

28/11/23
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F.No. A-35011/8/2021-Ad.ED
Government of India
Ministry of Finance
Department of Revenue
(Ad.ED Section)

FTS No. 11749/DE
 27 DEC 2023

North Block, New Delhi
 22nd December, 2023.

Vacancy Circular

Subject:- Filling up of the posts of Assistant Legal Adviser of Enforcement in the Directorate of Enforcement on deputation/absorption basis.

Applications are invited from eligible candidates for filling up the vacant posts of Assistant Legal Adviser of Enforcement on deputation/absorption basis in Level 11 (Rs. 67,700-2,08,700) of Pay Matrix, in the Directorate of Enforcement.

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

(A)	
(i)	holding analogous post 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 pay matrix level-10/Level-9 or equivalent in the parent cadre/department;
(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	
(iii)	Master's Degree in law from a recognized University or Institute: and
(iv)	One year experience at bar dealing with criminal laws or fiscal laws.

3. 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/department shall ordinarily not exceed four years.

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4. The maximum age limit for appointment by deputation (Including Short-Term Contract) shall not be exceeding 56 years, as on the closing date of the month in which application has been received.

5. Only officers of Central Government/State Government/Union Territories shall be eligible to be considered for appointment on absorption basis.

6. 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.

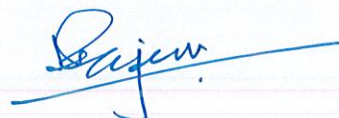
7. Other terms & conditions:

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/revised from time to time. Besides the officers working in Directorate of Enforcement at the level of Deputy Director are currently entitled for Special Incentive Allowance @ **20% of Basic Pay**.

8. The Cadre Controlling Authorities are requested that the applications of eligible and willing officers may be forwarded in the proforma annexed so as to reach the **Director, Directorate of Enforcement, Block - A, Pravartan Bhawan, Dr. APJ Abdul Kalam Road, New Delhi-110011**. The advertisement can also be seen at the Department's website <http://dor.gov.in> and also on the website of Directorate of Enforcement Vacancies | Directorate of Enforcement (enforcementdirectorate.gov.in)

9. 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 along with contact no. & e-mail address.
- ii. Complete and up-to-date C.R. dossier for the last available five years and certified 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.

10. Incomplete applications or applications not received through proper channel will not be considered. The candidates will not be allowed to withdraw their candidature subsequently on any ground. This is an open vacancy circular. The complete applications received by last day 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.

11. An officer appointed against a location can be transferred as per the Transfer Policy of Directorate of Enforcement.

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



(Rajeev Lochan)

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 among their attached/subordinate offices.
2. The Department of Personnel & Training (AIS Branch), North Block, New Delhi.
3. The Ministry of Home Affairs (Police – I Branch), North Block, New Delhi.
4. DGPs of all State Governments/ UT Administration.
5. All Chief Commissioners/ Director General of Income Tax.
6. All Chief Commissioners/ Director General of Customs & Central Excise.
7. The Joint Secretary (Admn.), CBDT/ Joint Secretary (Admn.), CBIC with request that arrangements may be made to host this vacancy circular on the official website of CBDT/CBIC.
8. The Director, Directorate of Enforcement, Pravartan Bhawan, Dr. APJ Abdul Kalam Road, New Delhi – 110011 for publication in the Employment News / Rozgar Samachar and publishing in website of ED.
9. Director CBI, CGO Complex, New Delhi for wide circulation.
10. NIC to upload on DoR website.

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: _____

Proforma for APAR Gradings

Sr. No.	Name of the Officer	Service & Batch	APAR Period	Reporting Officer			Reviewing Officer			Integrity	Remarks
				Grading of Reporting Officer	Comments of Reporting Officer	Pen Picture	Grading of Reviewing Officer / over all grading	Whether Grading changed (Y/N) If yes, Comments	Pen Picture		

The following points to be complied with:-

- a. If there is no APAR for the last five years (in view of NRC/NIC), then APAR for last five available years to be provided.
- b. Copies of APARs certified by the Cadre Controlling Authority also need to be forwarded alongwith the application.
- c. Exact date / period of APAR in the format, from DD-MM-YYYY to DD-MM-YYYY, to be mentioned in APAR Period column.
- d. It is also to be ensured that there should be no gap in the APAR Period and if there is a gap, reasons for the same to be mentioned in the Remarks column.

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 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)