

**F.No.2-9/2005-FIU (Adm)**  
**Government of India**  
**Ministry of Finance**  
**Department of Revenue**  
**Financial Intelligence Unit-India**

6<sup>th</sup> Floor, Hotel Samrat  
Chanakya Puri, New Delhi -110021

dated the 20<sup>th</sup> November 2007

**CIRCULAR**

Sub:- Filling up the post of Personal Assistant in the grade of Rs. 5500-9000 in the Ministry of Finance, Financial Intelligence Unit- India, on deputation basis.

The undersigned is directed to state that it is proposed to prepare a panel for filling up of (3) three posts of Personal Assistant, in the Financial Intelligence Unit – India, Ministry of Finance in the pay scale of Rs. 5500-175-9000/- on deputation basis. The eligibility conditions for the recruitment to the post of Personal Assistant are detailed in Annexure-I.

2. It is requested that the applications(in duplicate) from the eligible and willing officials may be forwarded in the prescribed proforma as in Annexure-II, to the Financial Intelligence Unit – India within 45 days from the date of issue of their Circular along with the following documents :-

(a) CR dossiers containing CRs for the last five years. In case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary to the Govt. of India.

(a) Vigilance/Disciplinary clearance.

3. Application received incomplete, otherwise than through proper channel and without the above-mentioned documents and after the due date will not be entertained. Further, any candidate who applies for the post will not be allowed to withdraw his/her candidature subsequently.

(O.P. Sharma)  
Senior Technical Officer(Admn)  
Tel. 26874368

Copy to:-

1. All Ministries/Departments of Government of India.
2. All Departments of Ministry of Finance.
3. HIC for Hindi version.
4. All Divisions/Sections of Department of Revenue/DEA/Expenditure as per list of R&I.
5. NIC, North Block, with a request to place this circular on web site.
6. Notice Board.

Eligibility conditions for filling up the post of Personal Assistant in the Financial Intelligence Unit-India, Ministry of Finance, on deputation basis.

Officers of the Central Government :-

- (a) (i) Holding analogous posts on regular basis ; OR  
(ii) With 07 (Seven) years regular service in posts in the grade of Rs. 4000-6000/- or equivalent.
- (b) Possessing speed of 100 wpm in stenography (English)
- (c) Working knowledge of computer desirable

PROFORMA

1. Post applied for
2. Name and address in Block letters
3. Date of Birth
4. Date of retirement under Central Govt. rules
5. Educational Qualifications
6. 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)
7. Qualification/Experience Possessed                      Qualification/Experience Required
8. Details of employment in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)
9.

Ministry/Department	Post Held	Scale of pay & Basic Pay	Nature of Duties
	From      To		
10. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent
11. In case the present employment is held on Deputation basis, please state:
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation
  - (c) Name of the Parent office/orgn. To which belong
12. Present Pay scale

13. Total emoluments per month now drawn
14. Whether belongs to SC/ST
15. Additional information, if any
16. Option of appointment (deputation or absorption)
17. Remarks, if any

Signature of the candidate

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority