

No.01-07/2007-CSZ
Government of India
Ministry of Environment & Forests

Paryavaran Bhavan,
CGO Complex,
Lodhi Road,
New Delhi-110003
Dated: 24th August, 2009

CIRCULAR

Subject: Filling up of posts of Senior Administrative Officer in the Zoological Survey of India, Kolkata, Ministry of Environment and forests on deputation.

The undersigned is directed to say that Ministry of Environment and Forests requires services of suitable officer on deputation to fill up the one post of Sr. Administrative Officer in the pay band of Rs. 15,600-39100 (PB-3) with grade pay of Rs. 6,600/- (pre-revised Rs. 10,000-325-15,200) in Zoological Survey of India, Kolkata.

- 2). The details of the eligibility criteria are given in Annexure-I.
- 3). Only such applications which are accompanied by the personal data (in triplicate) in the proforma given in Annexure-II will be considered.
- 4). Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for appointment on deputation. Similarly, deputationists will not be eligible for promotion. The departmental Administrative Officer with 5 years regular service in the grade will also be considered and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.
- 5). Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some organization / department of Central Government shall not exceed three years. The maximum age limit for appointment on deputation shall be, not exceeding fifty six years as on the closing date for receipt of applications.
- 6). It is requested that the names of the eligible officers, who are willing and can be spared immediately in the event of selection may be forwarded so as to reach this Ministry within two months from the date of publication of the advertisement in 'Employment News'. While forwarding the applications, it may please be ensured that no disciplinary / vigilance case is either pending or being contemplated against the officer. The application must be accompanied by the following documents:-

- (i) CR Dossier / photocopies of ACRs of last five years duly attested by Group 'A' officer.
- (ii) Vigilance Clearance.
- (iii) Integrity Certificate.
- (iv) Major/ Minor penalty statement for the last 10 years.

(E.V.Muley)
Director (C.S)

1. All Ministries / Departments of the Govt. of India / State Governments.
2. Controller General of Defence Accounts officer of CGDA, West block No.5, R.K.Puram, New Delhi.
3. Office of Comptroller & Audit of Govt. of India, Bahadur Shah Zafar Marg, New Delhi.
4. Controller General of Accounts, Ministry of Finance D/O Expenditure, Lok Nayak Bhawan, 7th floor, New Delhi.
5. Director General (SGP), Ministry of Communication, P&T Board, Sanchar Bhawan, New Delhi..
6. The Secretary, UPSC, Shahjahan Road, New Delhi.
7. The Director, Zoological Survey of India, Kolkata.

ANNEXURE – i

Name of the Post, Scale of Pay & No. of Posts

Sr. Administrative Officer,
In the pay scale of Rs. 15,600
-39,100 (PB-3) with grade pay of Rs.
6,600/- (pre-revised Rs. 10,000-325-15,200)

- 1 post

Eligibility conditions

Officers under the Central
Government/State
Governments/Union

Territories/Recognized
Research Institutions

- (a)
- (i) Holding analogous posts on regular basis; or
 - (ii) With 5 years regular service in posts in the revised scale of pay of Rs. 15,600-39,100 (with grade pay Rs. 5400 (pre-revised) 8,000-275-13,500)
 - (iii) With eight years regular service in posts in the scale of pay of Rs. 9,300-34,800 with grade pay Rs. 4,600/-(pre-revised 7,450-11,500)
- (b)
- (i) Degree from a recognized University.
 - (ii) Possessing experience of administration, accounts and establishment matters.
 - (iii) The departmental administrative Officer with 5 years' regular service in the grade will also be considered and in case he is selected to appointment to the post, the same shall be deemed to have been filled by promotion.

ANNEXURE-II

Curriculum Vitae Proforma

Name and Address (in Block Letters)				
Date of Birth (in Christian era)				
Date of Retirement under Central / State Government Rules				
Educational Qualifications				
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.
Essential		(1)		
Desired		(2)		
		(3)		
		(1)		
		(2)		
Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.				
Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
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 you belong.				
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 Organizations				
(d) Government Undertaking				
(e) Universities				
(f) Others				

Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
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.	
Total emoluments per month now drawn.	
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)	
Please state whether you are applying for 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.)	
Whether Belongs to SC / ST	
Remarks (The candidates may 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) 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 Proforma by documents submitted by me will also be assessed by the Selection Committee at the time of selection.

Signature of the Candidate.....
Address.....
.....
Date