institute; and
(ii)	Three years experience at bar dealing with criminal laws or fiscal laws.
OR	
(i)	Master's Degree in law from a recognized University or Institute; and
(ii)	One year experience at bar dealing with criminal laws or fiscal laws.

3. Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

4. The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes. If at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

5. Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed four years.

6. 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.

7. Duties of the post:

Assistant Legal Adviser shall process cases for filing prosecution against PMLA offenders; to advise zonal/sub-zonal offices of the Directorate on legal matters such as FERA, FEMA, PMLA when called upon to do so; to present cases on behalf of the Directorate before ATFE, Special Director (Appeals), Adjudicating Authority (constituted under PMLA) and Money Laundering Tribunal; to prepare para-wise comments and prepare affidavit/counter affidavit in consultation with Govt. counsel; to attend the matters relating to adjudication and review of Adjudication orders; to perform such functions as prescribed under PMLA Manual of the Directorate and any other duty assigned from time to time by the Director of Enforcement.

8. Other terms & conditions:

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

9. 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 **Director, Enforcement Directorate, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110003** within 30 days from publication of this advertisement in the Employment News/Rozgar Samachar. The advertisement is also available on Department of Revenue's website <http://dor.gov.in> and Enforcement Directorate's website www.enforcementdirectorate.gov.in . The Advance Copy of the duly filled Application sent to the above said address will also be considered.

10. 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.
- (vii) Specific date of receipt of Applications by Cadre Controlling Authority from the Applicant.

11. Applicants are requested to ensure that their applications should reach both the **Director, Enforcement Directorate, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110003** within 30 days from the publication of this advertisement in the Employment News/Rozgar Samachar and also to their respective Cadre Controlling Authority. Incomplete applications 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 against this vacancy circular.

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


(Vivek Mishra)

Under Secretary to the Government 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 Governements/UT Administration.
- 3) The Department of Personnel & Training (AIS 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.), CBIC with the request that arrangements may be made to post this vacancy circular on the official website of CBDT/CBIC.

- 7) The Director, Directorate of Enforcement, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi for publication in the Employment News/Rozgar Samachar and publishing in website of ED.
- 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 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
Essential	
(A) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Level-10/Level-9 in the pay matrix or equivalent in the parent cadre/department; and	
(B) Possessing the educational qualifications and experience as below: (i) Degree in law from a recognized University or Institute; and (ii) Three years experience at bar dealing with criminal laws or fiscal laws.	
OR	
(i) Master's Degree in law from a	

recognized University or Institute; and (ii) One year experience at bar dealing with criminal laws or fiscal laws.	
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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.

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.

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. 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.	Yes/No
2. (i)	Whether any vigilance case is pending or contemplated Against the officer.	Yes/No
(ii)	If yes, please give details.	
3. (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.	
4.	Indicate whether any penalty is in operation as on date.	
5.	Whether cadre clearance for the officer by the Competent authority has been granted.	Yes/No
6.	Whether Integrity Certificate issued.	Yes/No

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(in triplicate) 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)