

PROFORMA

(APPLICATION FOR THE POST OF ASSISTANT LEGAL ADVISOR IN
DIRECTORATE OF ENFORCEMENT)

(Vacancy Circular No.A-35011/17/2019-Ad.ED, dated 27 December, 2019)

1. Name and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. Date of retirement under Central/
State Government Rules :
4. Educational Qualification :
(Enclose self-attested copy)
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	Qualifications/Experience possessed by the officer
<p>Essential</p> <p>(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 Level-10/Level-9 in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>(B) Possessing the educational qualification and experience as below:</p> <p>(i) Degree in law from a recognized University or Institute; (ii) Three years' experience at bar dealing with criminal laws or fiscal laws.</p> <p style="text-align: center;">or</p> <p>(iii) Master's Degree in law from a recognized University or Institute; (iv) One year experience at bar dealing with criminal laws or fiscal laws.</p>	

6. Please state clearly whether in the :
Light of entries made by you above
You meet the requirement of the post

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	From	To	Scale of Pay and	Nature of duties
				Basic Pay(in detail)	

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 indicate-

(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

10. 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 Government :

(c) Autonomous Organisation :

(d) Government Undertaking :

- (e) Universities :
- (f) Others :
11. Please state whether you are working in the Directorate of Enforcement and are in the feeder grade or feeder to feeder grade. :
12. 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. :
13. Total emoluments per month now drawn. :
14. Additional information, if any, which you would like to mention 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).
15. Whether belongs to SC/ST :
16. Remarks – The candidates may indicate information with regard to (i) Research publications and Reports and special projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/ Societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient.) :

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 the Selection Committee at the time of selection for the post.

Signature of the candidate

Address _____

Telephone No. _____

e-mail _____

Date _____

Above particulars are verified from the service record of the officer and found correct. Cadre clearance and vigilance clearance is attached in Annex – I.

Signature

Name

Designation

(Cadre Controlling Authority)

(Cadre clearance and vigilance clearance)

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

17.	Whether the officer meets eligibility requirement As on the closing date of application	Yes/No
18.(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)	Complete and up to date C.R. dossier for the last five years from 2013-14 onwards or attested photocopy thereof. 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 that period to be attached along with ACR/APARs of the previous year(s)	Yes/No
(e)	Whether integrity of the officer is certified	Yes/No

Date:

Signature

Name & Designation:
(with stamp)