

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

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Ministry of Environment, Forest and Climate Change requires services of suitable officer on deputation (including short-term contract) basis to fill up the following post:-

Name of the post	No. of post(s)	Pay scale
Assistant Commissioner (Forestry)	01	Level-11 in the Pay Matrix, Rs. 67,700- 2,08,700/-

2. The details of the eligibility criteria for the post of Assistant Commissioner (Forestry) is given in **Annexure-I**.

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

4. Eligible officers, who are willing and can be spared immediately in the event of selection, may send their applications **through proper channel** so as to reach this Ministry **within 45 days** from the date of publication of the advertisement in the Employment News, at the following address:-

Shri Sanjay Kumar, Under Secretary (Admin-P.I),
Ministry of Environment, Forest & Climate Change
Indira Paryavaran Bhawan, 1st Floor, Prithvi Wing, Jor Bagh Road,
Ali Ganj, New Delhi-110003

5. It may be noted that application must be accompanied with up-to-date CR Dossiers/photocopies of ACRs/APARs of last 5 years duly attested by Group 'A' Officer, Vigilance Clearance, Integrity Certificate, Nature of Duties and Major/Minor Penalty Statement for the past 10 years, failing which application will be summarily rejected.

6. Applications not received through proper channel and not containing documents mentioned in para-5 will be summarily rejected.

7. Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment on deputation (including short-term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.

8. Other terms and conditions of deputation including short term contract will be governed by DOP&T's O.M. No. 2/29/91-Estt(Pay.II) dated 5.1.1994 as amended from time to time.

Sanjay Kumar

Annexure-I

<u>Name of the Post, Scale of Pay & No. of Posts</u>	<u>Eligibility conditions</u>
Assistant Commissioner (Forestry) Level-11 in the Pay Matrix, Rs. 67,700-2,08,700/- Initial place of Posting - New Delhi with All India Service Liability (01 post)	Officers under the Central Government/State Governments/Union Territories/Universities/Recognized Research Institutes/Public Sector Undertakings/Semi-Government/Statutory or Autonomous Organisations :- (A) (i) Holding analogous post on regular basis in the parent cadre/department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3 of Rs. 15600-39100 plus grade pay of Rs. 5400 or equivalent in the parent cadre/department; and (B) Possessing the following educational qualifications and experience :- <i>Essential :</i> (i) Master's Degree in Statistics or Operations Research or Forestry or Economics (with Statistics) or Commerce (with Statistics) or Mathematics (with Statistics) or Agriculture (with Statistics) or two years' Post-Graduate Diploma in Forestry Management from a recognized institute/university. (ii) Five years' experience of formulation and processing of various programmes relating to forestry or agriculture work. The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation (including short-term contract). Similarly, deputationists shall not be eligible for consideration for appointment by promotion. [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 organisation/department of the Central Government shall not to ordinarily exceed 3 years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications].

	<i>Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1-1-2006/ the date from which the revised pay structure based on the 6th CPC recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scales of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</i>
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BIODATA/ CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF _____

1.	Name & Address [in Block letters]	
2.	Date of Birth (in Christian era):	
3.	(a) Date of entry into service	
	(b) Date of retirement under Central/ State Government rules:	
4.	Educational Qualifications:	
5.	Whether Educational and other qualifications required for the post are satisfied. (<i>If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.</i>)	
	Qualifications/Experience required as mentioned in the advertisement/ vacancy circular.	Qualifications/Experience possessed by the Officer
	Essential	Essential
a)	Qualification:	Qualification:
b)	Experience	Experience

	Desirable	Desirable			
a)	Qualification:	Qualification:			
b)	Experience	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	Note: In the case of Degree and Post Graduate Qualification 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/ Organisation	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

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***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 you belong	

d)	Name of the post and Pay of the post held in substantive capacity in the parent organization	
Note:	1. In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate)	
Note:	2. Information under Column 9(c) and (d) 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, post 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 Organisations	
d)	Government Undertakings	
e)	Universities	
f)	Others	
12.	Please state whether you are working in the same Department and are in the feeder grade of 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.	Basic pay
	[Basic pay, Grade Pay, Total emoluments]	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 be enclosed		
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/ Interim relief/ other allowances etc. (with break up details)	Total Emolument
16-A	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 (1) additional academic qualifications, (2) Professional training and (3) work experience over and above prescribed in the vacancy circular/ advertisement] Note: Enclose a separate sheet, if the space is insufficient.		
16-B	Achievement The candidates are requested to indicate information with regard to (i) Research Publications and Reports and Special Projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/societies and (iv) Patents registered in own name or achieved for the organisation		

	(v) Any research/ Innovative measure involving official recognition (vi) 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 Qualifications/ 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 candidate_____

Address:_____

:_____

Date:

Mobile No:_____

Email ID:_____

COUNTERSIGNED BY FORWARDING AUTHORITY.

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 possess educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His / Her integrity is certified.
- (iii) His / Her complete ACR/APAR Dossier in original is enclosed/ photocopies of the ACRs/ APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/minor penalties have 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)