

No.A-35014/03/2010-Ad.V  
Bharat Sarkar / Government of India  
Grih Mantralaya / Ministry of Home Affairs  
\* \* \* \* \*

18 FEB 2010

New Delhi, the 15-02-2010.

To

1. Secretary General,  
Lok Sabha Secretariat / Rajya Sabha Secretariat, New Delhi
2. The Secretary,  
President's Secretariat/Vice-President's Secretariat/Planning Commission/Election Commission of  
India/Union Public Service Commission/Central Vigilance Commission.
3. Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. All State Governments / Union Territories.

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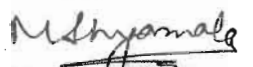
Subject: Filling up of the post of Assistant Director (FCRA) in the Ministry of Home Affairs on deputation basis.

Sir,

I am directed to say that it is proposed to fill the six posts of Assistant Director (FCRA) in this Ministry on deputation (including short term contract) basis. The particulars of the posts, eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officers will be regulated in accordance with the Department of Personnel & Training O.M. No. 2/29/91-Estt.(Pay.II) dated 05.01.1994 and O.M.No.2/8/97-Estt.(Pay.II) dated 11.03.1998 as amended from time to time.
3. The maximum age limit for appointment on deputation (including short term contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications as indicated in para 5 need not apply.
4. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations as are accompanied by the requisite personal data as in Annexure-II will be considered.
5. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and, applications, in duplicate, in the enclosed proforma (Annexure-II) along with complete and up-to-date CR dossiers of the officers who can be spared in the event of their selection, may be sent to **Under Secretary (Ad-V), Room No.-15, Ministry of Home Affairs, North Block, New Delhi-110001**, within a period of **30 days** from the date of publication of this circular in the Employment News. Applications received after the last date or without the CR dossiers or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also please be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during his/her service period.

Yours faithfully,




( Shyamala Mohan )

Deputy Secretary to the Government of India

Tel : 2309 2587

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No.A-35014/03/2010-Ad.V

New Delhi, dated

6 FEB 2010  
2010.

Copy to :-

1. All Ministries / Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry / Department and in their attached / subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed proforma within a period of 60 days from the date of publication of the circular in Employment News.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).
3. The Director, DAVP, Ministry of Information & Broadcasting, New Delhi with 15 spare copies. It is requested that vacancy circular may be published in the Employment News at an early date and this Ministry may be informed of the date of publication.
4. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
5. Spare copies – 5.

*Shyamala Mohan*  
(Shyamala Mohan)

Deputy Secretary to the Government of India

Tel : 2309 2587

ANNEXURE-I

- 1. Name of the post : Assistant Director (FCRA)
- 2. No. of posts : Six (6)
- 3. Scale of Pay : Rs.8000-275-13500/- (pre-revised)
- 4. Eligibility : On deputation basis.

Officers under Central/State Govts. :

(a) (i) Holding analogous posts on regular basis; or

(ii) With five years' regular service in posts in the scale of Rs.6500-10500/- (pre-revised) or equivalent; and

(b) possessing three years experience in investigation of economic offences/ company accounts/ commercial audit/ dealing with fiscal Acts.

(Period of deputation/contract including period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).

**CURRICULUM VITAE PROFORMA**

1. Name and Address  
(in Block Letters)
2. Date of Birth  
(in Christian era)
3. 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	Qualifications/ Experience possessed by the officer
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	
	(2)	

6. Please State clearly whether in the  
light of entries made by you above,  
you meet the requirement of the  
post.

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

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)	of (in

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 / organization to which you belong.

10. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column.)

- a) Central Government
- b) State Government
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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
13. Total emoluments per month now drawn
14. 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).*

15. 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 Organisations are eligible only for Short Term Contract.).
16. Whether belongs to SC/ST

17. Remarks (The candidates 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)

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.

Date :

Signature of the Candidate  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_  
(Employer with Seal)

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**CERTIFICATE**

1. Certified that particulars furnished by Shri/Smt./Km. \_\_\_\_\_ have been verified from his/her record and found correct.
2. No Vigilance case is either pending or contemplated against Shri/Smt./Km. \_\_\_\_\_ . His/her integrity is certified.
3. No major/minor penalty was imposed on Shri/Smt./Km. \_\_\_\_\_ for the last 10 years as per records in the Ministry/Department.

Signature of Head of Office/Deptt.  
With seal.....

Place:

Date: