

भारत सरकार  
Government of India  
राजस्व विभाग, वित्त मंत्रालय  
Department of Revenue, Ministry of Finance  
केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड  
Central Board of Indirect Taxes and Customs  
\*\*\*

Ground Floor, Hudco Vishala Building  
Bhikaji Cama Place, New Delhi-110066

To

All Cadre Controlling Authorities under CBIC (*Through Website*)

**Subject: Assistant Enforcement Officer (ED) & Staff Car Driver (Ordinary) ED, recruitment o deputation basis-Reg.**

The undersigned is directed to enclose herewith O.M. F.No.A-4/6/2018 dated 10.08.2021 inviting application for the post of Assistant Enforcement Officer in Enforcement Directorate (ED) and OM dated 11.08.2021 on filling up the post of Staff Car Driver (Ordinary Grade) in ED.

2. The O.M.s may be brought to the notice of all concerned under the CCAs and necessary action may be taken as per DoP&T's guidelines strictly on the issues of Deputation.

Yours faithfully

**Mohammad Ashif**  
**Under Secretary to the Govt.**  
**mohammad.ashif@nic.in; Ph.26162780**

Copy to: The Directorate General of Systems and Data Management, Indirect Taxes & Customs, 4th & 5th Floor, Hotel Samrat, Chanakyapuri, New Delhi-110021 for uploading on CBIC website.



No. 650/DS (Ad. III B)  
12/8/21

O/o JS (Admn) CBIC

Dairy No. 1784845

Date 11/08/21

प्रवर्तन निदेशालय

भारत सरकार

छठा तल, लोक नायक भवन,  
खान मार्केट, नई दिल्ली-110 003

**ENFORCEMENT DIRECTORATE**

Government of India

6th Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003  
Tel. : 24693577 Fax : 24631847

F.No. A-4/6/2018

Dated: 10.08.2021

OFFICE MEMORANDUM

**Sub:- Filling up the post of Assistant Enforcement Officer in the Directorate of Enforcement in Pay Matrix Level-7 (Rs.44900-142400) on deputation basis-reg.**

It is proposed to fill up the posts of Assistant Enforcement Officer in Pay Matrix Level-7 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, Panaji, Madurai, Calicut, Raipur, Indore, Nagpur, Dehradun, Jammu, Shimla, Allahabad, Ranchi, Patna, Gurugram, Bhopal, Vishakhapatnam, Mangalore, Gangtok, Agartala, Aizawl, Imphal, Itanagar, Kohima and Shillong.

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

"Officers from Central Government or State Government or Union territories (Including officers from Central Government or States Government or Union territories Police organizations):

(A) (i) Holding analogous post on regular basis in the parent cadre or department; or

(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Level-6 of the pay matrix or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualification and experience:-

(i) A degree in any subject from a recognized university; and

(ii) Two years' experience in the field of Legal Work, Intelligence, Investigation work and Adjudication or prosecution relating to fiscal or criminal laws.

The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

The maximum age limit for appointment by deputation (Including Short term

R.D.S.  
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US (Ad-III B)

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DS/Ad III B

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S.P.

10.08.  
2021

3. The Pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt (Pay-II) dated 17<sup>th</sup> June, 2010 as amended from time to time. Besides, the officers working in Directorate of Enforcement at level of Assistant Enforcement Officer are currently entitled for Special Incentive Allowance @ 20% of Basic Pay.

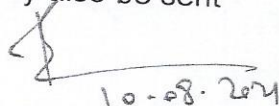
4. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forward in the proforma annexed so as to reach the Joint Director (Admn.), Directorate of Enforcement, 6<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003. The advertisement can also be seen on the website of Directorate of Enforcement [www.enforcementdirectorate.gov.in](http://www.enforcementdirectorate.gov.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 up to 2020-2021 or attested photocopy thereof
- (iii) Vigilance Certificate/Clearance
- (iv) Integrity Certificate/Clearance
- (v) Cadre Clearance
- (vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

6. Incomplete applications or applications not received through proper channel may not be considered. ***This is an open vacancy circular. The complete applications received by 30<sup>th</sup> 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).

  
(Rohit Dwivedi)

Joint Director (Admn.)

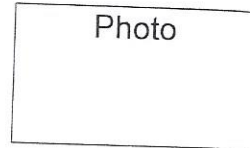
Copy to:-

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 (Thiurvanathapuram) /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(Bhubaneshwar) / Chhatisgarh (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).
3. The Commissioner of Police, New Delhi/Kolkata/Mumbai/Chennai.
4. The Joint Secretary (Admn.), Ministry of Home Affairs, North Block, New Delhi. (For circulation in State Police Organizations/Union Territories Police Organizations).
5. The Joint Secretary (Admn), Central Board of Direct Taxes, North Block, New Delhi. (For circulation in the field offices of the C.B.D.T.)
6. The Joint Secretary(Admn), Central Board of Indirect Taxes & Customs, North Block, New Delhi (For circulation in the field offices of the C.B.I.C.).
7. The Director General, NIC, A-Block, CGO Complex, Lodhi Road, New Delhi.
8. The Special Director, Directorate of Enforcement, CR/NR/WR/SR/ER.
9. All Zonal / Sub Zonal Offices of Directorate of Enforcement.
10. Hindi Section for Hindi Version.
11. Computer Section, Head Quarters for putting the circular on website of the Directorate.

ANNEXURE 'A'

APPLICATION FOR THE POST OF ASSISTANT ENFORCEMENT OFFICER



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 PAY OF POST \_\_\_\_\_
5. PRESENT PAY IN PAY MATRIX LEVEL \_\_\_\_\_
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  
(Minimum three choices)

12. COMPLETE ADDRESS OF CADRE  
CONTROLLING AUTHORITY \_\_\_\_\_

13. WHETHER SC/ST/OBC \_\_\_\_\_

14. HOME STATE \_\_\_\_\_

15. ANY OTHER RELEVANT INFORMATION \_\_\_\_\_

16. INFORMATION RELATING TO SERVICE PARTICULARS (IN REVERSE  
CHRONOLOGICAL ORDER SINCE JOINING SERVICE)

S.NO.	POST HELD & PAY	FROM	TO	BRIEF DESCRIPTION OF DUTIES AND NATURE OF WORK

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

DATED:

SIGNATURE OF THE APPLICANT

CONTACT No:

Part – B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

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

Date: Signature \_\_\_\_\_

Name:

Designation:  
(With stamp)

Dy No. 652/DS(A/SI B)

FIS NO 178 9963/2021



m(ASV) — in mtg

JS (Admin)  
mht  
17/8/21

DS/Ad III B (o.l.)  
US/Ad III B

प्रवर्तन निदेशालय

भारत सरकार

छठा तल, लोक नायक भवन,  
खान मार्केट, नई दिल्ली-110 003

**ENFORCEMENT DIRECTORATE**

Government of India

6th Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003  
Tel. : 24693577 Fax : 24631847

F.No. A-4/30/2018

Dated: 11.08.2021

OFFICE MEMORANDUM

18.8.21  
S.O.P.

**Subject:- Filling up of the post of Staff Car Driver (Ordinary Grade) in the Directorate of Enforcement on deputation basis—regarding.**

It has been decided to fill up the vacant posts of Staff Car Driver (Ordinary Grade) in the Pay Level-2 (PB-1, Rs. 5200 – 20200+GP-1900 - pre-revised 7<sup>th</sup> CPC) 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, Patna, Gurugram, Bhopal, Vishakhapatnam, Mangalore, Gangtok, Agartala, Aizawl, Imphal, Itanagar, Kohima and Shillong.

2. In terms of the Recruitment Rules, the following categories of Staff Car Drivers are eligible:-

Drivers of Central Government or State Government Departments or Public Sector Undertaking or Autonomous Organizations or Corporations;

- i. Holding analogous posts on regular basis;
- ii. (a) Matriculation or Secondary School Certificate or equivalent from a recognized Board;  
(b) Shall possess a valid driving license issued by Road Transport Authority of any State and authorized to drive Light Motor Vehicles and three wheeler; and  
(c) Shall have knowledge of motor mechanic (the candidate should be able to remove minor defects in vehicles)

(Period of deputation (including short term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three year.)

The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on receipt of the applications.

3. The Pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M.No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010 as amended from time to time. Besides the official working in Directorate



of Enforcement at the level of Staff Car Drivers (Ordinary Grade) are currently entitled for Special Incentive Allowance @ 20% of Basic Pay.

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, 6<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003. The advertisement can also be seen on the website of Directorate of Enforcement [www.enforcementdirectorate.gov.in](http://www.enforcementdirectorate.gov.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 or attested photocopy thereof
- (iii) Vigilance Certificate/Clearance
- (iv) Integrity Certificate/Clearance
- (v) Cadre Clearance
- (vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

6. Incomplete applications or applications not received through proper channel or applications received after due date will not be considered. ***This is an open vacancy circular. The complete applications received by 30<sup>th</sup> of every month shall be considered for selection in the subsequent month for available vacancies.***

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

  
11.08.2021  
(Rohit Dwivedi)  
Joint Director (Admn.)

Copy to:-

1. All Ministries/ Departments of Government of India.
2. All the Secretaries of States/UTs
3. The Special Director, Directorate of Enforcement, CR,NR,WR,SR,ER.
4. All the Zonal/ Sub Zonal Office of the Directorate of Enforcement.
- ✓ 5. Member (P&V) CBIC, North Block, New Delhi. 156/F
6. Member (P&V) CBDT, North Block, New Delhi.
7. Director, IB, MHA, North Block, New Delhi.
8. Director, CBI, North Block, New Delhi.
9. DG, CRPF, CGO Complex, New Delhi.

10. DG, BSF, CGO Complex, New Delhi.
11. DG, CISF, CGO, Complex, New Delhi.
12. DG, Railway Protection Force, Rail Bhawan, New Delhi - 1
13. DG, SSB, East Bloc -V, R. K. Puram, New Delhi.
14. Cabinet Secretariat.
15. DG, DRI, IP Estate, New Delhi.
16. All Commissioner, Customs & Central Excise.
17. Director National Crime Records Bureau, East Block - 7, R. K. Puram, New Delhi.
18. Narcotics Commissioner, Central Bureau of Narcotics, 19, the Mall Road, Morar, Gwalior.
19. Computer Section, Directorate of Enforcement, Hqrs. Office, New Delhi with a request to upload the vacancy circular on the website of the Directorate of Enforcement and remove the earlier uploaded vacancy circular dated 20.12.2018 for filling up of the post of Staff Car Driver (Ordinary Grade) in Enforcement Directorate on deputation basis.
20. Guard file.

**PROFORMA**

**APPLICATION FOR THE POST OF STAFF CAR DRIVER GRADE (ORDINARY GRADE) IN THE ENFORCEMENT DIRECTORATE**

1. Name (Block Letter) :
2. Date of Birth :
3. Date of Retirement :
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 :

Name of the office	Post held	Scale of pay	Period		Nature of duties in details
			From	To	

9. Choice of postings (Minimum 03)
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 at the time of selection for the post.

Signature of the candidate

Date:

Address

Certificate to be furnished by the Head of Department Office

It is certified that the information furnished by the candidate has been verified from the office/service records and found correct.

Signature

Date:

Place.

Check list of documents to be attached

(Please tick)

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

Date:

Signature of the forwarding authority

(With stamp)