

Dated, the 23rd January, 2009

OFFICE MEMORANDUM

Subject : Filling up of post of Administrative Officer (Group 'A'), 'in the Adjudicating Authority set up under the Prevention of Money Laundering Act, 2002 - reg.

The undersigned is directed to say that in terms of section 6 of the Prevention of Money Laundering Act, 2002 (PMLA), the Central Government has established an Adjudicating Authority to exercise jurisdiction, powers and authority conferred by or under the said Act.

2. One post of Administrative Officer in the pay scale of Rs.10,000-325-15,200 (pre-revised) in the Adjudicating Authority under PMLA, Ministry of Finance, Department of Revenue at New Delhi, is decided to be filled up on deputation basis in terms of the instructions issued by the Department Personnel & Training vide O.M. dated 3.10.1989.

The following officers are eligible for consideration of their candidature:

Officers under the Central Government:

- (a)(i) holding analogous post on regular basis in the parent cadre/ department;
- or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.8000-13500 (pre-revised) or equivalent in the parent cadre/department;
- or
- (iii) with eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.6500-10500 (pre-revised) or equivalent in the parent cadre/ department;
- and
- (b) possessing the following educational qualifications and experience:
 - (i) Bachelor's Degree from a recognized university or equivalent.
 - (ii) five years' experience of handling Administration, Accounts/ Budget, etc.

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

3. Cadre Controlling Authority may ensure that the applicant fulfils all the eligibility conditions specified above and also verify the particulars furnished by the applicants, before granting cadre clearance. Once cadre clearance is given it will be presumed that the eligibility conditions are fulfilled and particulars are correct.

4. The Cadre Controlling Authority, while forwarding the application must enclose vigilance clearance including whether disciplinary case is pending or being contemplated against the officer, Major/ Minor Penalty statement for the last 10 years, Integrity Certificate & attested photocopies by a Group 'A' officer of ACRs for the last five years. Further, the Cadre controlling authority may forward bio-data of candidates in the enclosed proforma 'J'. This can also be accessed on UPSC's website http://www.upsc.gov.in/appointment/deputation/p_j.htm

5. The willing and eligible officers should send their applications for the post in the enclosed format through the cadre controlling authority, addressed to the Director (Coord), Ministry of Finance, Department of Revenue, North Block, New Delhi-110001, within 45 days from the date of publication of this circular in the Employment News.

(S.G.P. Verghese)
Under Secretary to the Govt. of India.

To

All Ministries/ Departments of Government of India.

Copy to : The Director, NIC, with the request that this vacancy circular may be placed on the official site (www.finmin.nic.in) of the Department of Revenue.

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			
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	From	To
				Scale of Pay and Basic Pay
				Nature of duties (in detail)
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	Organization		
	(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 Organizations 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.

Signature of the Candidate
Address-----
Date_____
Countersigned
(Employer with Seal)

P.S. Please mention 'not applicable' against relevant columns.