

F.No.4/5/2008-Ad.ED  
Government of India  
Ministry of Finance  
Department of Revenue

...

New Delhi, the 11<sup>th</sup> September, 2008.

**OFFICE MEMORANDUM**

Subject :- Filling up of the post of Assistant Director of Enforcement, Grade-I in the Directorate of Enforcement on deputation basis.

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The undersigned is directed to say that it has been decided to fill up vacant posts of Assistant Director of Enforcement in the pay scale of Rs.10,000-15,200/-(pre-revised) on deputation basis at the following Zonal and sub-Zonal offices of the Directorate of Enforcement :-

**Zonal Offices**

Ahmedabad  
Delhi  
Mumbai  
Kolkata  
Chennai  
Bangalore  
Kochi  
Hyderabad  
Lucknow  
Chandigarh

**Sub-Zonal Office**

Sringar  
Guwahati  
Bhubaneswar  
Patna  
Calicut

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

Officers of All India Services/Central Services :-

- (a) (i) Holding analogous posts on regular basis; or  
(ii) with five years' regular service in posts in the scale of pay of Rs.8,000-13,500(pre-revised) or equivalent: and
- (b) (i) possessing experience of intelligence and investigation work relating to fiscal laws and regulations.

Note : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed 3 (three) years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.

3. The duties of the post of Assistant Director of Enforcement include investigation and adjudication of cases under the provisions of Foreign Exchange Management Act, 1999 and the Prevention of Money Laundering Act, 2002. The Assistant Director is also required to assist the Deputy Directors in administrative and executive work concerning the Zone. The Officer is thus expected to have an in-depth knowledge of FERA, FEMA, PMLA and other allied Acts.

4. The Pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M.No.2/29/94-Estt(Pay-II), dated 5<sup>th</sup> January, 1994, as amended from time to time.

5. The applicants are requested to fill up all the columns including the Proforma's S.No.7, 9 10 & 11.

6. All Ministries are requested that applications of eligible and willing officers may please be forwarded to this Department in the prescribed format to the undersigned (By name) Room No. 55, Ministry of Finance, Department of Revenue, North Block, New Delhi within 45 days from the issue of this Circular. While forwarding the applications, the cadre controlling authorities may please verify that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. ACRs for the last 5 years ( in original or authenticated), vigilance clearance and integrity certificates of the applicants may also please be sent along with the application.

( P.G. Kaladharan )

Under Secretary to the Government of India

To

1. All Ministries of the Government of India.
2. The Ministry of Personnel & Training ( AIS Section ), North Block, New Delhi.
3. Joint Secretary (Admn.), CBEC, North Block, New Delhi.}
4. Joint Secretary (Admn.), CBDT, North Block, New Delhi.}
5. All the Chief Commissioners of Income Tax.
6. All the Chief Commissioners of Customs & Central Excise.

Copy for information to the Director, Enforcement Directorate, Lok Nayak Bhawan, Khan Market, New Delhi – 110 003.

Copy forwarded to Director, NIC, with the request that this circular may be posted on the website of the Department of Revenue.

( P.G. Kaladharan )

Under Secretary to the Govt. of India

**PROFORMA**

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR OF  
ENFORCEMENT**

- 1) Name :
- 2) Date of Birth :
- 3) Age as on the closing date of receipt of application :
- 4) Educational Qualifications :
- 5) Service and batch to which belong :
- 6) Details of the present post held
- (i) Designation and scale of pay of the Post ( pre-revised) :
  - (ii) The present basic pay in the said post :
  - (iii) whether held on ad-hoc/regular or On deputation basis :
  - (iv) If presently on deputation, designation of the post held in the parent office/ cadre and scale of pay of that post along with the present basic pay in that grade :
- 7) Telephone No. with STD code, fax No. if any, & e-mail ID :
- 8) Details of service/ History of postings :

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Name of Post Performed	From	to	Scale of Pay	Nature of duties

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- 9). Specify your Cadre Controlling Authority, Designation, address, Telephone No. of the concerned Officer with whom Department of Revenue can follow up for Requisite details. :
- 10). Experience in Banking/Accounts, if any :
- 11) Choice of place of posting : (i)  
(ii)  
(iii)

Date & Signature of the candidate