

Central Bureau of Investigation

(Delhi Special Police Establishment)
(Administration Division)
Plot No. 5-B, 7th Floor, CGO Complex,
Lodhi Road, New Delhi

VACANCY CIRCULAR

Sub: Filling up the posts of Dy. Advisor (Foreign Trade or Foreign Exchange) on deputation in Central Bureau of Investigation.

Applications are invited from eligible and willing officers under Central Government or State Governments or Union Territories or Government Financial Institutions Including RBI, NABARD, SIDBI or Public Sector Financial Institution (including Public Sector Banks) for filling up one post of Dy. Advisor (FT or FE) on deputation basis as under:-

SI. No.	Name of the Post	Pay Scale	No. of Posts	Place of Posting
1	Dy. Advisor (Foreign Trade or Foreign Exchange)	PB-3 ₹ 15600-39100/- (Grade Pay ₹ 5400/- Pre-revised) (Level-10- as per 7 th CPC)	01	Delhi

2. This post is to provide technical assistant/expertise in investigation of cases involving Foreign Trade and Foreign Exchange, inspection, operational work and to supervise the work of other technical officers working under, if any.

3. The terms & conditions of the officer selected for appointment on deputation basis, will be regulated in terms of DP&T OM No. 6/8/2009-Estt. (Pay II) dated 17th June, 2010 read with 02/06/2016-Estt (pay II), dated 17.02.2016, 02/06/2018-Estt (pay II), dated 18.05.2018 and OM No. 2/10/2018-Estt. (Pay-II), dated 02.03.2021 as amended from time to time.

4. Applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied with the following documents/information:

(i)	Cadre Clearance
(ii)	Bio-data (in triplicate) as in the proforma enclosed (Annexure-II) [each page to be attested]
(iii)	Photo copies of 05 years APARs (each page to be attested with rubber stamp) for the last five years (from 2017 to 2022)
(iv)	Vigilance Clearance
(v)	Integrity Certificate
(vi)	Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years.
(vii)	Attested documents of educational qualification

5. Advance copies of applications received after the closing date or not accompanied with the required certificates/documents/information are liable to be rejected.

6. Detailed eligibility criterion (Annexure-1 for the post of Dy. Advisor (Foreign Trade or Foreign Exchange) and proforma for Bio-data (Annexure-II) are available on the CBI website <https://cbi.gov.in/vacancy-list/MQ==>.

7. It may be noted that the officers coming on deputation to CBI are benefited with a considerable increase in their monthly pay by way of Special Security Allowance @ 20% of pay sanctioned by the Government.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

9. The applications of suitable and eligible officers who can be spared immediately in the event of selection may be sent to the **Dy. Director (Pers.), Central Bureau of Investigation, 5-B, 7th Floor, CGO Complex, Lodhi Road, New Delhi-110003, so as to reach within 60 days of publication of vacancy circular in the Employment News.**

10. Applications received after due date will not be entertained. As per Recruitment Rules of the post of Dy. Advisor (Foreign Trade or Foreign Exchange), private persons are not eligible for the post.

DP
3/1/23

(D. P. Singh)

Administrative Officer (Pers.)

CBI, HO, New Delhi

Encl: As above

No. DP/PERS.I/2022/ 18 /A-35016/7/2022-Estbb/Pers.I Section Dated: 3/1/23

Copies to:-

1. All Ministries/Departments of Government of India/States/Union Territories.
2. Reserve Bank of India, NABARD, SIDBI, Public Sector Financial Institutions and Public Sector Banks.
3. Under Secretary, AVD.II, DOPT, North Block, New Delhi.
4. All HOZs/HOBs CBI with request that publicity may be given to aforesaid vacancies and suitable officers be encouraged to apply from Central/State Govt.
5. Chief Information Officer, CBI to arrange for wider publicity of the vacancy circular.
6. Superintendent of Police, Systems Division, CBI, New Delhi for placing the circular along with enclosures on the CBI website.

1. **Name of the post** : **Dy. Advisor (Foreign Trade or Foreign Exchange)**
2. **Number of post** : 01 (One)
3. **Classification of Post** : General Central Service, Group 'A' Gazetted Non-Ministerial.
4. **Pay Scale** : PB-3 (₹ 15600-39100/- with GP ₹ 5400/-) (Pre-revised) **(Level-10 of Pay Matrix as per 7th CPC)**
5. **Method of Recruitment:** By deputation.
6. **Age limit** : The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date for receipt of applications.
7. **Eligibility conditions for appointment on deputation:** officers under Central Government or State Governments or Union Territories or Government Financial Institutions Including RBI, NABARD, SIDBI or Public Sector Financial Institution (including Public Sector Banks):
 - (a) (i) holding analogous posts on regular basis in the parent cadre or department;
or
(ii) Two years' service in the grade rendered after appointment thereto on a regular basis in the PB-2 ₹ 9,300-34800 with Grade Pay of ₹ 4800/- (Pre-revised) (Level-8 of Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department;
or
(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the PB-2; ₹ 9300-34800 plus Grade Pay ₹ 4600/- (Pre-revised) (Level-7 of Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department;
and
 - (b) Possessing the following educational qualifications and experience:-
Essential:
 - (i) Bachelor's degree from a recognised University.
 - (ii) Three years' experience of inspection or vigilance or operational work in the field of Foreign Trade or Foreign Exchange.

Desirable:

Bachelor's degree in Law from a recognised University.

OR

A qualification recognised from enrolment in the register of members of the Institute of Chartered Accountants of India.

OR

Diploma in Taxation Laws from a recognised University or Institute.

OR

Post Graduate Degree or Diploma from recognised university of one year's duration in foreign trade or international business.

Period of deputation:- 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 organisation or department of the Central Government **shall ordinarily not to exceed three years.** The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

Job Profile:

This post is to provide technical assistant/expertise in investigation of cases involving, Foreign Trade and Exchange, inspection, operational work and to supervise the work of other technical officers working under, if any.

BIO-DATA PROFORMA

(to be submitted in triplicate)

Name of the post applied for: **Dy. Advisor (Foreign Trade & Foreign Exchange)**

	(i) Name of the Applicant and Designation (in Block letters)	
	(ii) Address of Office/Bank/Public Sector Financial Institution	
2	Date of Birth (In Christian era)	
3	(i) Date of entry into Govt. service	
	(ii) Date of retirement under Central/State Govt. 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 as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer
Essential:		Essential:
A) Qualification- Bachelor's Degree from a recognised University.		A) Qualification
B) Experience:- Three years' experience of inspection or vigilance or operational work in the field of Foreign Trade or Foreign Exchange.		B) Experience
Desirable:		Desirable:
A) Qualification:- Bachelor's degree in Law from a recognised University. OR A qualification recognised for enrolment in the register of members of Institute of Chartered Accounts of India. OR Diploma in Taxation Laws from a recognised University or Institute. OR Post Graduate Degree or Diploma from a recognised university of one year's duration in foreign trade or international business.		A) Qualification/Experience(if any)

5.1) Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2) In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.

6 Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

6.1) Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.

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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institutions	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

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 the applicant belong	(d) Name of the post and pay of the post held in substantive capacity in the parent organization.

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

9.2 Note: Information under Column 9 (c) & d above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:	
11	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) University	
	(f) Others	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13	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.	
14	Total emoluments per month now drawn	
Basic Pay in the PB		Grade Pay/Level in Pay Matrix
		Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed:

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details).	Total Emoluments
16A	<p>Additional information, if any, relevant to the post you applied for 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).</p>	
16B	<p>Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition. (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
17	<p>Please state whether you are applying for deputation/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)</p>	

(The option of 'ISTC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "ISTC" or "Absorption" or "Re-employment")

18	Whether belongs to SC/ST	:	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

Signature of the Applicant

Contact No.

Address:

CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier (photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)