

Computer No. 254476
F.No. 5-1/2025-CZA
Central Zoo Authority
Ministry of Environment, Forest & Climate Change

Sub:- Filling up the post of Policy Assistant in Central Zoo Authority on outsourced basis - reg

The Central Zoo Authority (CZA) has been established as a statutory body under MoEFCC in the year 1992 (website <http://www.cza.nic.in>). The main objective of this Authority is to complement and strengthen the national effort in conservation of the rich biodiversity of the country, particularly the fauna as per the National Zoo Policy, 1998. Other objectives of the authority include, enforcing minimum standards and norms for upkeep and healthcare of animals in Indian Zoos and to control mushrooming of unplanned and ill-conceived zoos.

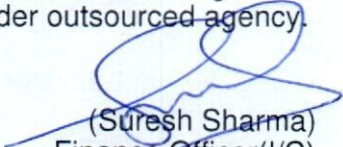
As part of its activities, the Central Zoo Authority invites application for engaging **Policy Assistant** on outsource basis through private agency for an initial period of one year, with subject to renewal as per satisfactory against each post one mentioned below. The name of post, eligibility criteria, remuneration etc. are mentioned below:-

Sr. No.	Post Name	Duration	Essential qualification	Description of job	Emoluments	Max. Age (as on 31.07.2026)
1.	Policy Assistant (1 position)	One-year full time (extendable up to 3 years based on satisfactory performance)	Master degree in Zoology / Wildlife science Desirable Ph.D Degree in Zoology or Wildlife science from a recognized University	1.Data compilation in respect of recognition of Zoo, Training & Workshops, framing of zoo rules, MIS, MEE etc. 2.Willingness to take up day to day liaisoning with the Ministry and Chairperson CZA office on policy and administrative matters. 3. Matters pertaining to vision plan. 4.Willingness to take up additional tasks as and when assigned.	Rs.60,000/-	Not exceeding 56 years

1. The interested candidates with essential qualification and appropriate experience in relevant field as state above may submit their application form (Annexure -1) is attached and can also be downloaded from the website <http://www.cza.nic.in/> <http://moef.gov.in>. Completed application along with relevant annexure can be

emailed to cza@nic.in / or submit in hardcopy at Member Secretary, Central Zoo Authority, B-1 Wing, 6th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 latest by **10.08.2026**.

2. Only shortlisted candidates shall be called for an interview through virtual mode. The date and time of interview will be intimated to shortlisted applicants.
3. The selected candidate will be hired on outsource basis through outsourcing agency initially for period of one year extendable on basis of satisfactory performance basis.
4. The Member Secretary CZA, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.
5. The other terms and conditions of appointment will be applicable according to the contract signed agreement between CZA and service provider outsourced agency.


(Suresh Sharma)
Finance Officer(I/C)
Dated :- 21-07-2026

Copy to:-

1. The Data Processing Assistant (DPA) to upload in cza website and MoEF&CC website.
2. PS to MS for information
3. Guard File

Application form

Affix recent
passport size
photograph

1	Post applied for	
2	Name in Full (Block letters)	
3	Date of Birth	
4	Nationality	
5	Whether SC/ST/OBC/PH/GEN	
6	Name of Parent / Spouse	
7	Address for correspondence (in lock letters) including telephone, fax and email (if any)	
8	Permanent address with PIN Code (in Block Letters)	

9. Academic Qualification:

Examination Passed	Name of the University	Year of Passing	Subject	Divisions	Percentage of marks obtained
High School					
Higher Secondary					
Bachelor's Degree					
Master's Degree					
PhD					
Any other (pl specify)					

(b) Creative Achievement (State briefly your bio-data as research worker / giving details of research papers, participation in Seminar, Symposium, Conference etc.) Furnish this information in a separate sheet.

10. Details of employment, in chronological order starting from most recent position held (state clearly whether you possess minimum two years research experience);

Name of the Employer with full address	Post held	From	To	Salary drawn	Nature of duties

11. Candidate passed UGC / CSIR / ICAR NET / Relevant exam / membership should provide details.

12. Research publication, title of the publication, year of publications, journal etc. may be indicated (reprints enclosed or details may be given in a separate sheet).

13. Seminar / Symposium / Workshop / Conference attended.

14. Extracurricular activities. (Details may be given in a separate sheet and attach attested copy of the certificates, if any).

15. National Parks, Sanctuaries and Zoos visited, and a paragraph on self interest in the field of Wildlife Conservation and Research (Max 300 words)

16. Name, address and phone numbers of two refers should be given below:

(i)

(ii)

Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that may attempt has been made by me to will fully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

(Signature of the Candidate)

Place: _____

Dated: _____