



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-4/02/2022

Dated: 10.01.2022

**OFFICE MEMORANDUM**

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

It has been decided to fill up the post of Assistant in Pay Matrix level-6 (Rs 35400-112400) on deputation basis in the Directorate of Enforcement at Delhi, Mumbai, Chennai, Kolkata, Patna, Ranchi, Lucknow, Chandigarh, Gurugram, Jaipur, Jalandhar, Srinagar, Bangalore, Cochin, Hyderabad, Guwahati, Bhubaneshwar, Ahmedabad, Panaji, Raipur and Bhopal.

2. In terms of the Recruitment Rules, following categories of Officials are eligible:-

Officers of Central Government or State Government or Union Territories:-

(a) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with six years service in the grade rendered after appointment thereto on regular basis in level-5 in the pay matrix (Rs.29200-92300) or equivalent in the parent cadre or department; and

(b) possessing bachelor's degree from a recognised University or institution with two years experience in administration and establishment work.

Note 1 : 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.

Note 2 : The 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.

Note 3 : The maximum age-limit for appointment by deputation (including short term contract) shall not exceed 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 Assistant are currently entitled for Special Incentive Allowance @ 20 % of Basic Pay.

10.01.2022

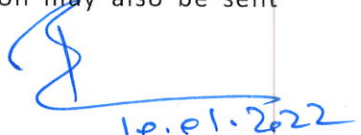
4. The Cadre Controlling Authorities are requested that applications of eligible and willing official may be forwarded in the proforma annexed so as to reach the Joint Director (Admn.), Directorate of Enforcement, 6<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market New Delhi 110003. The advertisement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

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 as per proforma attached
- (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 may not be considered. This is an open vacancy circular. The complete applications received by 30<sup>th</sup> of every month shall be considered for selection in the subsequent month for available vacancies. This process will continue till all the vacancies are filled up.

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

  
10.01.2022  
(Rohit Dwivedi)  
Joint Director (Admn.)

**Copy to:-**

1. The Chief Secretary, Andhra Pradesh (Hyderabad) /Arunachal Pradesh(Itanagar) /Assam (Guwahati) /Bihar (Patna) /Chhattisgarh (Raipur)/ Chandigarh/Goa (Panaji)/Gujarat (Ahmedabad) /Haryana (Chandigarh) /Himachal Pradesh (Shimla) /Jammu & Kashmir (Srinagar) /Jharkhand (Ranchi) / Karnataka (Bangalore) /Kerala (Thiurvanathapuram) /Madhya Pradesh (Bhopal) /Maharashtra (Mumbai) /Manipur (Imphal) /Meghalaya (Shillong) /Mizoram (Aizawl) / Nagaland (Kohima) /Orissa (Bhubaneswar) /Punjab (Chandigarh) /Rajasthan (Jaipur) /Sikkim (Gangtok) /Tamilnadu (Chennai) /Tripura (Agartala) /Uttar Pradesh (Lucknow) / Uttarakhand (Dehradun) / West Bengal (Kolkata)/ Delhi.
2. The Director General of Police, State Police Hqrs. Maharashtra(Mumbai) / West Bengal(Kolkata) /Tamilnadu (Chennai) /Kerala(Trivandrum) /Andhra Pradesh(Hyderabad) /Karnataka(Bangalore) /Uttar Pradesh(Lucknow) /Rajasthan(Jaipur) /Gujarat(Ahmedabad) /Madhya Pradesh (Bhopal) /Jammu & Kashmir(Srinagar) /Assam (Guwahati)

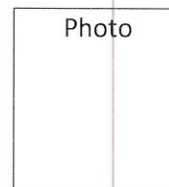
/Orissa(Bhubaneshwar) / Chhatisgarh (Raipur) / Haryana (Chandigarh) / Punjab (Chandigarh) /Himachal Pradesh (Shimla) / Uttarakhand (Dehradun) / Jharkhand (Ranchi) /Bihar(Patna) / Nagaland (Kohima) /Meghalaya(Shillong) /Manipur(Imphal) /Tripura(Agartala) /Mizoram(Aizawl)/ Sikkim(Gangtok)/ Arunachal Pradesh (Itanagar).

3. The Commissioner of Police, New Delhi/Kolkata/Mumbai/Chennai.
4. The Joint Secretary (Admn.), Ministry of Home Affairs, North Block, New Delhi. (For circulation in State Police Organizations/Union Territories Police Organizations).
5. The Joint Secretary (Admn), Central Board of Direct Taxes, North Block, New Delhi. (For circulation in the field offices of the C.B.D.T.)
6. The Joint Secretary(Admn), Central Board of Indirect Taxes & Customs, North Block, New Delhi (For circulation in the field offices of the C.B.I.C.).
7. The Director General, NIC, A-Block, CGO Complex, Lodhi Road, New Delhi.
8. The Special Director, Directorate of Enforcement, CR/NR/WR/SR/ER.
9. All Zonal / Sub Zonal Offices of Directorate of Enforcement.
10. Hindi Section for Hindi Version.
11. Computer Section, Head Quarters for uploading the circular on website of the Directorate.

**PROFORMA**

**APPLICATION FOR THE POST OF ASSISTANT IN THE DIRECTORATE OF ENFORCEMENT**

1. NAME (IN BLOCK LETTERS) :
2. DATE OF BIRTH :
3. DATE OF RETIREMENT UNDER  
CENTRAL / STATE GOVERNMENT RULES :
4. POST HELD AT PRESENT IN THE PARENT  
DEPARTMENT AND PAY OF POST :
5. PRESENT PAY IN PAY MATRIX LEVEL :
6. WHETHER THE PRESENT GRADE IS GRANTED  
BY WAY OF MACP OR REGULAR PROMOTION :
7. DATE OF REGULAR APPOINTMENT TO :  
THE PRESENT POST
8. IN CASE THE PRESENT EMPLOYMENTS 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
9. 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 Govt. :  
(c) Autonomous Organization :  
(d) Government Undertaking :  
(e) Universities :  
(f) Others :
10. EDUCATIONAL QUALIFICATION :
11. CHOICE OF STATIONS FOR POSTING :  
(Minimum three choices)



12. COMPLETE ADDRESS OF CADRE  
CONTROLLING AUTHORITY :

13. WHETHER SC/ST/OBC :

14. HOME STATE :

15. ANY OTHER RELEVANT INFORMATION:

16. INFORMATION RELATING TO SERVICE PARTICULARS (IN REVERSE CHRONOLOGICAL  
ORDER SINCE JOINING SERVICE)

S.NO.	POST HELD & PAY	FROM	TO	BRIEF DESCRIPTION OF DUTIES AND NATURE OF WORK

17. EXPERIENCE IN ADMINISTRATION AND ESTABLISHMENT :

DATED:

SIGNATURE OF THE APPLICANT

**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)