No.21/01/2021-CS-I (Coord)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)
****

2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 16th July, 2021

OFFICE MEMORANDUM

Subject :- Filling up of one post of Senior Administrative Officer in Zoological Survey of India-reg.

The undersigned is directed to circulate the vacancy circular 01/05/2020-CSZ, dated 05.07.2021 received from Ministry of Environment, Forests and Climate Change for filling up of one post of Senior Administrative Officer in Zoological Survey of India.

2. It may be noted that cadre clearance from C.S.I Division will be required in case of any Under Secretary and above level officers of CSS submit his candidature for the deputation post.

3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

(Zachariah Thomas)
Under Secretary to the Government of India
Tele:- 24624046

To,

All Ministries/Departments (through DOPT's website)

No.01/05/2020-CSZ
Ministry of Environment, Forests and Climate Change
Government of India
(CS-II Division)

Indira Paryavaran Bhawan,
Vayu Wing, 2nd Floor,
Jor Bagh Road, Aliganj,
New Delhi-110003.
Dated 5th July, 2021

OFFICE MEMORANDUM

Subject: Filling up of one post of Senior Administrative Officer in Zoological Survey of India.

The undersigned is directed to state that the Zoological Survey of India, a sub-ordinate organization under Ministry of Environment, Forest and Climate Change requires the service of qualified officer for the post of Senior Administrative Officer to be filled on deputation basis.

2. In order to fill the vacancy, it is proposed to engage suitably qualified officer on deputation basis as per the standard DoP&T guidelines. A copy of vacancy circular (with Annexures) is enclosed herewith.

3. It is requested that the vacancy circular may be given wide publicity among staff and may also be circulated among subordinate/attached offices. Interested officials may be instructed to apply through proper channel.

Encl.:as above

GBhatnagar

(Geeta Bhatnagar)
Under Secretary to the Govt. of India
Tel: 011-24695414

To,

i. All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to attached/subordinate offices as well.
ii. US (IT), MoEFCC with a request to upload the circular on Ministry's website.
iii. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi-with a request to upload this circular on DoPT's website for wider circulation.

Room 13/7

US (Coord)

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

VACANCY CIRCULAR

Ministry of Environment, Forest and Climate Change requires services of suitable officer on deputation basis to fill up one post of Senior Administrative Officer in the pay scale of Level-11 in the pay matrix of Rs. 67700-208700/- in Zoological Survey of India, Kolkata, a sub-ordinate organisation under MoEFCC.

1. The details of the post are as under:-

1	Name of the Post	Senior Administrative Officer
2	Classification	General Central Service, Group 'A', Gazetted, Ministerial.
3	Pay Scale	Level-11 in the Pay Matrix of Rs. 67700-208700/-
4	No. Of Vacancy	One
5	Method of Recruitment	By composite method (Deputation plus Promotion).
6	Eligibility criteria	Officers of the Central Government or State Government or Union territories:- (a) Holding analogous posts on a regular basis in the parent cadre or department. or (ii) With five years' service in level-10 of pay matrix or equivalent rendered after appointment thereto on a regular basis in the parent cadre or department; And Possessing following educational and other qualifications:-

		Essential:- (i) Degree of a recognised University or Institution; and (ii) Five years' experience in Accounts, Administration, Establishment work in a Government office or Public Sector Undertaking or Autonomous Body or Statutory Body.
7	Duties and Responsibility	1. To carry over-all charge of the administrative affairs of the Survey. 2. To act as Head of Office as well as Appointing/Discipinary Authority in respect of Group 'C' posts in the Headquarters' Office. 3. To acts as the Controlling Officer for travelling allowance, leave travel concession and reimbursement of medical expenses in respect of Group 'A' up to the level of Scientist 'C' and Group 'B' Officer of the Headquarters Office.

2. Only such applications which are accompanied by the requisite personal data (in triplicate) in the bio-data proforma given in Annexure-II will be considered.

3. Eligible officers, who are willing and can be spared immediately in the event of selection, may send their applications (bio-data/curriculum vitae as per Annexure-I as well as a certificate as per Annexure-II and required documents as envisaged in Annexure-II) through proper channel within two months from the date of publication of the advertisement in the employment news, at the following address:

The Director,
Zoological Survey of India,
Prani Vigyan Bhawan, 535, M-Block,
New Alipore, Kolkata-700053.

4. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

5 The departmental administrative officer in the Level-10 of pay matrix with five years' regular service in the grade will also be considered along-with outsiders and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

6. The Pay & Allowances, leave, further tenure of deputation, etc. of the deputationists should be governed by the provision as envisaged in the DoPT OM vide No. 6/08/2009-Estt./ (Pay. II) dated 17.06.2010, as amended from time to time.

7. Further, the crucial date for determining the eligibility of the applicant will be in accordance with instruction of the DoPT as laid down in the Office Memorandum vide F. No. AB.14017/28/2014-Estt. (RR), dated 02.07.2015.

8. It may be noted that application(s) received after last date or without the ACRs/APARs and other certificate as mentioned above or otherwise found incomplete shall not be considered.

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ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

01	Name and Address (in Block Letters)		
02	Date of Birth (in Christian era)		
03	i) Date of entry into service		
	ii) Date of retirement under Central/State Government Rules		
04	Educational Qualifications		
05	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
	A) Qualification		A) Qualification
	B) Experience		B) Experience
	Desirable		Desirable
	A) Qualification		A) Qualification
	B) Experience		B) Experience
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry / Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.		
5.2	In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.		
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.		
6.1	Note: 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.		

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/Institution	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	
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 belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.

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.
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

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	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 Organization d) Government Undertaking e) Universities f) Others	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13.	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	

14.	Total emoluments per month now drawn		
	Basis Pay in the PB	Grade Pay	Total Emoluments

15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may been enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

16.A	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)	

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16.B	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 (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)	
	# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC/ST	

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.

Date:

(Signature of the candidate)

Address:

ANNEXURE-II

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;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt.

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs 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.

iv) 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)

Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.

Note: In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.

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GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

Recruitment Advertisement No.01/05/2020-CSZ

Applications in the prescribed format are invited for filling up one post of Senior Administrative Officer (General Central Service, Group 'A', Gazetted) **on deputation basis** in the Zoological Survey of India, Kolkata (a subordinate office of the Ministry). The post carries the pay scale of Level-11 in the pay matrix of Rs. 67700-208700/-. The applications are to be submitted within 60 days from the date of publication in the Employment News.

Details of qualification/experience, pro-forma for application etc. and other information can be seen from the website of Ministry of Environment, Forest and Climate Change.