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**MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE**  
**INDIRA PARYAVARAN BHAWAN, JOR BAGH, NEW DELHI**

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 ₹15,600-39,100 (PB-3) with grade pay of ₹ 6,600/- in Zoological Survey of India, Kolkata.

3. The details of the eligibility criteria for the post is given in Annexure-I.
4. Only such applications which are accompanied by the requisite personal data (in triplicate) in the Bio-Data pro-forma given in Annexure-II will be considered.
5. Eligible offices, who are willing and can be spared immediately in the event of election, may send their applications through proper channel so as to reach this Ministry within two months from the date of publication of the advertisement in the employment news, at the following address:-  
  
Shri A.K. Das,  
Deputy Secretary  
Room No.203  
M/o Environment, Forest & Climate Change, Indira Paryavaran Bhawan,  
Jor Bagh Road, Aliganj, New Delhi-10003.
5. It may be noted that application must be accompanied with up-to-date CR Dossiers/photocopies of ACRs of the last 5 years duly attested by Group 'A' officer, Vigilance Clearance, Integrity Certificate and Major/Minor penalty statement for the past 10 years, failing which application will be summarily rejected.
6. 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 appointment on deputation. 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.
7. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same other organization/department of Central Government shall not exceed fifty six years as on the closing date of receipt of applications.
8. Other terms and conditions of deputation including short term contract governed by DOP&Ts' O.M. No.2/29/91-Estt (Pay-II) dated 05.01.1994, as amended from time to time.

## Name of the Post, Scale of pay &amp;

Sr. Administrative Officer, in the pay scale of Government ₹15,600-39100 (PB-3) with grade pay of ₹6600/-

## Eligibility Conditions

Officers under the Central Government/State Government/Union Territories/ Recognized research Institutions

-1 Post

(a)

(i) Holding analogous posts on regular basis; or

(ii) With 5 years regular services in posts in the revised scale of pay of ₹15,600-39100/- (With Grade Pay ₹5400/-)

(iii) With eight years regular service in posts in the scale of Pay of ₹ 9300-34,800/- with grade pay of ₹4,600/-

(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.

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 Qualifications				
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.
	Essential		(1)		
	Desired		(2)		
			(3)		
			(1)		
			(2)		
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.				
8.	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties (in detail)
9.	Nature of 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.				
10.	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.

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11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
12.	Are you in the 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 qualification (ii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet if the space is insufficient).	
15.	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.	
16.	Whether Belongs to SC/ST.	
17.	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 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.....  
Date.....

Countersigned  
(Employer with Seal)

Dr. P. J. S. / 11 / 0018 / 16 / 7