

No. A-35011/03/2022-Ad.ED
Government of India
Ministry of Finance
Department of Revenue
<< >>

New Delhi, the 2nd September 2022

VACANCY CIRCULAR

Subject: Filling up of the post of Assistant Director (Official Language) in the Directorate of Enforcement, on deputation basis-regarding.

Applications are invited to fill up 02 posts of Assistant Director (Official Language) in Level-10 (Rs. 56100-177500) in the pay matrix, on deputation basis in the Directorate of Enforcement for the locations at Delhi and Chandigarh.

2. In terms of Ministry of Finance, Department of Revenue, Recruitment Rules issued vide Notification dated 22.9.2017.

The following officers are eligible:

Officers of the Central Government or State Government or Union territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations:

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with three years service rendered after appointment thereto on a regular basis in Level-7 (Rs.44900-142400) in the pay matrix; and
- (b) possessing the following educational qualifications and experience:-

Essential:

- (i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or

Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of the examination at the degree level; or Master's degree from a recognized University in any subject other than Hindi or English with Hindi medium and English as an elective or compulsory subject or as the medium of examination at the degree level; or

Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory elective or subject or as a medium of examination at the degree level; or

Master's degree from a recognized University in any subject other than Hindi or English with Hindi and English as a compulsory elective subject or either of the two as a medium of examination and other as a compulsory or elective subject at the degree level;

- (ii) Three year's experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under Central Government or State Governments or

Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions; or

Three years' experience of teaching in Hindi and English or Research in Hindi or English under Central Government or State Governments or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions.

Desirable:

Studied one of the languages other than Hindi included in the eighth Schedule of the Constitution at 10th standard from a recognized Board.

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 and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation (including short term contract) including the period of deputation (including short term contract) 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 be not exceeding 56 years as on the 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 17th June, 2010 as amended from time to time.

4. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the pro-forma annexed so as to reach the Joint Director (Admn), Directorate of Enforcement, Pravartan Bhawan, APJ Abdul Kalam Road, New Delhi-110011 within 45 days from publication of the advertisement in the Employment News. The Advertisement is also available on Department's website <http://dor.gov.in> and on the website of Directorate of Enforcement www.enforcementdirector.gov.in.

5. Further, the officers who had earlier applied for the post of AD (OL) on deputation basis in reference to DoR OM No. A-35011/14/2017-Ad.ED dated 29.12.2017 are also requested to forward a fresh application through their Cadre Controlling Authorities in the pro-forma annexed, considering their eligibility & willingness with respect to this vacancy circular and applications should reach to the Joint Director (Admn), Director of Enforcement, Pravartan Bhawan, APJ Abdul Kalam Road, New Delhi-110011 within 45 days from publication of the advertisement in the Employment News.

6. 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 APAR dossier for the last five years (2016-17 to 2021-22) or photocopy attested on each page 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) Immovable Property Return

7. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected. The candidates will not be allowed to withdraw their candidature subsequently on any ground. The candidate may indicate choice of place, however, he/she may be considered and appointed against any other place also. An officer appointed against a location can be transferred as per Transfer Policy of Enforcement Directorate.

8. A check list of documents to be attached with the application may also be sent (pro-forma enclosed).

9. The previous vacancy circular No. A-35011/14/2017-Ad.ED dated 29.12.2017 inviting applications for filling up the post of AD (OL) in Directorate of Enforcement, now stands withdrawn.



(Vivek Mishra)

Under Secretary to the Govt. of India
Ph:23095377

To

1. All Ministries & Departments of Government of India with the request that this circular may be circulated in their Ministries/Departments and also among their Autonomous Bodies/Statutory Organisations/Public Sector Undertakings.
2. All State Governments/UT Administration for wide circulation.
3. Secretary, University Grants Commission. Bahadur Shah Zafar Marg, New Delhi with the request that this circular may be given wide publicity.
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. The Director, Enforcement Directorate. Pravartan Bhawan, APJ Abdul Kalam Road, New Delhi-110011 for publication in Employment News and publishing in the website of ED.
7. NIC to upload on DoR website.

Part-A
BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii)Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5 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 as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A)Qualification	A) Qualification
B)Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (In details) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. 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 of the parent office/organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the

			parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization by still maintaining a lien in his parent cadre/organization.</p>			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>	
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>	
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p>13. 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</p>	
<p>14. Total emoluments per month now drawn</p>	
<p>Basis Pay in the <i>PB</i></p>	<p>Grade Pay</p>
<p>Total Emoluments</p>	

<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16A Additional information, if any, relevant to the post you applied for 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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>		

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non- Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address

Date

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **Or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

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 is certified.	Yes/No
(e)	Whether IPR submitted within prescribed time	Yes/No

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 (2012-13 to 2016-17) 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 (if applicable)	
8.	Immovable Property Return	

Signature of the forwarding authority
(with stamp)