



प्रवर्तन निदेशालय

भारत सरकार

कमरा संख्या - १११, 'ए' ब्लॉक, प्रवर्तन भवन,
डॉ ए.पी.जे.अब्दुल कलाम रोड, नई दिल्ली - ११००११

**DIRECTORATE OF ENFORCEMENT
GOVERNMENT OF INDIA**

Room No. 210, 'A' Block, Pravartan Bhawan,
Dr. A. P. J. Abdul Kalam Road, New Delhi - 110011
Contact : 011-23339123 , jdestv-ed@gov.in

फा. सं / F. No. : Est-13020/3/2024-EST-HO

दिनांक / Date: 07.09.2026

To

The Chief Secretary, Haryana,
Civil Secretariat Sector 1, Chandigarh - 160001.

CS (Buby)

Sub: Filling up 63 posts of Deputy Director (Level - 11) and 114 posts of Assistant Director (Level - 10) in Directorate of Enforcement on deputation basis - reg.

(Secy./CS)

Sir/Madam,

The Directorate of Enforcement is a premier financial investigation agency engaged in enforcement of provisions of PMLA, 2002, FEMA, 1999 and FEOA, 2018. The Directorate has its offices across all the states/UTs of the country.

2. Further, it is informed that the Directorate has recently undergone cadre restructuring as a result of which the sanctioned strength of various posts have been increased (including the posts of Deputy Director and Assistant Director)). In order to fill up the vacant posts in the Directorate, Department of Revenue (DoR) has issued vacancy circulars dated 31.08.2026 (**copies enclosed**) for filling up the **63 (Sixty-Three) posts of Deputy Director and 114 (One Hundred Fourteen) posts of Assistant Director** in Directorate of Enforcement on deputation basis.

3. In view of the foregoing facts, I am directed to request your goodself that the aforesaid Vacancy Circulars **may kindly be circulated across all the offices under your administrative control, and eligible officers may kindly be encouraged to apply for the posts of Deputy Director and Assistant Director in Directorate of Enforcement on deputation basis**, in accordance with the terms and conditions prescribed in the Vacancy Circulars.

4. This issues with the approval of the Director, Directorate of Enforcement.

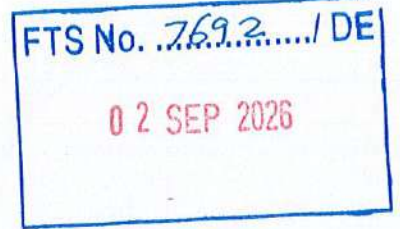
भवदीय / Yours faithfully,

Encls: As mentioned above

(Anup Singh Rauthan)
Joint Director (Estt. & Vig.)

Services-II Branch
Diary No. 108414
Date 15/9/26

No. 35011/1/2026-Ad.ED
Government of India
Ministry of Finance
Department of Revenue
(Ad.ED Section)



14108, "C" Wing, 4th Floor,
Kartavya Bhawan-1,
New Delhi, the 31.08.2026

Vacancy Circular

Subject:- Filling up of the posts of Deputy Director of Enforcement in the Directorate of Enforcement on deputation basis – regarding.

Applications are invited from eligible candidates for filling up **Sixty Three (63)** vacant posts of Deputy Director of Enforcement on deputation basis in Level 11 (Rs. 67,700-2,08,700) of Pay Matrix, in the Directorate of Enforcement. There is/are post(s) for Deputy Director in the offices of the Directorate of Enforcement at Delhi, Mumbai, Chennai, Kolkata, Chandigarh, Gurugram, Jaipur, Lucknow, Patna, Jalandhar, Srinagar, Bangalore, Cochin, Hyderabad, Guwahati, Ahmedabad, Goa, Madurai, Calicut, Bhubaneswar, Raipur, Surat, Indore, Nagpur, Bhopal, Dehradun, Jammu, Shimla, Allahabad, Ranchi, Mangalore, Vishakhapatnam, Gangtok, Agartala, Kohima, Aizawl, Shillong, Imphal and Itanagar. Further, any change in number of vacancies which may occur in due course will also be covered by this circular.

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

Officers of the All India Services or Central Services or Central Government or State Governments including State Police Organisations or Union territory Administrations including Union territory Police Organisations or Central Bureau of Investigation or Reserve Bank of India or Public Sector Banks:

- (a) (i) holding analogous post on a regular basis in the parent cadre of department; or
- (ii) with five years' service rendered after appointment to the post on a regular basis in level-10 in the pay matrix (Rs. 56100-177500) or equivalent in the parent cadre or department; and
- (b) possessing the following educational qualification and experience, namely :-
 - (i) bachelor degree in any subject from a recognized University; and

Rajan

- (ii) with five years' experience in the field of intelligence, investigation and legal work or adjudication or prosecution relating to fiscal or banking or accounts or in audit.

Note 1: For Reserve Bank of India :—

- (a) (i) officers working on a regular basis in Grade D (Deputy General Manager) having grade and scale of pay of Rs. 110050-3550/2-117150-3700/5-135650-3900/1-139550; or
- (ii) officers having five years of regular service in Grade C (Assistant General Manager) having grade and scale of pay of Rs. 77950-2850/3-86500-3100/2-92700-3300/4-105900-EB-3300/2-112500-3550/1-116050 will be considered in the field of selection; and
- (b) possessing the following educational qualification and experience, namely :-
 - (i) bachelor degree in any subject from a recognized University; and
 - (ii) with five years' experience in the field of intelligence, investigation and legal work or adjudication or prosecution relating to fiscal or banking or accounts or in audit.

Note 2: For Public Sector Banks :—

- (a) (i) officers working on a regular basis in Scale-V (Assistant General Manager) having grade and scale of pay of Rs. 120940-3360/2-127660-3680/2-135020; or
- (ii) officers having five years of regular service in Scale-IV (Chief Manager) having grade and scale of pay of Rs. 102300-2980/4-114220-3360/2-120940 will be considered in the field of selection; and
- (b) possessing the following educational qualification and experience, namely :-
 - (i) bachelor degree in any subject from a recognized University; and
 - (ii) with five years' experience in the field of intelligence, investigation and legal work or adjudication or prosecution relating to fiscal or banking or accounts or in audit.

Note 3: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation (including short-term contract). Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4: The period of deputation (including short-term contract) including the 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 four years.



Note 5: The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty-six years, as on the closing date of receipt of applications.

3. Deputy Director of Enforcement is expected to be able to coordinate and oversee the intelligence and investigation matters relating to Foreign Exchange Regulation Act (FERA), 1973 (since repealed), Foreign Exchange Management Act (FEMA), 1999, Prevention of Money Laundering Act (PMLA), 2002 and Fugitive Economic Offenders Act (FEOA), 2018. However, he/she may be assigned any other function by the Director of Enforcement like review, special investigation and technical work. Therefore, the officer is expected to have an indepth knowledge of FERA, 1973 (since repealed), FEMA, 1999, PMLA, 2002 and other allied Acts and an aptitude for this type of work.

4. 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/revised from time to time. Besides the officers working in Directorate of Enforcement at the level of Deputy Director are currently entitled for Special Incentive Allowance **@ 20% of Basic Pay**.

5. The Cadre Controlling Authorities are requested that the applications of eligible and willing officers may be forwarded in the proforma annexed so as to reach the **Joint Director (Estt.), Directorate of Enforcement, Block – A, Pravartan Bhawan, Dr. A.P.J. Abdul Kalam Road, New Delhi-110011**. The advertisement can also be seen at the Department's website <http://dor.gov.in> and also on the website of Directorate of Enforcement <https://www.enforcementdirectorate.gov.in/others/vacancies>.

6. 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 included his/her contact no. & e-mail address.
- (ii) Complete and up-to-date C.R. dossier for the last available five years and certified 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.

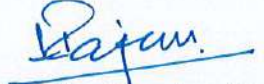
7. Incomplete applications or applications not received through proper channel will not be considered. The candidates will not be allowed to withdraw their candidature subsequently on any ground. This vacancy circular shall remain valid for the period from



August 2026 to July 2027. Applications received during this period shall be considered for filling up the vacancies as and when required.

8. **Applicants who have already sent their application in response to vacancy circular issued by Department of Revenue vide its O.M. No. F. No. A-35011/1/2026-Ad.ED-DoR dated 30.04.2026 need not to apply again, if they meet the above mentioned eligibility criteria.**

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


(Rajeev Lochan)

Under Secretary to the Government of India

To

1. All Ministries & Departments of Government of India with request that this circular may be circulated in their Ministries/Departments and also among their attached/subordinate offices.
2. The Department of Personnel & Training (AIS Branch), Kartavya Bhawan, New Delhi.
3. The Ministry of Home Affairs (Police – I Branch), Kartavya Bhawan, New Delhi.
4. DGPs of all State Governments/ UT Administration.
5. All Chief Commissioners/ Director General of Income Tax.
6. All Chief Commissioners/ Director General of Customs & Central Excise.
7. The Joint Secretary (Admn.), CBDT/ Joint Secretary (Admn.), CBIC with request that arrangements may be made to host this vacancy circular on the official website of CBDT/CBIC.
8. The Director, Directorate of Enforcement, Pravartan Bhawan, Dr. A.P.J. Abdul Kalam Road, New Delhi.
9. The Director, CBI, CGO Complex, New Delhi.
10. The Governor, Reserve Bank of India, Central Office Building, 18th Floor, Shahid Bhagat Road, Mumbai-400001.
11. The Chairman, State Bank of India, Corporate Centre, State Bank Bhavan, Madame Cama Marg, Mumbai - 400021.
12. The Chairman, Bank of Baroda, Baroda Bhavan, 7th Floor, R.C. Dutt Road, Vadodara 390007, Gujarat.
13. The Chairman, Bank of Maharashtra, Lok Mangal 1501, Shivaji Nagar, Post Box No. 919, Pune-411005.
14. The Chairman, India Overseas Bank, Central Office, 762, Anna Salai, P.B. No. 3765, Chennai-600002.
15. The Chairman, Punjab National Bank, Plot No. 4, Sector 10, Dwarka, New Delhi - 110075.
16. The Chairman, Union Bank of India, Union Bank Bhavan, 239, Vidhan Bhavan Marg, Nariman Point, Mumbai - 400 021.
17. The Chairman, Punjab & Sind Bank, Bank House, 4th Floor, 21, Rajendra Place, New Delhi-110008.

18. The Chairman, Bank of India, Head Office, Express Towers, Nariman Point, Mumbai-400021.
19. The Chairman, Canara Bank. 112, Jayachamarajendra Road, Post Box No. 6648, Bangalore-560002.
20. The Chairman, Indian Bank, Building P.B. No. 1384, 31 Rajaji Road, Chennai-600001
21. The Chairman, UCO Bank, Head Office, 10, Biplabi Trailokya Maharaj, Sarani, Kolkata-700001.
22. The Chairman, Central Bank of India, Central Office, Chander Mukhi, Chander Mukhi, Nariman Point Mumbai – 400021
23. NIC to upload on DoR website.



PROFORMA

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR OF ENFORCEMENT
IN THE DIRECTORATE OF ENFORCEMENT**

Passport size
photo

1. Name (IN BLOCK LETTERS) :
2. Date of Birth :
3. Date of Retirement :
4. Age as on the closing date of receipt of application :
5. Educational Qualification :
6. Service and Batch :
7. Present post held and the date from which held :
8. Whether the present Grade is granted By way of
MACP or Regular Promotion :
9. Pay Band & Grade Pay and present basic pay :
10. Details of service :

Name of the Post	Whether post held on regular basis or on adhoc (Attach copy of order of promotion in the Grade)	Scale of pay with Grade Pay	Nature of duties performed

11. Details of the Good / Outstanding work carried out by you in last five years; if any :
12. Details of Appreciation/Awards received in last 5 years; if any :
13. APAR Gradings (strictly as per Proforma attached) :
14. Name and designation of the Cadre Controlling Authority :
15. Name, address and telephone number of concerned officer in the office of the Cadre Controlling Authority :
16. Mobile No., E-mail id and Official Land Line No. of the applicant :
17. Home State :
18. Choice of Stations for Posting (Minimum three) :

Declaration:-

I have carefully gone through the vacancy circular/advertisement and I hereby declare that the details submitted are true and correct to the best of my knowledge, belief and information.

Date: _____

Signature of the candidate

Countersigned

(Employer with Seal)

Proforma for APAR Gradings

Sr. No.	Name of the Officer	Cadre Controlling Authority	APAR Period #	Reporting Officer			Reviewing Officer			Integrity	Remarks
				Grading of Reporting Officer	Comments of Reporting Officer	Pen Picture	Grading of Reviewing Officer/ over all grading	Whether Grading changed (Y/N) If yes, Comments	Pen Picture		

#The following points to be complied with:-

- a) If there is no APAR for the last five years (in view of NRC/NIC), then APAR for last five available years to be provided.
- b) Copies of APARs certified by the Cadre Controlling Authority also need to be forwarded alongwith the application.
- c) Exact date / period of APAR in the format, from DD-MM-YYYY to DD-MM-YYYY, to be mentioned in APAR Period column.
- d) It is also to be ensured that there should be no gap in the APAR Period and if there is a gap, reasons for the same to be mentioned in the Remarks column.

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	
2.(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 has been granted by the Competent Authority	Yes/No
(d)	Whether Integrity Certificate issued	Yes/No

Date:

Signature _____

Name:

Designation:
(With stamp)

Check list of documents to be attached

(Please tick)

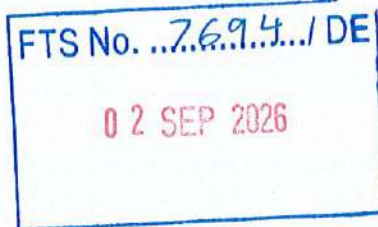
1.	Application in prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date ACR/APAR dossier for the last five years certified by the Cadre Controlling Authority. If there is no APAR for the last five years (in view of NRC/NIC), then APAR for last five available years to be provided	
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	

Date:

Signature of the forwarding authority

(With stamp)

No. 35011/1/2026-Ad.ED
Government of India
Ministry of Finance
Department of Revenue
(Ad.ED Section)



14108 , "C" Wing, 4th Floor,
Kartavya Bhawan-1,
New Delhi, the 31.08.2026

Vacancy Circular

Subject:- Filling up of the posts of Assistant Director of Enforcement in the Directorate of Enforcement on deputation basis - reg.

Applications are invited from eligible candidates for filling up **One hundred fourteen (114)** vacant posts of Assistant Director of Enforcement on deputation basis in Level 10 (Rs. 56,100-1,77,500) of Pay Matrix, in the Directorate of Enforcement. There are posts for Assistant Director in the offices of the Directorate of Enforcement at Delhi, Mumbai, Chennai, Kolkata, Chandigarh, Gurugram, Jaipur, Lucknow, Patna, Jalandhar, Srinagar, Bangalore, Cochin, Hyderabad, Guwahati, Ahmedabad, Goa, Madurai, Calicut, Bhubaneswar, Raipur, Surat, Indore, Nagpur, Bhopal, Dehradun, Jammu, Shimla, Allahabad, Ranchi, Mangalore, Vishakhapatnam, Gangtok, Agartala, Kohima, Aizawl, Shillong, Imphal and Itanagar. Further, any change in number of vacancies which may occur in due course will also be covered by this circular.

(i) In terms of Recruitment Rules, the following categories of officers are eligible:-

Officers of the Central Government or State Governments including State Police Organisations or Union Territories including Union Territories Police Organisations or Central Bureau of Investigation or Reserve Bank of India or Public Sector Banks:

(A) (I) holding analogous post on regular basis in the parent cadre/department; or

(II) with four years service in the grade rendered after appointment thereto on a regular basis in posts in Level-8 in the pay matrix or equivalent in the parent cadre or department; and

(B) (I) Possessing three years' experience in the field of intelligence, investigation and legal work or adjudication or prosecution relating to fiscal or criminal laws; or in the field of investigation in banking or accounts or in audit.

Note 1: The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 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 years.

Note 2: The maximum age limit for appointment by deputation (including Short-Term Contract) shall not be exceeding fifty six years, as on the closing date of receipt of applications.

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be the service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the said Pay Commission, except where there has been merger of grade with a common grade pay/pay scale and where their benefit will extend only for the post for which that grade pay/pay scale is the normal replacement grade without any upgradation.

2. Assistant Director of Enforcement is expected to execute duties related to implementation of provisions of Foreign Exchange Management Act (FEMA), 1999 and enforcement of provisions of Prevention of Money Laundering Act (PMLA), 2002 and Fugitive Economic Offenders Act (FEOA), 2018. However, he/she may be assigned any other function by the Director of Enforcement like review, special investigation and technical work. Therefore, the officer is expected to have an in depth knowledge of Foreign Exchange Regulation Act (FERA), 1973 (since repealed), FEMA, 1999, PMLA, 2002, FEOA, 2018 and other allied Acts and an aptitude for this type of work.

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/revised from time to time. Besides the officers working in Directorate of Enforcement at the level of Assistant Director 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 forwarded in the proforma annexed so as to reach the **Joint Director (Estt.), Directorate of Enforcement, Block – A, Pravartan Bhawan, Dr. A.P.J. Abdul Kalam Road, New Delhi-110011**. The advertisement can also be seen at the Department's website <http://dor.gov.in> and also on the website of Directorate of Enforcement https://www.enforcementdirector.gov.in/others/vacancies_.



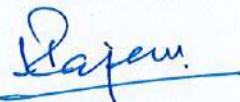
5. While forwarding the applications, **the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned.** The following documents should also be sent along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

- (i) Bio data included his/her contact no. & e-mail address.
- (ii) Complete and up-to-date C.R. dossier for the last available five years and certified 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 will not be considered. The candidates will not be allowed to withdraw their candidature subsequently on any ground. This vacancy circular shall remain valid for the period from August 2026 to July 2027. Applications received during this period shall be considered for filling up the vacancies as and when required.

7. **Applicants who have already sent their application in response to vacancy circular issued by Department of Revenue vide its O.M. No. F. No. A-35011/1/2026-Ad.ED dated 30.04.2026 need not to apply again, if they meet the above mentioned eligibility criteria.**

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

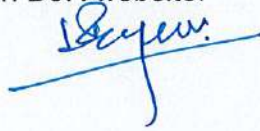

(Rajeev Lochan)

Under Secretary to the Government of India

To

- 1. All Ministries & Departments of Government of India with request that this circular may be circulated in their Ministries/Departments and also among their attached/subordinate offices.
- 2. DGPs of all State Governments/ UT Administration.
- 3. All Chief Commissioners/ Director General of Income Tax.
- 4. All Chief Commissioners/ Director General of Customs & Central Excise.
- 5. The Joint Secretary (Admn.), CBDT/ Joint Secretary (Admn.), CBIC with request that arrangements may be made to host this vacancy circular on the official website of CBDT/CBIC.

6. The Director, Directorate of Enforcement, Pravartan Bhawan, Dr. A.P.J. Abdul Kalam Road, New Delhi.
7. The Director, CBI, CGO Complex, New Delhi.
8. The Governor, Reserve Bank of India, Central Office Building, 18th Floor, Shahid Bhagat Road, Mumbai-400001.
9. The Chairman, State Bank of India, Corporate Centre, State Bank Bhavan, Madame Cama Marg, Mumbai - 400021.
10. The Chairman, Bank of Baroda, Baroda Bhavan, 7th Floor, R.C. Dutt Road, Vadodara 390007, Gujarat.
11. The Chairman, Bank of Maharashtra, Lok Mangal 1501, Shivaji Nagar, Post Box No. 919, Pune-411005.
12. The Chairman, India Overseas Bank, Central Office, 762, Anna Salai, P.B. No. 3765, Chennai-600002.
13. The Chairman, Punjab National Bank, Plot No. 4, Sector 10, Dwarka, New Delhi - 110075.
14. The Chairman, Union Bank of India, Union Bank Bhavan, 239, Vidhan Bhavan Marg, Nariman Point, Mumbai - 400 021.
15. The Chairman, Punjab & Sind Bank, Bank House, 4th Floor, 21, Rajendra Place, New Delhi-110008.
16. The Chairman, Bank of India, Head Office, Express Towers, Nariman Point, Mumbai-400021.
17. The Chairman, Canara Bank, 112, Jayachamarajendra Road, Post Box No. 6648, Bangalore-560002.
18. The Chairman, Indian Bank, Building P.B. No. 1384, 31 Rajaji Road, Chennai-600001
19. The Chairman, UCO Bank, Head Office, 10, Biplabi Trailokya Maharaj, Sarani, Kolkata-700001.
20. The Chairman, Central Bank of India, Central Office, Chander Mukhi, Chander Mukhi, Nariman Point Mumbai - 400021
21. NIC to upload on DoR website.



PROFORMA

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR OF
ENFORCEMENT IN THE DIRECTORATE OF ENFORCEMENT**

Passport size
photo

1. Name (IN BLOCK LETTERS) :
2. Date of Birth :
3. Date of Retirement :
4. Age as on the closing date of receipt of application :
5. Educational Qualification :
6. Service and Batch :
7. Present post held and the date from which held :
8. Whether the present Grade is granted By way of
MACP or Regular Promotion (Attach copy of
regular promotion in the present Grade):
9. Pay Band & Grade Pay and present basic pay :
10. Details of service :

Name of the Post	Whether post held on regular basis or on adhoc (Attach copy of order of promotion in the Grade)	Scale of pay with Grade Pay	Nature of duties performed

11. Details of the Good / Outstanding work carried out by you in last five years, if any :
12. Details of Appreciation/Awards received in last 5 years, if any :
13. APAR Gradings (strictly as per Proforma attached) :
14. Name and designation of the Cadre Controlling Authority :
15. Name, address and telephone number of concerned officer in the office of the Cadre Controlling Authority :
16. Mobile No., E-mail id and Official Land Line No. of the applicant :
17. Home State :
18. Choice of Stations for Posting (Minimum three) :

Declaration:-

I have carefully gone through the vacancy circular/advertisement and I hereby declare that the details submitted are true and correct to the best of my knowledge, belief and information.

Date: _____

Signature of the candidate

Countersigned

(Employer with Seal)

Proforma for APAR Gradings

Sr. No.	Name of the Officer	Cadre Controlling Authority	APAR Period #	Reporting Officer			Reviewing Officer			Integrity	Remarks
				Grading of Reporting Officer	Comments of Reporting Officer	Pen Picture	Grading of Reviewing Officer/ over all grading	Whether Grading changed (Y/N) If yes, Comments	Pen Picture		

#The following points to be complied with:-

- If there is no APAR for the last five years (in view of NRC/NIC), then APAR for last five available years to be provided.
- Copies of APARs certified by the Cadre Controlling Authority also need to be forwarded alongwith the application.
- Exact date / period of APAR in the format, from DD-MM-YYYY to DD-MM-YYYY, to be mentioned in APAR Period column.
- It is also to be ensured that there should be no gap in the APAR Period and if there is a gap, reasons for the same to be mentioned in the Remarks column.

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	
2.(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 has been granted by the Competent Authority	Yes/No
(d)	Whether Integrity Certificate issued	Yes/No

Date:

Signature _____

Name:

Designation:
(With stamp)

Check list of documents to be attached

(Please tick)

1.	Application in prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date ACR/APAR dossier for the last five years certified by the Cadre Controlling Authority. If there is no APAR for the last five years (in view of NRC/NIC), then APAR for last five available years to be provided	
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	

Date:

Signature of the forwarding authority

(With stamp)