OFFICE MEMORANDUM

Subject: Filling up of the post of Sepoy in the Directorate of Enforcement on deputation basis—regarding.

It is proposed to fill up the vacant posts of Sepoy in the Pay Matrix Level-1 (Rs.18000-56900) on deputation basis in this Directorate of Enforcement at Delhi, Mumbai, Chennai, Kolkata, Jaipur, Surat, Bhubaneswar, Chandigarh, Lucknow, Jalandhar, Srinagar, Bangalore, Cochin, Hyderabad, Guwahati, Ahmedabad, Goa, Madurai, Calicut, Raipur, Indore, Nagpur, Dehradun, Jammu, Shimla, Allahabad, Ranchi, and Vishakhapatnam.

2. As per relaxations conveyed by Department of Revenue vide letter F.No. A-35011/9/2017-Ad.ED dated 22.08.2018, the following categories of officials are eligible:

“Personnel from Central Government/State Government/Central Board of Excise and Customs/Central Board of Direct Taxes/Narcotics Control Bureau/Police/State Police/Para Military Forces holding equivalent post or holding post in Level-2/Level-3 on regular basis”

3. The Pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training’s O.M.No. 6/6/2009-Estt (Pay-II) dated 17th June, 2010 as amended from time to time. Special Incentive Allowance @ 20% of Basic Pay will be admissible to the officials on deputation to Enforcement Directorate in addition to the scale of pay of the EX-cadre post if the official has opted to draw pay in that scale. However, Such Special Incentive Allowance will not be admissible if he/she has opted to draw pay in the parent cadre scale/ Grade Pay plus Deputation (Duty) Allowance.

4. The Cadre Controlling Authorities are requested that applications of eligible and willing officials may be forwarded in the proforma annexed so as to reach the Joint Director (Admn.), Directorate of Enforcement, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003. The advertisement can also be seen on the website of Directorate of Enforcement www.enforcementdirectorategov.in

5. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:-

(i) Bio data
(ii) Complete and up-to-date C.R. dossier for the last five years upto 2017-2018 or attested photocopy thereof
7. Incomplete applications or applications not received through proper channel may not be considered. This is an open vacancy circular. The complete applications received by 30th of every month shall be considered for selection in the subsequent month for available vacancies. This process will continue till all the vacancies are filled up.

8. A check list of documents to be attached with the application may also be sent (proforma enclosed).

(Rahul Rajput)
Joint Director (Admn.)

Copy to:-

1. The Chief Secretary, Andhra Pradesh (Hyderabad) /Arunachal Pradesh (Itanagar) /Assam (Guwahati) /Bihar (Patna) /Chhattisgarh (Raipur) /Chandigarh/Goa (panaji)/Gujarat (Ahmedabad) /Haryana (Chandigarh) /Himachal Pradesh (Shimla) /Jammu & Kashmir (Srinagar) /Jharkhand (Ranchi) /Karnataka (Bangalore) /Kerala (Thiruvananthapuram) /Madhya Pradesh (Bhopal) /Maharashtra (Mumbai) /Manipur (Imphal) /Meghalaya (Shillong) /Mizoram (Aizawl) /Nagaland (Kohima) /Orissa (Bhubaneswar) /Punjab (Chandigarh) /Rajasthan (Jaipur) /Sikkim (Gangtok) /Tamilnadu (Chennai) /Tripura (Agartala) /Uttar Pradesh (Lucknow) /Uttarakhand (Dehradun) /West Bengal (Kolkata) /Delhi.

2. The Director General of Police, State Police Hqrs. Maharashtra(Mumbai) /West Bengal(Kolkata) /Tamilnadu (Chennai) /Kerala(Trivandrum) /Andhra Pradesh(Hyderabad) /Karnataka(Bangalore) /Uttar Pradesh(Lucknow) /Rajasthan(Jaipur) /Gujarat(Ahmedabad) /Madhya Pradesh (Bhopal) /Jammu & Kashmir(Srinagar) /Assam (Guwahati) /Orissa(Bhubaneswar) /Chhattisgarh (Raipur) /Haryana (Chandigarh) /Punjab (Chandigarh) /Himachal Pradesh (Shimla) /Uttarakhand (Dehradun) /Jharkhand (Ranchi) /Bihar(Patna), Nagaland (Kohima) /Meghalaya(Shillong) /Manipur(Imphal) /Tripura(Agartala) /Mizoram(Aizawl)/ Sikkim(Gangtok)/ Arunachal Pradesh (Itanagar).

4. The DGPs/Directors BSF, CRPF, IB, RAW, CBI, NCB, CISF, ITBP, RPF, SSB etc.

5. The Joint Secretary (Admn.), Ministry of Home Affairs, North Block, New Delhi.

6. The Chairman, Central Board of Direct Taxes, North Block, New Delhi.

7. The Chairman, Central Board of Excise & Customs, North Block, New Delhi.

8. The Member (Personnel), C.B.D.T., North Block, New Delhi.


10. The Joint Secretary (Admin.), Department of Revenue, Ministry of Finance, New Delhi.


12. The Chief Commissioner of Income Tax, Aayakar Bhawan, Maharishi Karve Road, Mumbai-400020.


15. The Chief Commissioner of Income Tax, 121 Mahatma Gandhi Road, Chennai – 600034.


17. The Chief Commissioner of Income Tax, Sanjay Place, M.G. Road, Agra.


22. The Chief Commissioner of Customs & Central Excise, Central Revenue Building, Post Box No. 5400, Queen’s Road, Bangalore-560001.
23. The Chief Commissioner of Customs & Central Excise, 15/1, Strand Road, Kolkata – 700001.

24. The Chief Commissioner of Customs & Central Excise, No.121, Mahatma Gandhi Salai, Nungambakkam High Road, Chennai- 600034.


27. The Chief Commissioner of Customs & Central Excise, New Central Revenue Building, 'C' Scheme, Jaipur – 302005.

28. The Chief Commissioner of Customs & Central Excise, 117/7, Sarvodaya Nagar, Kanpur-208005.

29. The Chief Commissioner of Customs & Central Excise, ICE House, 41-A, Session Road, Pune – 411001.


31. The Chief Commissioner of Central Excise, Central Excise Building, 115, Maharishi Karve Road, Churchgate, Mumbai – 400020.

32. The Chief Commissioner of Central Excise & Service Tax, Ranchi Zone, 1st Floor, Central Revenue Building (Annexe), Birchand Patel Path, Patna - 800001

33. The Chief Commissioner of Customs, Kolkata/Mumbai.

34. The Director General, NIC, A-Block, CGO Complex, Lodhi Road, New Delhi.

35. The Commissioner of Commercial Tax, Abids Division Kakatiya Building Nampally Station Road, Hyderabad (Andhra Pradesh)/Government of Arunchal Pradesh office of the Commissioner Tax &Excise, Itanagar / Government of Assam Commissioner of Taxes (Assam)/ Head-Quarter Commissioner & Secretary VikasBhawan, Bailey Road, Patna – (Bihar)/Department of Commercial Taxes, Government of Chhattisgarh, Head Office of Commissioner, Commercial Tax, Behind Raj Bhawan Civil Line, Raipur (C.G.) Chhattisgarh / Commissioner, Excise & Taxation (Commercial Taxes, Vikrikar Bhawan MG Road, Panjim (Goa)/ Government of Gujarat, B/2 Vanijak Vera Bahvan, Ashram Road, Ahmedabad – 380 009/SCO No. 28,29,30,31 Near by Srs Mall, Sector 12, Faridabad, Haryana – 121002/ Commissioner of Commercial Taxes, Public office Building Block No.30, SDA Complex, Kasumpati, Shimla – 170009 (Himachal Pradesh)/Excise & Taxation Complexes, Rail Head Jammu – 180012/Commissioner of Commercial Tax S.


37. The Commissioner of Commercial Tax, Abids Division Kakatiya Building Nampally Station Road, Hyderabad (Andhra Pradesh)/Government of Arunchal Pradesh office of the Commissioner Tax &Excise, Itanagar / Government of Assam Commissioner of Taxes (Assam)/ Head-Quarter Commissioner & Secretary VikasBhawan, Bailey Road, Patna – (Bihar)/Department of Commercial Taxes, Government of Chhattisgarh, Head Office of Commissioner, Commercial Tax, Behind Raj Bhawan Civil Line, Raipur (C.G.) Chhattisgarh / Commissioner, Excise & Taxation (Commercial Taxes, Vikrikar Bhawan MG Road, Panjim (Goa)/ Government of Gujarat, B/2 Vanijak Vera Bahvan, Ashram Road, Ahmedabad – 380 009/SCO No. 28,29,30,31 Near by Srs Mall, Sector 12, Faridabad, Haryana – 121002/ Commissioner of Commercial Taxes, Public office Building Block No.30, SDA Complex, Kasumpati, Shimla – 170009 (Himachal Pradesh)/Excise & Taxation Complexes, Rail Head Jammu – 180012/Commissioner of Commercial Tax S.

38. The Commissioner of Commercial Tax, Abids Division Kakatiya Building Nampally Station Road, Hyderabad (Andhra Pradesh)/Government of Arunchal Pradesh office of the Commissioner Tax &Excise, Itanagar / Government of Assam Commissioner of Taxes (Assam)/ Head-Quarter Commissioner & Secretary VikasBhawan, Bailey Road, Patna – (Bihar)/Department of Commercial Taxes, Government of Chhattisgarh, Head Office of Commissioner, Commercial Tax, Behind Raj Bhawan Civil Line, Raipur (C.G.) Chhattisgarh / Commissioner, Excise & Taxation (Commercial Taxes, Vikrikar Bhawan MG Road, Panjim (Goa)/ Government of Gujarat, B/2 Vanijak Vera Bahvan, Ashram Road, Ahmedabad – 380 009/SCO No. 28,29,30,31 Near by Srs Mall, Sector 12, Faridabad, Haryana – 121002/ Commissioner of Commercial Taxes, Public office Building Block No.30, SDA Complex, Kasumpati, Shimla – 170009 (Himachal Pradesh)/Excise & Taxation Complexes, Rail Head Jammu – 180012/Commissioner of Commercial Tax S.
Taxes, Sector-1/C, Quarter No. 483 Office of CGM Dhori Post PhusroDistictBokaro Jharkhand/ Office of the Commissioner of Commercial Taxes, “Vaniyaa Therige Karyalaya” Gandhi Nagar, Bangalore – 560 009 (Karnataka) 3rd Floor, North Sandwich Block, Secretariat, Statue, Thiruvananthapuram (Kerala)/ Moti Bunglow compound, MG Road, Indore (Madhya Pradesh)/ Than Belapur Road, Koperkhairne, Navi Mumbai – 400 710 (Maharashtra)/ Department of Taxes, Government of Manipur, Directorate Complex, Near 2nd MR Gate, Imphal- 795 001/ The Commissioner Taxes, Shilong (Meghalaya)/ Taxation Department, Government of Mizoram, Lianchungnunga Building, Tuikual South, Aizawl Mizorma – 796 001/ Office of the Commissioner of Taxes Nagaland, Dimapur Near DC Court, Junction, - 797 112/ Office of the Commissioner of Commercial Taxes, Orissa Cuttack/ Excise & Taxation Department Punjab, Bhupinda Road, Patiala, Punjab/ KarBhawan, Bhawani Singh Road, Ambedkar Circle, C-Scheme, Jaipur -302 005 Rajasthan / head Quarter (Gangtok) Road, Gangtok East, Sikkim – 7137101 / Office of the Commissioner of Commercial Taxes, Chepauk, Ezhilagam Complex, Chennai – 600 005/ The commissioner of Taxes & Excise, P.N.Complex, Gurkhabasti Agartala, Tripura/ The Commissioner, Commercial Taxes, Uttar Pradesh, Vihutikhand, Gomti Nagar, Lucknow – 226016/ Commercial Tax Bhawan, 23, Lakshmi Road, Dehradun – 248 001 (Uttarkhand)/ Government of West Bengal Office of the Commissioner ,Commercial Taxes 14, Beliaghata Main Road Kolkata -700 015/ Bikri Kar Bhawan, 2nd Floor, I.P.Estate, Vyapar Bahawan, New Delhi -110 002.

36. The Special Director, Directorate of Enforcement, CR/NR/WR/SR/ER.

37. All Zonal / Sub Zonal Offices of Directorate of Enforcement.

38. Hindi Section for Hindi Version.

39. Computer Section, Head Quarters for putting the circular on website of the Directorate
ANNEXURE 'A'

APPLICATION FOR THE POST OF SEPOY

1. NAME (IN BLOCK LETTERS)

2. DATE OF BIRTH

3. DATE OF RETIREMENT UNDER CENTRAL / STATE GOVERNMENT RULES

4. POST HELD AT PRESENT IN THE PARENT DEPARTMENT AND GRADE PAY OF POST

5. PRESENT GRADE PAY AND PAY BAND

6. WHETHER THE PRESENT GRADE IS GRANTED BY WAY OF MACP OR REGULAR PROMOTION

7. DATE OF REGULAR APPOINTMENT TO THE PRESENT POST

8. IN CASE THE PRESENT EMPLOYMENTS IS HELD ON DEPUTATION / CONTRACT BASIS PLEASE STATE.
   (a) The date of initial appointment :
   (b) Period of appointment on Deputation / contract :
   (C) Name & Address of the parent Office / organization to which you belong

9. Additional details about present Employment
   Please state whether working under (indicate the name of your employer Against the relevant column.
      (a) Central Govt.
      (b) State Govt.
      (c) Autonomous Organization
      (d) Government Undertaking
      (e) Universities
      (f) Others
10. EDUCATIONAL QUALIFICATION

11. CHOICE OF STATIONS FOR POSTING

12. COMPLETE ADDRESS OF CADRE CONTROLLING AUTHORITY

13. WHETHER SC/ST/OBC

14. ANY OTHER RELEVANT

15. INFORMATION SERVICE PARTICULARS (IN REVERSE CHRONOLOGICAL ORDER SINCE JOINING SERVICE)

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>POST HELD &amp; PAY BAND</th>
<th>FROM</th>
<th>TO</th>
<th>BRIEF DESCRIPTION OF DUTIES AND NATURE OF WORK</th>
</tr>
</thead>
</table>

{Copies of promotion orders indicating the pay scales shall also be attached. Applications without copies of order will not be considered.}

16. EXPERIENCE IN THE FIELD OF INTELLIGENCE COLLECTION AND INVESTIGATION.

DATED: ____________________________

SIGNATURE OF THE APPLICANT
### Part - B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>16</td>
<td>Whether the officer meets eligibility requirement as on the closing date of application</td>
<td></td>
</tr>
<tr>
<td>17.(a) (i)</td>
<td>Whether any vigilance case is pending or contemplated against the officer</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(ii)</td>
<td>If yes, please give details</td>
<td></td>
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<td>(b) (i)</td>
<td>Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years</td>
<td>Yes/No</td>
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<tr>
<td>(ii)</td>
<td>If yes, please give details</td>
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<tr>
<td>(iii)</td>
<td>Indicate whether any penalty is in operation as on date</td>
<td></td>
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<tr>
<td>(c)</td>
<td>Whether cadre clearance for the officer by the Competent Authority has been granted</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(d)</td>
<td>Whether Integrity Certified</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Date: Signature ______________________  

Name: ________________________________  

Designation: __________________________  

(With stamp)
Check list of documents to be attached

(Please tick)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Application prescribed format forwarded by the sponsoring</td>
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<td></td>
<td>authority</td>
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<tr>
<td>2.</td>
<td>Complete and up-to-date C.R. dossier for the last five years</td>
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<tr>
<td></td>
<td>up to 2015-16 or attested photocopy thereof</td>
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<tr>
<td>3.</td>
<td>If ACR/APAR has not been written for a particular year or a</td>
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<td></td>
<td>part (more than three months) of a year, a No. report</td>
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<tr>
<td></td>
<td>certificate (NRC) for the period to be attached along with</td>
</tr>
<tr>
<td></td>
<td>ACR/APARs of previous year(s)</td>
</tr>
<tr>
<td>4.</td>
<td>Vigilance Clearance Certificate</td>
</tr>
<tr>
<td>5.</td>
<td>Integrity Certificate</td>
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<tr>
<td>6.</td>
<td>Major/Minor penalty Statement during last 10 years</td>
</tr>
<tr>
<td>7.</td>
<td>Cadre clearance from cadre Controlling/appointing Authority</td>
</tr>
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<td></td>
<td>(if applicable)</td>
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</tbody>
</table>

Date:                                      Signature of the forwarding authority

(With stamp)