

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 post of Dy. Advisor (Foreign Trade or Foreign Exchange) on deputation [including short-term contract] basis in Central Bureau of Investigation.

Applications are invited from eligible and willing officers under the Central Government or State Governments or Union Territories or Government Financial Institutions including RBI, NABARD, SIDBI or Public Sector Financial Institutions (including Public Sector Bank) for filling up the following post in CBI on deputation (ISTC) basis:-


Sl. 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) with GP ₹ 5400/- (Pre-revised) (Level 10 – as per 7 th CPC)	01	Delhi

2. The duties and responsibilities of the post are enclosed as **Annexure-III**.
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)	Attested Bio-data as in the proforma enclosed (Annexure-II) [each page to be attested]
(iii)	Attested photo copies of last 05 years APARs (each page to be attested with rubber stamp)
(iv)	Integrity Certificate/Vigilance Clearance
(v)	Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years.
(vi)	Requisite essential experience certificate issued by the Competent Authority as per vacancy circular.
(vii)	Attested documents of educational qualification.

5. The applications of suitable and eligible officers who can be spared immediately in the event of selection may be sent to **Dy. Director (Pers.), Central Bureau of Investigation, 5-B, 7th Floor, CGO Complex, Lodhi Road, New Delhi-110003.**

6. This is an open vacancy circular. The complete applications received against the vacancy circular by last day of every quarter shall be considered against vacancies available at the end of said quarter.
7. As per Recruitment Rules of the post of Dy. Advisor (Foreign Trade or Foreign Exchange), **private persons are not eligible for the post.**
8. Detailed eligibility criterion (**Annexure-1**) and proforma for Bio-data (**Annexure-II**) for the post of Dy. Advisor (Foreign Trade or Foreign Exchange) are available on the CBI website <http://cbi.gov.in/vacancy-list/MQ==>.
9. Officers on deputation to the CBI will be entitled to a **Special Security Allowance of 20%** of their basis pay every month.
10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. In case a candidate, who is selected, refuses to join, he will be debarred from any deputation in Govt. of India for the combined period of deputation and cooling off.


(Anuradha Ganesh) 6/6/24
Administrative Officer (Pers.)
CBI, HO, New Delhi

No. DP/PERS.II/2024/1379 IA-35016/5/2022

Dated: 6/6/2024

Copy to:-

1. All Ministries/Departments of Government of India/States/UTs.
2. The Reserve Bank of India, New Delhi/Mumbai.
3. All Nationalized Banks (as per list Attached).
4. Government Financial Institutions including NABARD, SIDBI Public Sector Financial Institutions (including Public Sector Banks).
5. Under Secretary (AVD-II), DOPT, North Block, New Delhi.
6. All HOZs/HOBs CBI with the request that publicity may be given to all these vacancies and suitable officers be encouraged to apply from Central/State Govt. and Central Public Sector Undertakings or State Public Sector Undertakings (including Public Sector Banks)
7. Chief Information Officer, CBI to arrange for wider publicity of the vacancy circular.
8. Superintendent of Police, System Division, CBI, New Delhi for placing the circular alongwith enclosures on the CBI website.

ANNEXURE-I

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 Rs. ₹ 5400/- (Pre-revised) (Level 10 – as per 7th CPC)
5. Method of Recruitment : By deputation (including short term contract)
6. Age limit : The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date for receipt of applications.
7. **Eligibility conditions for appointment on deputation:** Officers under the Central Government or State Governments or Union Territories or Government Financial Institutions including RBI, NABARD, SIDBI or Public Sector Financial Institutions (including Public Sector Bank):

(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) plus Grade Pay of ₹ 4800/- (Level-8 in the 7th CPC pay matrix) 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) with Grade Pay of ₹ 4600/- (Level 7 in the 7th CPC pay matrix) or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:-

Essential:-

(i) Bachelor's degree from a recognized 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 recognized University;

OR

A qualification recognized for enrolment in the register of members of the institute of Chartered Accountants of India;

OR

Diploma in Taxation Laws from a recognized University or Institute.

OR

Post Graduate Degree or Diploma from recognized University of one year's duration in Foreign Trade or International Business;

Note-1: 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**. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.

BIO-DATA PROFORMA

NAME OF THE POST APPLIED FOR: **DY. ADVISOR [FOREIGN TRADE OR FOREIGN EXCHANGE]**

1	Name of the Applicant (in Block letters)	
	Designation	
	Full address of Office/Bank/Institution	
2	Date of Birth (In Christian era)	
3	Date of entry into service	
4	Date of retirement [as per rule of department /organization]	
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:
Educational Qualification		
Experience		Experience [certificate issued by the Competent Authority to be enclosed]
Desirable:		Desirable:
Qualification		Qualification
Experience		Experience

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.	
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Note: The 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.

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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	
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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.
<p>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.</p> <p>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.</p>				
10	If any post held on deputation in the past by the applicant, please mention date of return from the last deputation, name of department and other details, if any.			
11	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column) (1) Central Government or State Governments or Union Territories (2) Government Financial Institutions including RBI, NABARD, SIDBI etc. (3) Public Sector Financial Institute [including Public Sector Banks]			
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		
	Basic Pay in the PB	Grade Pay/Level in Pay Matrix	Total Emoluments
14	In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the following details may be provided. The latest salary slip issued by the Organization showing the following details may be enclosed.		
	(i) Basic Pay=	₹	
	(ii) Scale of Pay =	₹	
	(iii) Rate of increment=	₹	
	(iv) Dearness Allowance=	₹	
	(v) Interim Relief=	₹	
	(vi) Other Allowance (with break-up details)=	₹	
	Total Emoluments =	₹	
15	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).		
16	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)		
17	Please state whether you are applying for deputation (Including Short Term Contract)		

18	Please provide following details of the Competent Authority to permit you to apply for the above said post.	
I.	Name	
II.	Designation	
III.	Office address	
IV.	e-mail	

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.

Signature of the Application

Date:

Contact No.

e-mail:

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:

1. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
2. His/Her integrity is certified.
3. His/Her APARs Dossier (photocopies of the APARs 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.
4. 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)

Duties and responsibilities of Dy. Advisor (Foreign Trade & Foreign Exchange) in CBI are as under:-

The 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) are deputed to CBI for giving expert assistance in Foreign Trade & Foreign Exchange related fraud and other cases. They are attached to various branches across the country. Their duties are as under:-

1. To scrutinize and check records seized in connection with the investigation of Foreign Trade & Foreign Exchange fraud and other cases.
2. To tender assistance on all related matters concerning Foreign Trade & Foreign Exchange, as referred by Controlling Authority.
3. To assist in the investigation of complex Foreign Exchange and Foreign Trade financial transactions and for tracking the receipts/end use of defrauded funds.
4. To examine the technicalities on Foreign Trade & Foreign Exchanges rules/procedures/systems practices vis-a vis the deviation/irregularities committed by the bank and other officials and give analysis of same.
5. To liaise with the banks and other regulatory authorities like SEBI, RBI, Public Financial Institutions on the direction of Controlling Authority, to assess the exposure and loss of these institutes. This may also involve collections of financial data, circular/guidance relevant to the financial transactions.
6. To examine the documents relating to the credit decisions, loan proposal to banks for Forex related credit by suspected companies with regard to deviations from the existing norms/systems and to give analysis of same.
7. To collect and pass on intelligence on the developments in the Foreign Trade & Foreign Exchange/financial sector which is relevant to the CBI.
8. To work in close coordination with the IO and the senior officers;
9. To coordinate/liaise with CVOs, CEO/MDs and bank officers as per directions of Controlling Authority.
10. To visit bank branches along with IOs for the collections of documents pertaining to Foreign Trade & Foreign Exchange fraud and other case of enquiry/Investigation Officer.
11. To proceed on tour for assistance of enquiry/Investigation officer during verification/investigation.
12. To analyse relevant RBI circulars/guidelines as required during verification/investigation.

13. To assist in analysis of flow of funds required during investigation.

14. To liaise with various subject experts for assistance during verification/investigation.

The Dy. Advisor (Foreign Trade & Foreign Exchange) also provides guidance and assistance with respect to Foreign Trade and Foreign Exchange related transactions in the following cases:-

- (a) Disproportionate assets.
- (b) Alleged favor shown in assessment of income/Wealth-Tax of Estate Duty.
- (c) Irregularities in the procedure for inviting tenders and their evaluation.
- (d) Evaluation of movable/immovable properties.
- (e) Any other related work assigned by Controlling Authority.