

8429/2016/15

भारतीय वन प्रबंध संस्थान
INDIAN INSTITUTE OF
FOREST MANAGEMENT

(An Autonomous Institute of the Ministry of Environment,
Forests & Climate Change, Government of India)

IIFM/PERS/PSC-47/2016/
February 03, 2016

265

The Principal Chief Conservator of Forests
Kerala Forest Department
Forest Head Quarters
Vazhuthacadu
Thiruvananthapuram – 695 014

Sub: Appointment of All India Service /Central Government Group 'A' service officer on
deputation as Chief Administrative Officer:

Sir,

Indian Institute of Forest Management, Bhopal, an autonomous Institute of the Ministry of
Environment, Forests & Climate Change, Govt. of India, is engaged in education, training,
research and consultancy needs of the forestry and allied sectors. The Institute is in need of
the services of one suitable All India Service /Central Government Group 'A' service officer
for appointment on deputation as Chief Administrative Officer. A copy of the vacancy
circular showing the essential and desirable qualifications is enclosed.

The period of deputation for the above mentioned post will be initially for period of 03 years
and extendable for 01 year.

You are requested to kindly arrange for circulation of this vacancy to all potential Officers
working in your State/U.T., and to forward the applications of suitable Officers to this
Institute along with other relevant details including vigilance clearance and ACR grades for
the last 5 years, latest by 04.03.2016.

Officers whose ACRs are very good and above, and whose applications are forwarded
through proper channel shall only be considered for selection.

Thanking you,

Yours faithfully,

Encl: a.a

(Prof. A K Dharni)
Chief Administrative Officer



INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

(An Autonomous Institute of MoEF&CC, GoI)
Post Box No.357, Nehru Nagar,
Bhopal 462003(MP), India.

Recruitment of Chief Administrative Officer (On Deputation/Short Term Contract)

Advt.No.IIFM//PERS/PSC-47/16

Indian Institute of Forest Management is an autonomous academic Institution under the Ministry of Environment, Forest & Climate Change, Govt. of India, situated at Bhopal. It is a premier national level Institute engaged in education, training, research and consultancy in the area of natural resource management. The Institute invites applications for the post of **Chief Administrative Officer** on deputation failing which by short term contract. The position is a senior functionary, who provides total administrative support for all the activities, supervises and directs all administrative functions of the Institute. In addition to that, he requires to lead a team of Officers in the Institute and guide them in their day to day activities.

Pay & Allowances: PB-4. Rs.37400-67000, GP Rs. 8,700 plus allowances and other facilities as per IIFM's rules. The post will be filled through deputation initially for a period of 3 years and extendable by one year. In case of appointment on short term contract, the period of contract will be for 3 years.

Required Qualifications & Experience:

For Deputation Post:

All India Service/Central Government Group 'A' service officer holding analogous post on a regular basis. The maximum age limit shall be 55 years.

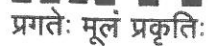
For Short Term Contract Post:

Ex-servicemen retired from a rank not below that of Lieutenant Colonel or equivalent OR Retired Officers having held analogous AIS/Central Government Group 'A' post on a regular basis. The maximum age limit shall be 54 years.

Excellent organizing skills, high performance orientation and ability to make continuous systemic improvements would be preferred attributes.

Interested candidates may submit their applications in the prescribed format, which can be downloaded at www.iifm.ac.in/vacancies. For deputation post, the application should submit through proper channel with a request to forward the application to the Director, IIFM, Post Box No.357, Nehru Nagar, Bhopal 462003(MP) with (a) ACR/APARs of preceding five years and (b) Vigilance Clearance certificate of the officers from competent authority. The last date for receipt of application is **4th March, 2016**. The Institute reserves the right to fill or not to fill the post.

Director



(An Autonomous Institute of the Ministry of Environment,
Forest & Climate Change, Government of India)

P B No.357, Nehru Nagar, Bhopal 462003 (MP, India)

Web : www.iifm.ac.in Email : hr@iifm.ac.in

PHOTO

1.	Name of the applicant	
2.	Service/year of allotment	
3.	Cadre (In case of AIS Officers)	
4.	Date of Birth	
5.	Present pay scale with date of commencement of scale of pay	
6.	Present post held	
7.	Full Address for correspondence	<div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>

Email : _____

Ph. with STD(O) _____

(R) _____

Mob : _____ Fax : _____

8. Educational Qualifications

[illegible]

: 2 :

9. Details of Experience (in descending order)						
S.No.	Years		Post held	Name of the Organisation	Main responsibilities in the post	Special attributes/ achievements
	From	To				

10. Details of all deputation postings (in descending order)					
S.No.	Years		Post held	Organization	Main areas of responsibilities of the post held
	From	To			

11. Date of return to Cadre from last deputation		
12. Two References: 1. Name 2. Designation 3. Address 4. Mob. No. 5. E-mail :		1. Name 2. Designation 3. Address 4. Mob. No. 5. E-mail :
13. Any other Information:		
<p style="text-align: center;">Declaration by the Applicant</p> <p>I hereby declare that all the particulars stated in the application are true to the best of my knowledge and belief.</p> <p style="text-align: right;">(Signature of the Applicant)</p> <p>Place: Date : Enclosures:</p> <p>1. 2. 3. 4.</p>		