



प्रवर्तन निदेशालय  
भारत सरकार  
छठा तल, लोक नायक भवन,  
खान मार्केट, नई दिल्ली-110 003  
**ENFORCEMENT DIRECTORATE**  
Government of India  
6th Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003  
Tel. : 24693577 Fax : 24631847

F.No. A-4/16/2021

Dated: 24.11.2021

**OFFICE MEMORANDUM**

**Subject:- Filling up of the post of Private Secretary in the Directorate of Enforcement on deputation basis — regarding.**

It has been decided to fill up the post of Private Secretary in Pay Matrix level-7 (Rs 44900-142400) on deputation basis in the Directorate of Enforcement.

2. a. In terms of the Recruitment Rules, following Stenographers of Central Government are eligible :-

- i. Holding analogous posts on regular basis in the parent cadre or department; or
- ii. With five years regular service in level-6 (Rs 35400-112400) in the pay matrix or equivalent.

b. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

c. Period of deputation including period of deputation 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.

d. The maximum age limit for appointment by deputation shall not be exceeding 56 years, as on closing date of receipt of applications.

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 17<sup>th</sup> June, 2010 as amended from time to time. Besides the official working in Directorate of Enforcement at the level of Private Secretary are currently entitled for Special Incentive Allowance @ 20 % of Basic Pay.

4. The Cadre Controlling Authorities are requested that applications of eligible and willing Stenographer/Private Secretary may be forwarded in the proforma annexed so as to reach the Joint Director (Admn.), Directorate of Enforcement, 6<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market New Delhi 110003 within 30 days from date of issue of this Office Memorandum (this Office Memorandum has also been uploaded on the official website of this Directorate i.e. [www.enforcementdirectorate.gov.in](http://www.enforcementdirectorate.gov.in) on the date of issue).

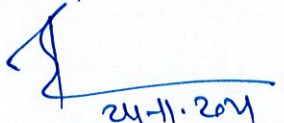
  
24-11-2021

5. 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 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.

6. 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 candidate will not be allowed to withdraw their candidature subsequently on any ground.

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

  
24-11-2024  
(Rohit Dwivedi)  
Joint Director (Estt.)

To

1. All Ministries/ Departments of Government of India.
2. Member (P&V) CB[C, North Block, New Delhi.
3. Member (P&V) CBDT, North Block, New Delhi.
4. Director, IB, MHA, North Block, New Delhi.
5. Director, CBI, North Block, New Delhi.
6. DG, CRPF, CGO Complex, New Delhi.
7. DG, BSF, CGO Complex, New Delhi.
8. DG, CISF, CGO, Complex, New Delhi.
9. DG, Railway Protection Force, Rail Bhawan, New Delhi — I
10. DG, SSB, East Bloc —V, R. K. Puram, New Delhi.
11. Cabinet Secretariat.
12. DG, DRI, IP Estate, New Delhi.

13. All Commissioner, Customs & Central Excise.
14. Director National Crime Records Bureau, East Block — 7, R. K. Puram, New Delhi.
15. Narcotics Commissioner, Central Bureau of Narcotics, 19, the Mall, Morar, Gwalior.
16. Hindi Section for Hindi Version of this Office Memorandum.
17. Computer Section, Head Quarters, for putting the circular on website of this Directorate.

**PROFORMA**

**APPLICATION FOR THE POST OF PRIVATE SECRETARY IN THE ENFORCEMENT  
DIRECTORATE**

1. Name (in block letters) :
2. Date of birth :
3. Date of retirement :
4. Age as on the closing date of receipt of application :
5. Educational Qualification :
6. Present post held and the date from which held :
7. Present pay level and present basic pay :
8. Details of Service :

Name of the office	Post held	Scale of Pay	Period		Nature of duties in details
			From	To	

9. Name, address and telephone number of concerned officer in the office of the Cadre Controlling Authority :

**Declaration:-**

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 at the time of selection for the post.

Signature of the candidate

Date:- \_\_\_\_\_

Address \_\_\_\_\_

Certified to be furnished by the Head of Department/ Office

Certified that the information furnished by the candidate has been verified from the office/ service records and found correct.

Signature

Date:

Place:

**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 Certificate issued	Yes/No

Date: Signature \_\_\_\_\_

Name:

Designation:  
(With stamp)

**Check list of documents to be attached**

**(Please tick)**

1.	Application prescribed format 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 the period to be attached along with ACR/APARs of previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor penalty Statement during last 10 years	
7.	Cadre clearance from cadre Controlling/appointing Authority (if applicable)	

Date:

Signature of the forwarding authority  
(With stamp)