



प्रवर्तन निदेशालय  
भारत सरकार  
कमरा संख्या - १११, 'ए' ब्लॉक, प्रवर्तन भवन,  
डॉ. ए. पी. जे. अब्दुल कलाम रोड, नई दिल्ली - ११००११

**DIRECTORATE OF ENFORCEMENT  
GOVERNMENT OF INDIA**  
Room No. 111, 'A' Block, Pravartan Bhawan,  
Dr. A. P. J. Abdul Kalam Road, New Delhi – 110011  
Contact : 011-23339138 , [jdestv-ed@gov.in](mailto:jdestv-ed@gov.in)  
Date : 02.01.2024

F.No. A-4/7/2023

**Vacancy Circular**

**Sub :- Filling up the posts of Senior Private Secretary in the Directorate of Enforcement on deputation basis-reg.**

Applications are invited from eligible candidates for filling up the vacant posts of Senior Private Secretary on deputation basis in Level 8 (Rs.47,600-1,51,100) of Pay Matrix, in the Directorate of Enforcement. The offices of the Directorate of Enforcement can be seen on the website of this Directorate at <https://enforcementdirectorate.gov.in>. The recommended candidate(s) can be posted/transferred anywhere in India in the offices of this Directorate, considering the administrative requirements.

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

Stenographer under the Central Government:-

- (i) holding analogous post on regular basis in the parent cadre or department;  
**or**  
(ii) With two years regular service in the Level-7 in the pay matrix or equivalent in the parent cadre or department

**Note 1 :** 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. 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 organisation/department of the Central Government shall ordinarily not to exceed three years.

**Note 3 :** The maximum age limit for appointment by deputation shall not be exceeding 56 years, as on the closing date of the month in which application has been received.

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/revised from time to time. Besides, the officers working in Directorate of Enforcement at level of Senior 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 officials may be forwarded in the proforma annexed so as to reach the **Additional/Joint Director (Estt.), Directorate of Enforcement, Block - A, Pravartan Bhawan, Dr. A.P.J. Abdul Kalam Road, New Delhi-110011**. The advertisement can also be seen on the website of Directorate of Enforcement [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 official concerned**. Duly filled application containing Part-A, Part-B & Annexure-1 along with the following documents should be sent to this office :-

- (i) Bio data included his/her contact no. & e-mail address
- (ii) Complete and up-to-date C.R. dossier for the last available five years and certified photocopies thereof
- (iii) Cadre Clearance
- (iv) Vigilance Certificate/Clearance
- (v) Integrity Certificate/Clearance
- (vi) A statement of major/minor penalties, if any, imposed upon the official during the last 10 years

6. 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.

*Amit*  
02/01/2024

(Amit Dua)

**Additional Director (Estt.)**

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. DGs of Assam Rifles/BSF/CISF/CRPF/ITBP/NSG/SSB.
3. All Chief Commissioners/ Director General of Income Tax.
4. All Chief Commissioners/ Director General of Customs & Central Excise.
5. 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.
6. The Director, Directorate of Enforcement, Pravartan Bhawan, Dr. A.P.J. Abdul Kalam Road, New Delhi.
7. The Director, CBI, CGO Complex, New Delhi.
8. Computer Section, Head Quarters for putting the circular on website of the Directorate and removing the earlier Vacancy Circular dated 12.12.2018, for filling up the post of Senior Private Secretary on deputation basis.
9. Any other office covered under the Recruitment Rules.



PROFORMA

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

Passport size photo
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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. Service and Batch :
7. Present post held and the date from which held :
8. Whether the present Grade is granted By way of MACP or Regular Promotion (Attach copy of regular promotion order in the present Grade) :
9. Pay Band & Grade Pay and present basic pay :
10. Details of service :

Name of the Post	Whether post held on regular basis or on adhoc  <b>(Attach copy of order of promotion in the Grade / Confirmation in the Grade)</b>	Scale of pay with Grade Pay	Nature of duties performed



11. Details of the Good / Outstanding work carried out by you in last five years, if any :
12. Details of Appreciation/Awards received in last 5 years, if any :
13. APAR Gradings (**strictly as per Proforma attached as Annexure-1**) :
14. Name and designation of the Cadre Controlling Authority :
15. Name, address and telephone number of concerned officer in the office of the Cadre Controlling Authority :
16. Mobile No., E-mail id and Official Land Line No. of the applicant :
17. Home State :
18. Choice of Stations for Posting (Five stations) :

**Declaration:-**

I have carefully gone through the vacancy circular/advertisement and I hereby declare that the details submitted are true and correct to the best of my knowledge, belief and information.

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

Signature of the candidate

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

Countersigned

(Employer with Seal)

**Note : All fields in the Application Proforma/APAR Proforma/Checklist are mandatory to be filled. Incomplete application will not be considered and will be rejected without any intimation.**



**Proforma for APAR Gradings**

S r. N o	Name of the Officia l	Cadre Contr olling Autho rity	APAR Period #	Reporting Officer			Reviewing Officer			Integrity	Remar ks
				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.

It is certified that the information/entries furnished by the officer/official have been verified from the service records and found true.

Signature of the Employer with Seal

**Part - B**

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1	Whether the official meets eligibility requirement as on the closing date of application	Yes/No
2. (a)	Whether cadre clearance for the official has been granted by the Competent Authority	Yes/No
(b) (i)	Whether any vigilance case is pending or contemplated against the official	Yes/No
(ii)	If yes, please give details	
(c)	Whether Integrity Certificate issued	Yes/No
(d) (i)	Whether any Major/Minor penalty has been imposed on the proposed official during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	

Date:

Signature \_\_\_\_\_  
Name:

Designation:  
(With stamp)



**Check list of documents to be attached**

(Please tick)

1.	Application in prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date ACR/APAR dossier for the last five years certified by the Cadre Controlling Authority.  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	
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.	Cadre Clearance from Cadre Controlling/Appointing Authority	
5.	Vigilance Clearance Certificate	
6.	Integrity Certificate	
7.	Major/Minor penalty Statement during last 10 years	

Date:

Signature of the forwarding authority

(With stamp)