



No. 306/2016-NFA/40.18/UDC
Government of India
Ministry of Environment and Forests
Office of the Director,
Indira Gandhi National Forest Academy
P.O. - New Forest, Dehradun-248006 (Uttarakhand)



Dated: 13 May, 2016

1. All Ministries/Department of the Central Government.
2. All Chief Secretaries to all State Government/Union Territories and the Vice Chancellors of all Universities/Institutions. (As per list attached)

Sub: Filling up of one post of Upper Division Clerk on deputation basis in Indira Gandhi National Forest Academy, Dehradun.

Sir,

I am directed to say that it is proposed to fill up one post of Upper Division Clerk (PB-1, 5200-20200+GP 2400) in Indira Gandhi National Forest Academy, Dehradun on **deputation basis**.

2. The essential qualification, experience etc required for the post are given in Annexure-I
3. The incumbents of the post are required to undertake full time duties of Upper Division Clerk and other allied activities for the Academy.
4. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 3 years. The maximum age limit for Deputation shall not exceed 56 years as on the closing date for receipt of applications.
5. The Officer selected will be entitled to deputation (duty) allowance at the rate prescribed by Government of India and as amended from time to time.
6. It is requested that the application of willing and eligible officers, who can be spared immediately along with (i) bio-data (in triplicate) as mentioned in Performa at Annexure- II, (ii) complete and up to-date CR dossiers (or photocopies of ACRs for the last 5 years duly attested by a Group 'A' (Gazetted Officer) of the officer (iii) Vigilance/Integrity Certificate. (iv) No penalty statement from the last 10 years, may be sent to this Department **with in 60 days from the date of publication of this circular in Employment News Paper/Rozgar Samachar.** Application received after the last date or without CRs (or attested photocopies of the CRs) or otherwise found incomplete will not be considered.

Yours faithfully

Dishu

Additional Professor (Admin)
Indira Gandhi National Forest Academy

मुख्य सचिव कार्यालय
द्वारा प्रेषित, राँची
नं.स.प्र.स. 2568
दिथि 7.16/16

आचार्य महोदय
राजभाषा विभाग
आचार्य महोदय, राँची
आचार्य महोदय, राँची
08/06/16
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9/6/16

Copy to:

1. The All Training Institutions as per list attached.
2. The All Ministries/Department of Government of India with the request that a wide publicity may be given to the vacancy circular in their Ministry and their attached/subordinate/autonomous organization, the application of the eligible candidates may be forwarded to this office with in stipulated time.
3. The Director, Forest Establishment Division, Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi - 110003 for necessary circulation.
4. The Chairman, Universities Grand Commission, Bahadur Shah Zafar Marg, New Delhi with the requested that the vacancy may be circulated to all the universities/institution under them for necessary action.
5. The Secretary, CSIR, New Delhi with the request that the post may be circulated in all the laboratories under them.
6. The Secretary, Bureau of Public Enterprises, Block 14, CGO Complex, Lodhi Road, New Delhi - 3, with the request that the post may be circulated in all the public sector undertakings.
7. The Secretary, Union Public Service Commission, Dholpur House, New Delhi.
8. The Director, Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, Phase- IV, Sookhna Bhawan. CGO Complex, Lodhi road, New Delhi- 110 003. It is requested that this vacancy circular may be published in the next issue of the Employment News Paper/Rozagar Samachar under intimation to this Department.
9. All Central/State Government office situated at Dehradun for circulation and necessary action.

Additional Professor (Admin)
Indira Gandhi National Forest Academy

झारखण्ड सरकार

कार्मिक, प्रशासनिक सुधार तथा राजभाषा विभाग

ज्ञापांक-12/विविध-04-09/16 का0.....5522/राँची, 1 दिनांक- 27/6/16

प्रतिलिपि:- सभी प्रधान सचिव/सचिव/सभी विभाग/सभी विभागाध्यक्ष/सभी प्रमंडलीय आयुक्त/सचिव, झारखण्ड लोक सेवा आयोग, राँची/सचिव, झारखण्ड कर्मचारी चयन आयोग, राँची को अनुलग्नक के साथ सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

(ओम प्रकाश साह)
सरकार के उप सचिव

Requirements for the post of Upper Division Clerk on deputation basis

1. Name of the Post : Upper Division Clerk
2. Scale of Pay : PB-1, 5200-20200 + GP 2400
3. Number of Posts : One (1)
4. Method of Recruitment: : **Deputation:**
Persons working in Central Government/State Government/
Corporation/Autonomous organization/ Public sector
undertakings.
(i) Holding analogous post on regular basis in the parent cadre
or department OR
(ii) Lower Division Clerk in PB-1, Rs.5200-20200 with Grade
Pay of Rs.1900 with at least eight years regular service in
the grade in the parent cadre or department.

Note-1: The Departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for appointment by promotion.

(The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date for receipt of applications.)

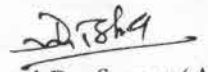
Note-2: Period of deputation including period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organization/ department shall ordinary not exceed three years.

Note-3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 01.01.2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre- revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

5. Qualification : Not applicable.

- 6. Period of Deputation : Period of deputation including period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organization/ department shall ordinary not exceed three years.
- 7. Place of Posting : Dehradun but liable to serve anywhere in India subject to the exigencies of work.

Note: The applications in triplicate in the enclosed Proforma alongwith the complete and up to date Confidential Reports of the Officers may be sent by the Head of the Department to Director, Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun-248006 with in 60 days from the date of advertisement through proper channel, while forwarding the applications, it may be verified and certified that the particulars furnished by the applicant are correct and that no disciplinary case is pending or contemplated against him/her. The Integrity of the Officer may also be certified.


Additional Professor (Admin)
Indira Gandhi National Forest Academy

Application for the post of

BIO-DATA PROFORMA

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 officers
Persons working in Central Government/ State Government/ Corporation/Autonomous organization/ Public sector undertakings. (i) Holding analogous post on regular basis in the parent cadre or department OR (ii) Lower Division Clerk in PB-1, Rs.5200-20200 with Grade Pay of Rs.1900 with at least eight years regular service in the grade in the parent cadre or department.	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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

Office/Instt./ Orgn.	Post held	From	To	Scale of pay		Nature of duties
				Pay Band	Grade Pay	

8. Nature of present employment. i.e. ad-hoc or temporary 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

10. Date of return from the last ex-cadre post, if any.

11. Additional details about present employment:

Please state whether working under-

- (a) Central Government
- (b) State Government
- (c) Autonomous Organizations
- (d) Government Undertakings
- (e) Universities

12. 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

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, enclose a separate sheet, if the space is insufficient

15. Whether belong to SC/ST/OBC

16. Remarks

Signature of the candidate

Address.....

Telephone No.....

Email Address.....

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE / FORWARDING AUTHORITY.

Certified that the particulars furnished by Sh./Smt./K.m.....are correct and he/she possesses educational qualification and experience mentioned in the vacancy circular

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her
- (ii) His/her complete ACR Dossier/ACRs for the last five years duly attested (on each page) are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties imposed from last 10 years (strike out whichever is not applicable). Specific cadre clearance certificate from his/her parent office is enclosed.

Signature.....

Name and Department

Office Seal