

FROM : DIG (Org) Dte

NO.D.I.1/2018-Min.DA.6

Date : 05 /07/2018

**Subject : Filling up post of Upper Division Clerk in Enforcement Directorate on deputation basis - regarding.**

Joint Director ED, New Delhi vide their letter No. A-4/12/2018 dated 8/6/2018 has intimated that ED decided to fill up posts of UDC in Enforcement Directorate in level-4 (Rs.25,500-81,100) on deputation basis at Delhi, Mumbai, Chennai, Kolkata, Chandigarh, Jaipur, Lucknow, Patna, Jalandhar, Srinagar, Bangalore, Cochin, Hyderabad, Guwahati, Ahmedabad, Goa, Madurai, Calicut, Bhubneshwar, Raipur, Surat, Indore, Nagpur, Bhopal, Dehradun, Jammu, Shimla, Allahabad, Ranchi, Mangalore, Vishakhapatnam and Shillong (/) Details of posts and eligibility criteria are as under:-

<b>Name of Post</b>	:	Upper Division Clerk
<b>Pay Scale</b>	:	Level-4 (Rs.25,500- 81,100) Pre revised PB-1 GP Rs. 2400/-
<b>Eligibility Criteria</b>	:	Amongst official of Central Service <ul style="list-style-type: none"><li>• Holding analogous posts on regular basis in the parent cadre or department ; or</li><li>• Lower Division Clerk in level 2 (Rs.19,900-63,200) (pre-revised GP Rs.1900/-) having at least 8 years service in the grade rendered from the date of appointment thereto on a regular basis in any Central Government Departments</li></ul>

Para (.) HCs (Min) of this Department are holding analogous post (.) As per policy guidelines for deputation issued vide MHA letter dated 22/11/2016, 10 years service (including probation period) is a mandatory requirement for deputation to other organisation (.) Reqst wide publicity amongst all HCs(Min) including personnel on low medical category having completed 10 years service and forward nomination/bio data of **willing and eligible HCs(Min)** in the prescribed proforma (**enclosed appendix**) alongwith disciplinary/ vigilance clearance/ integrity certificate as per proforma enclosed, major/minor penalty statement for the last 10 years and Cadre clearance certificate incorporating that " in the event of his/her selection, he/she will be relieved to join ED on deputation basis and attested photocopies of APARs for the last 05 years (upto 2016-17) duly attested on each page with seal and latest medical

report/AME report so as to reach this Dte by 20/07/2018 repeat 20/07/2018 positively (.) Direct nominations will not be entertained////-

Encl : (application prescribed proforma)

Sd/- 05.07.2018

**DIG (Organsiation)**

**INTERNAL**

**All branches of Dte**

**APPLICATION FOR THE POST OF UPPER DIVISION CLERK IN THE ENFORCEMENT DIRECTORATE ::**

1. Name and Address (In Block letters)
2. Date of birth (in Christian era)
3. Date of retirement under Central/State Govt Rules.
4. Age as on the closing date of receipt of application
5. Educational qualification
6. Present post held and the date from which held
7. Present pay level and present basic pay
8. Details of service

Sl.No.	Name of office/Deptt.	Post Held	Scale of pay and Basic Pay	Period		Nature of Duties ( in detail)
				From	To	

9. Choice of posting (Minimum-3)
10. Name, Address and telephone number

of concerned officer in the office of the  
cadre controlling authority

**Declaration**

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 Selection Committee at the time of selection for the post.

Date

(Signature of the applicant)

Address

Telephone No./ Mobile No.

**Certificate to be furnished by the Head of  
Department/Office**

**Certified that the information furnished by  
the candidate has been verified from the office/service  
records and found correct.**

**Date:-**

**Place:-**

**Signature**