16 CM (W) X 10 CM (H)

भारत सरकार / **Government of India**
प्रवर्तन निदेशालय / **DIRECTORATE OF ENFORCEMENT**

अपर निदेशक का कार्यालय, ज़ोन-I / **Office of the Additional Director, Zone I**

सी.जी.ओ. कॉम्प्लेक्स, तृतीय एम.एस.ओ. भवन, छठा तल,
डी.एफ. ब्लॉक ,साल्ट लेक, कोलकाता – 700064

CGO Complex, 3rd MSO Building, 6th Floor, DF Block, Salt Lake, Kolkata- 700 064
दूरभाषसं·/**Tel. No.: 2321-9130, E-mail : ddklzoi1-ed@gov.in**

File No. A-40/02/KLZO-I/2025/ 3894

Date: 31 **/01/2025**

HIRING OF SYSTEM ANALYST AND SCIENTIFIC TECHNICAL ASSISTANT

Application are invited for hiring of System Analyst and Scientific Technical Assistant on short term contract basis in the Directorate of Enforcement for its various offices in Eastern Region.

Name of the post	No. of Post	Location
System Analyst	**01**	**At any office in Eastern Region**
Scientific Technical Assistant	**06**	**At any office in Eastern Region**

For details of eligibility conditions and other terms and conditions, please visit http://enforcementdirectorate.gov.in. The application along with the supporting documents may be sent through proper channel so as to reach Office of The Additional Director, Directorate of Enforcement, Kolkata Zonal Office-I, CGO Complex, 3rd MSO Building, 6th Floor, DF Block, Salt Lake, Kolkata, 700 064 within 21 days from publication of this advertisement in the Newspapers.

(विभूति भूषण / **Vibhuti Bhushan**)
उप निदेशक (प्रशा:)/**Deputy Director (Admn)**

Hiring of System Analysts and Scientific Technical Assistants for the Eastern Region.

Details of eligibility criteria and other terms & conditions Eligibility Criteria:

1. Qualification:

(a). System Analyst

i. Essential: Master's Degree in Computer Applications or M.Sc Computer Science or M.Sc Information Technology from a recognized University or Institute; or Bachelor of Computer Applications or Bachelor of Engineering in Computer or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Information Technology or Electronics & Communications Engineering from a recognized University or Institute;

ii. ii. Desirable: Three years' experience in software development using PHP or JAVA or ASP.Net and having experience in database such as MYSQL or SQL or ORACLE or POSTGRES data base in a Government Office or public sector undertaking or statutory or autonomous organization or from any recognized institution (the experience shall be counted from the date of basic graduation).

(b). Scientific Technical Assistant

i. Essential: Bachelor of Computer Applications or Bachelor of Engineering in Computer or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Information Technology or Electronics & Communications Engineering from a recognized University or Institute.

ii. ii. Desirable: One year experience in software development using PHP or JAVA or ASP .Net and having experience in database such as MYSQL or SQL or ORACLE or POSTGRES data base in a Government Office or public sector undertaking or statutory or

autonomous organization or from any recognized institution (the experience shall be counted from the date of basic graduation)

2. **Remuneration:**

The candidates who are to be engaged as System Analysts and Scientific Technical Assistants will be paid a consolidated fee of Rs. 70,000/- and Rs. 55,000/- per month respectively.

3. **Nature of Duties:**

System Analysts are required to perform the following duties in the digital/network related operations of this Directorate. These personnel shall perform the following duties: -

a) Network & digital support related services viz Internet, IP management, Anti-virus and Patch Management,

b) Web Application Firewall (WAF),

c) Cyber Security Measures,

d) Management of V LAN, Management of Servers and Switches, Website Support etc.

e) Domain Software Application related services viz Development of new software/applications and management of existing applications currently running on ED servers,

f) Email services related support,

g) NIC video conferencing related support.

h) Or any other official work that maybe assigned to them.

i) In addition to the above responsibilities, System Analyst may be given additional responsibilities to supervise the Scientific Technical Assistant as and when desired by this Directorate.

Scientific Technical Assistants are required to perform the following duties in the digital/network related operations of this Directorate. These personnel shall perform the following duties: -

a) Network & digital support related services viz Internet, IP management, Anti-virus and Patch Management,

b) Web Application Firewall (WAF),

c) Cyber Security Measures.

d) Management of V LAN, Management of Servers and Switches. Website Support etc.

e) Domain Software Application related services viz Development of new software/applications and management of existing applications currently running on ED servers,

f) Email services related support,

g) NIC video conferencing related support.

h) Or any other official work that maybe assigned to them.

i) In addition to the above responsibilities, System Analyst may be given additional responsibilities to supervise the Scientific Technical Assistant as and when desired by this Directorate.

Scientific Technical Assistants are required to perform the following duties in the digital/network related operations of this Directorate. These personnel shall perform the following duties: -

a) Network & digital support related services viz Internet, IP management, Anti-virus and Patch Management.

b) Web Application Firewall (WAF).

c) Cyber Security Measures.

d) Management of V LAN, Management of Servers and Switches. Website Support etc.

e) Domain Software Application related services viz Development of new software/applications and management of existing applications currently running on ED servers,

f) Email services related support,

g) NIC video conferencing related support.

h) Or any other official work that maybe assigned to them.

4.   Place of posting:

Candidates on their appointment as System Analysts and Scientific Technical Assistants shall be liable to serve anywhere in Eastern Region in the Directorate of Enforcement (Eastern Region comprising of Kolkata, Bhubaneswar, Guwahati, Dimapur, Itanagar, Imphal, Shilong, Aizawl, Gangtok, Agartala).

5. Terms and conditions:

i.   The tenure for engagement of System Analysts and Scientific Technical Assistants shall be for a period of 03 years (to be renewed at the end of 1st year, 2nd year and 3rd year respectively) extendable up to 05 years as per performance and official requirements.

ii.   The System Analysts and Scientific Technical Assistants on having accepted the offer of engagement, shall enter a Contract, also having the confidentiality clause, with the Directorate of Enforcement, detailing the terms of engagement, before being assigned any work.

iii.   Any breach of the contract executed by the System Analyst or Scientific Technical Assistant with the Directorate of Enforcement shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such System Analyst or Scientific Technical Assistant from future engagement by the Directorate of Enforcement. Further, such breach of contract may also attract penal action.

iv.   Notwithstanding anything contained hereinabove, Directorate and/or System Analyst and Scientific Technical Assistant may terminate the contract by giving one month's notice.

6. Selection Process:

After applying for the post, the suitable candidates shall be intimated to join the selection process on their registered email ids with the requisite details of date, time and venue. The candidates who have applied and do not receive any intimation from the department shall be deemed to have not been selected for the next stage of the recruitment process.

7.   Undertaking:

The successful candidates would be required to abide by detailed terms and conditions mentioned in Para 5 above.

8.   Interested candidates may submit their application in the enclosed format as per Annexure-I in a sealed cover super-scribed "Selection for the post of System Analyst in ED or Scientific Technical Assistant in ED" addressed to Deputy Director (Admn.), Office of the Additional Director, Directorate of Enforcement, Kolkata Zonal Office-I, CGO Complex, 3rd MSO Building, 6th Floor, DF Block, Salt Lake, Kolkata, 700 064. Applications which are not made in the format as per Annexure-I, incomplete or not received in time will, be summarily rejected.

PROFORMA

APPLICATION FOR ENGAGEMENT OF SYSTEM ANALYSTS IN DIRECTORATE OF ENFORCEMENT ON CONTRACT BASIS

1	Full Name (in block letter)				
2	Date of Birth (DD/MM/YY)				
3	Father's Name				
4	Marital Status				
5	Hometown				
6	Complete Residential Address correspondence				
7	Permanent address				
8	Mobile Number				
9	Email id.				
10	AADHAR Number				
11	Details of Educational Qualification				
	Qualification	Course Title	Board University	Percentage of marks Obtained	Year of Passing
a	Grade 12 th				
b	Graduation				
c	PostGraduation				
d	Any other related course/ Certification				
12	Details of experience in descending order (the current / latest should				
	Sr. No	Name of company	Duration (From MM/YY to MM/YY)	Details of Nature of work	Contact Person of firm
13	Total Experience as on 30.04.2024				
14	Any other special achievement (with date)				
15	Choice of Station (At least 3)				

"I hereby declare that the information furnished above is true and correct in every respect and in case any information is found incorrect even partially the candidature shall be liable to be rejected. I do hereby declare that I will submit the necessary documents viz. 12th Marksheet, Graduation Marksheet, Post-Graduation Marksheet and other necessary experience certificate(s) on selection to the post of System Analyst in the Directorate of Enforcement. I understand that if I fail to submit the same, my candidature will be summarily cancelled."

I am willing to work in any of the offices of Enforcement Directorate across India.

Place:

Date:

Signature