



Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,  
10<sup>th</sup> Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.  
Tel. No. 040 – 23425474, 23241427 Fax: 040 23240403

F. No. Pr.CCIT/Estt/Circulation/2022-23

Date: 07.10.2022

**VACANCY CIRCULAR**

**Sub:** Filling up of the post of Stenographer Grade-I in the Directorate of Enforcement on deputation basis – Reg.

**Ref:** Letter received from Income Tax Officer, CMD-III (2) (HRD), New Delhi dated 06.10.2022

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Please find enclosed herewith the above referred letter received from Income Tax Officer, CMD-III(2) (HRD), New Delhi, regarding Filling up of the post of Stenographer Grade-I in the Directorate of Enforcement, Level-06 in respect of Group 'B' and Group 'C' Officers/Officials on **DEPUTATION BASIS** for circulation.

In this connection, I am directed to request interested officers to send their nominations through their head of the office on the email Id [hyderabad.dcit.hq.admin@incometax.gov.in](mailto:hyderabad.dcit.hq.admin@incometax.gov.in).

Yours faithfully,

  
(Thamba Mahendra)

Dy. Commissioner of Income Tax  
(Hqrs)(Admn)  
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

To

All the Heads of Offices, AP & Telangana Region.



Government of India/Ministry of Finance  
Department of Revenue/Central Board of Direct Taxes  
Directorate General of Income-tax (HRD)  
2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium,  
Gate No. 1, New Delhi – 110003



F.No.154/002/2022-CMD-III (2)/5423

Dated: 06.10.2022

All Pr. Chief Commissioners of Income Tax, (CCA)/  
Pr. Director Generals of Income Tax/  
Director Generals of Income Tax (attached Directorates)

Madam/Sir,

**Sub: Filling up of the post of Stenographer Grade-I in the Directorate of Enforcement on deputation basis – regarding.**

Kindly refer to the above.

2. In this regard, the undersigned is directed to enclose office memorandum issued vide F. No. A-4/05/2022 dated 22.09.2022 by Joint Director (Estt.), Enforcement Directorate, Pravartan Bhawan, Dr. APJ Abdul Kalam Road, New Delhi-110011 regarding filling up of the post of Stenographer Grade-I in the Directorate of Enforcement [Level 06] in respect of Group 'B' officials on deputation basis.

2. As per the above vacancy circular, this is an open vacancy circular and 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.

3. The undersigned is further directed to inform that the cadre clearance for suitable/willing officers/officials may be processed from the office of Pr. CCsIT(CCA) of the respective regions and names forwarded to the Borrowing Authority directly as the Cadre Control Authority in respect of Group "B" & "C" officials is the respective Pr. CCsIT(CCA).

Yours faithfully,

Encl: As above

(K. R. Philips)  
Income Tax Officer, CMD-III (2)  
(HRD), New Delhi.



# प्रवर्तन निदेशालय

भारत सरकार

प्रवर्तन भवन, डॉ. ए.पी.जे. अब्दुल कलाम रोड  
नई दिल्ली-110011

## ENFORCEMENT DIRECTORATE

Government of India

Pravartan Bhawan,

Dr. APJ Abdul Kalam Road, New Delhi-110 011.

FTS 2839199  
76 SEP 2022  
O/o Member (Admn)  
-CBDT

F.No. A-4/05/2022

Dated: 22.09.2022

### OFFICE MEMORANDUM

**Subject:-** Filling up of the post of Stenographer Grade-I in the Directorate of Enforcement on deputation basis — regarding.

It has been decided to fill up the post of Stenographer Grade-I in Pay Matrix level-6 (Rs. 35400-112400) on deputation basis in various offices of the 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 Stenographers are eligible:-

Stenographers of Central Government or State Government or Union Territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations-

Jt. DIT (CMD)-III (HRD)
DATE:- 30/09/22
DDIT (CMD)-III (Holding analogous posts on regular basis in the parent cadre or department;
DDIT (CMD)-III (Or
ITO (CMD)-III (With ten years regular service in level-4 (Rs.-25500-81100) in the pay matrix
ITO (CMD)-III (Or) equivalent.

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

Note 2: (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 exceed three years.)

Note 3: 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 17<sup>th</sup> June 09.

KOP  
02/10/22  
29/09/22  
Pr. Dns (HRD)

अपर आयकर महानिदेशक (भा. सं. वि)-3
दिनांक: 29/09/2022
अपर आयकर निदेशक (सी. एन. डी)-3
अपर आयकर निदेशक (टी.सी.सी.)
आयकर अधिकारी (यु.)
निजी सहायक

Page 1 of 5

22.09.2022

प्र. आयकर महानिदेशक (भा. सं. वि),
आयसी 7289 दिनांक 29/09/22
अ. महा. नि.-1
अ. महा. नि.-2
अ. महा. नि.-3 ✓
(परिभाषा एवं सं. भा.)
मुख्या. हेडक्वार्टर
प्र. आयकर महानिदेशक (भा. सं. वि.)
निजी सहायक

2010 as amended from time to time. Besides the official working in Directorate of Enforcement at the level of Stenographer Grade-I are currently entitled for Special Incentive Allowance @ 20 % of Basic Pay.

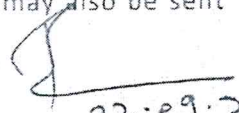
4. The Cadre Controlling Authorities are requested that applications of eligible and willing Stenographer Grade-II/ Stenographer Grade-I may be forwarded in the proforma annexed so as to Joint Director (Admn.), Directorate of Enforcement, A-Block, Pravartan Bhawan, Dr. A.P.J. Abdul Kalam Raod, New Delhi – 110011. 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 may not be considered. This is an open vacancy circular. The complete applications received by 30<sup>th</sup> of every moth may be considered for selection in the subsequent month for available vacancies. This process will continue till all the vacancies are filled up.

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

  
22.09.2022  
(Rohit Dwivedi)  
Joint Director (Estt.)  
Email ID:- [jdestv-ed@gov.in](mailto:jdestv-ed@gov.in)

**Copy to:-** With a request to upload this Vacancy Circular on the official website of the Ministry/ Department/ Attached Offices/ Sub ordinate Offices for circulation to all the offices under their jurisdiction and forward the applications of eligible & willing Stenographers for filling up the post of Stenographers Grade-I in the Directorate of Enforcement on deputation basis:-

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.
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 11.12.2018 for Stenographer Grade-I in Enforcement Directorate on deputation basis.
20. Hindi Section.
21. Guard file.

**PROFORMA**

**APPLICATION FOR THE POST OF STENOGRAPHER GRADE-I IN THE  
DIRECTORATE OF ENFORCEMENT**

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,  
telephone number and email id :  
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.

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 Certificate issued	Yes/No

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

Name: \_\_\_\_\_

Designation:  
(With stamp)

**Check list of documents to be attached**

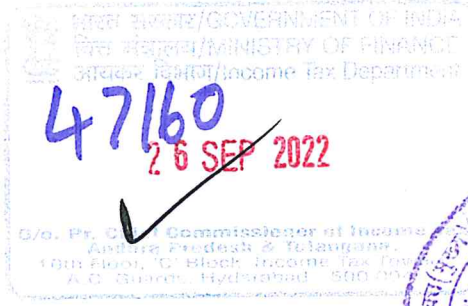
(Please tick)

1.	Application in prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date C.R. dossier for the last five years 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)





## प्रवर्तन निदेशालय

भारत सरकार

प्रवर्तन भवन, डॉ. ए.पी.जे. अब्दुल कलाम रोड,  
नई दिल्ली-110011

### ENFORCEMENT DIRECTORATE

Government of India

Pravartan Bhawan,

Dr. APJ Abdul Kalam Road, New Delhi-110 011

F.No. A-4/05/2022

Dated: 22.09.2022

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*u*  
*Ambekar*  
22.09.2022

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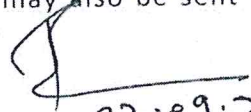
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22.09.2022

(Rohit Dwivedi)

Joint Director (Estt.)

Email ID:- [jdestv-ed@gov.in](mailto:jdestv-ed@gov.in)

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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.
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21. Guard file.

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1. Name (Block Letter) :
2. Date of Birth :
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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,  
telephone number and email Id :  
of concerned officer in the office of the Cadre  
Controlling Authority

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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.

**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 Certificate issued	Yes/No

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

Name:

Designation:  
(With stamp)

**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 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)	
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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)