

45203/2015/FHQ

GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE  
DIRECTORATE OF FOREST EDUCATION  
P.O. NEW FOREST, DEHRADUN - 248 006

No.2-102/Estt-I/DFT/2012/3438-97

Dated 12<sup>th</sup> Aug, 2015

**VACANCY CIRCULAR ON DEPUTATION BASIS**

Applications are invited in the prescribed proforma for filling up of following posts by **Deputation** in the Directorate of Forest Education and its constituent Academies/College under the Ministry of Environment, Forests and Climate change. Details of the Posts are furnished below:-

**1. Administrative Officer Group 'B' Gazetted- One Post.**

One post of Administrative Officer (General Central Service Group - 'B' Gazetted) (Ministerial) in the Pay Band -2 Rs. 9300-34800 with GP of Rs. 4600/- as per six CPC is likely to fall vacant in the Directorate of Forest Education to be filled up by transfer on deputation from Officers under the Central government who are:-

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- (a) (i) holding analogous posts on a regular basis in the parent cadre or department;  
or  
(ii) with 5 years regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4200/- or equivalent; and

**Educational Qualification- Essential:-**

- (b) possessing the following educational qualification and experience:  
(i) Bachelor's degree from a recognized University; and  
(ii) Five years experience in administration, establishment and accounts matters.

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

**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 or department of the central government shall ordinarily not to exceed three years.

**Note-3:** The maximum age limit for appointment by deputation shall not be exceeding 56 years' as on the closing date of receipt of applications.

**Note-4:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission 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 said 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 upgradation.

PCCF (Deputation)

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## 2. Training Officer (Hindi) Group 'B' Gazetted – Three Post

Three Post of Training Officer Hindi (General Central Service Group – B Gazette) (Non-Ministerial) in the pay scale of ₹ 6500-200-10500/- (now as per 6<sup>th</sup> CPC PB – 3 ₹ 15,600 - 39,100 + Grade Pay ₹ 5400/-) one each lying vacant at Central Academy for State Forest Service, Coimbatore (Tamilnadu) and Central Academy for State Forest, Burnihat and one post likely to fall vacant at Central Academy for State Forest Service, Dehradun to be filled by transfer on deputation from officers under the Central/State Governments who are:-

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with 3 years' regular service in posts in the pre-revised scale of ₹ 1640-2900 thereafter ₹ 5500-175-9000/- (now as per 6<sup>th</sup> CPC 3 years regular service required in PB – 2 ₹ 9300-34800 + Grade Pay ₹ 4600/-).  
or  
(iii) With 8 years' regular service in posts in the pre-revised scale of ₹ 1400-2300 thereafter ₹ 4500-125-7000/- (now as per 6<sup>th</sup> CPC PB – 1 ₹ 5200-20200 + Grade Pay ₹ 2800/-) or equivalent and (now as per 6<sup>th</sup> CPC 8 years regular service required in PB – 2 ₹ 9300-34800 + Grade Pay ₹ 4200/-)

### Educational Qualification - Essential:-

- (i) Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level;  
Or  
Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level;  
Or  
Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level  
Or  
Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level  
Or  
Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level;
- (ii) 5 years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.  
Or  
5 years' experience of teaching, Research writing or Journalism in Hindi.

Note:- 1 Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of the candidates otherwise well qualified.

Note:- 2 The qualification(s) regarding experience is/are relaxable at the discretion of Union Public Service Commission in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

### Desirable

- (i) Knowledge of Sanskrit and / or of a modern Indian Language at Higher Secondary/Senior Secondary Level.  
(ii) Experience of organising Hindi classes or workshops for noting drafting.

(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, deputationists shall not be eligible for consideration for appointment by promotion).

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall not exceed 3 years.

3. **Assistant Instructor (Core Forestry subjects) Group 'B' Gazetted – One Post (in PB-2 with GP- 4600/-)**
4. **Assistant Instructor (Engineering & Surveying) Group 'B' Gazetted– One Post (in PB-2 with GP-4600/-)**

One post of Assistant Instructor (Core Forestry subject) General Central Service Group – B Gazetted (Non-Ministerial) in the scale of ₹ 6500-200-10500/- (now as per 6<sup>th</sup> CPC PB – 2 ₹ 9300-34800 + Grade Pay ₹ 4600/-) lying vacant in the Eastern Forest Rangers College, Kurseong (West Bengal) to be filled up by transfer on deputation (including short-term contract)/Transfer from among officers of the Central/State Governments/State Forests Service Colleges/Autonomous Organizations who are:-

**(1) For Assistant Instructor (Core Forestry subjects)**

- (A) (i) holding analogous posts on a regular basis; or
- (ii) with 5 years' regular service in posts in the pre-revised scale of ₹ 1640-2900/- thereafter ₹ 5500-175-9000/- (now as per 6<sup>th</sup> CPC 5 years regular service required in PB – 2 ₹ 9300-34800 + Grade Pay ₹ 4200/-) or equivalent; or
- (iii) With 8 years regular service in the pre-revised scale of ₹1400-2300/2600/- thereafter ₹4500-125-7000/ ₹ 5000-150-8000/- (now as per 6<sup>th</sup> CPC 5 years regular service required in PB – 2 ₹ 9300-34800 + Grade Pay ₹ 4200/-) or equivalent; and

**Educational Qualification - Essential:-**

- (A) (i) Bachelor's Degree in Science from a recognised University or equivalent.
- (iii) Should possess a certificate/diploma of Assistant Conservator of Forests training from one of the State Forest Service Colleges now renamed as Central Academy for State Forest Service (CASFOS).
- (iii) 4 years' experience in matters relating to Silviculture, Afforestation, Forest Products, Forest Utilization, Forest Management, Forest Economics, Forest Mensuration, etc.

**OR**

- (B) (i) 10+2 in Science from a recognised Board Institute or equivalent.
- (iii) Should possess a Certificate of Rangers Training Course from one of the State Forest Service Colleges.
- (iii) 8 years' experience in matter relating to Silviculture, Afforestation, Forest Products, Forest Utilisation, Forest Management, Forest Economics, Forest Mensuration etc.

**Desirable**

Experience in teaching Core Forestry subject.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall not be exceeding 56 years as on the closing date of receipt of applications).

Only officers of the Central/State Governments/Union Territories will be eligible for being considered for appointment on Transfer basis.

## (2) For Assistant Instructor (Engineering & Surveying) Group 'B' Gazetted- One Post

One post of Assistant Instructor (Engineering & Surveying) General Central Service Group – B Gazetted (Non-Ministerial) in the scale of ₹ 6500-200-10500/- (now as per 6<sup>th</sup> CPC PB – 2 ₹ 9300-34800 + Grade Pay ₹ 4600/-) lying vacant in the Eastern Forest Rangers College, Kurseong (West Bengal) to be filled up by transfer on deputation (including short-term contract)/Transfer from among officers of the Central/State Governments/State Forests Service Colleges/Autonomous Organizations who are

- (A) (i) holding analogous posts on a regular basis; or
- (ii) with 5 years' regular service in posts in the pre-revised scale of Rs.1640-60-2600-75-2900 thereafter ₹ 5500-175-9000/- (now as per 6<sup>th</sup> CPC 5 years regular service required in PB – 2 Rs.9300-34800 + Grade Pay Rs.4200/-) or equivalent; or
- (iii) with 8 years regular service in the post in the pre-revised scale of Rs.1400-2300/2600 thereafter ₹4500-125-7000/₹ 5000-150-8000/- (now as per 6<sup>th</sup> CPC 5 years regular service required in PB – 2 ₹ 9300-34800 + Grade Pay ₹ 4200/-) or equivalent and

### Educational Qualification - Essential:-

- (A) (i) Degree in Civil Engineering or equivalent from a recognised University/Institute.
- (ii) One year experience in the field of Surveying.

**Note:1.** Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of the candidates otherwise well qualified).

**Note:2.** The qualification(s) regarding experience is/are relaxable at the discretion of Union Public Service Commission in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall not be exceeding 56 years as on the closing date of receipt of applications).

Only officers of the Central/State Governments/Union Territories will be eligible for being considered for appointment on Transfer basis.

## 5. Sports Officer Group 'B' Gazetted – Two Posts (in PB-2 with GP- 4600/-)

Two posts of Sports Officers Group 'B' Gazetted in the scale of Rs. 6500-200-10500/- and now as per 6<sup>th</sup> CPC PB – 2 Rs.9300-34800 + Grade Pay Rs.4600/- is lying vacant one each in the Central Academy for State Forest Service, (Coimbatore) and Central Academy for State Forest Service, Burnihat (Assam) to be filled up by transfer on deputation (including short-term contract)/Transfer from among officers of the Central/State Governments/Universities/Autonomous or Statutory Organisation/State Forests Institute/Colleges who are:-

- (A) (i) holding analogous posts on a regular basis; or
- (ii) with three years' regular service in posts in the (Pre revised Scale Rs.1640-60-2600-75-2900) thereafter in scale of Rs. 5500-175-9000/ and (now as per 6<sup>th</sup> CPC 5 years regular service required in PB – 2 Rs.9300-34800 + Grade Pay Rs.4200/-) or equivalent;
- (iii) With eight years regular service in the Pre revised Scale Rs.1400-2300/2600) thereafter in scale of Rs.5000-150-8000 and (now as per 6<sup>th</sup> CPC 5 years regular service required in PB – 2 Rs.9300-34800 + Grade Pay Rs.4200/-) or equivalent.

## **(B) Educational Qualification -**

### **Essential**

- (1) (i) Degree from a recognised University or equivalent.  
(ii) Diploma in Physical Education from a recognized University/Institute or equivalent;  
OR  
(B) A degree in Physical Education from recognised University/Institute or equivalent.
- (2) 3 years' experience in imparting Physical education in a recognised Institution.

**Note:** 1. Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of the candidates otherwise well qualified.  
2. The qualification(s) regarding experience is/are relaxable at the discretion of Union Public Service Commission in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

### **Desirable**

Master's Degree in physical Education from recognized University or equivalent.

(The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall not be exceeding 56 years as on the closing date of receipt of applications).

## **6. Stenographer Grade-I (As per 6th CPC) Group – B (Non-Gazetted) (Ministerial)- Two posts**

Two posts of Stenographer Grade-I (General Central Service Group – B (Non-Gazetted) (Ministerial) by transfer on deputation basis one in the Central Academy for State Forest Service, Dehradun (Uttarakhand) in the scale of ₹ 5000-150-8000/- (now as per 6<sup>th</sup> CPC PB-2 ₹ 9300-34800+ ₹ 4200 Grade Pay) and another at Eastern Forest Ranger College, Kurseong, West Bengal to be fill up by transfer on deputation from officers under the Central/State Governments/Corporations/Autonomous Organizations, who are:-

1. Holding analogous posts on a regular basis; or
2. Stenographer in the pre-revised scale of ₹ 4000-100-6000/- with 8 years regular service in the grade (now as per 6<sup>th</sup> CPC PB-1 ₹ 5200-20200+ ₹ 2400/- Grade Pay) with 10 years regular service in the grade.

**Note:-** 1- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 3 years.

**Note:-** 2- (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 deputationists shall not be eligible for appointment by promotion). The maximum age limit for appointment by transfer on deputation/transfer shall not be exceeding 56 years as on the date of receipt of applications.

## **7. Upper Division Clerk- Group – C (Non-Gazetted) (Ministerial)- One posts**

One post of Upper Division Clerks (General Central Service Group – C (Non-Gazetted) (Ministerial) by deputation basis in the Central Academy for State Forest Service, Burnihat in the pre-revised scale of ₹ 4000-100-6000/- and now as per 6<sup>th</sup> CPC PB-1 ₹ 5200-20200+ ₹ 2400 Grade Pay to be fill up by deputation from officers of the Central/State Government /Corporation/Autonomous Organisation/Public Sector Undertakings who are:-

- (1) holding analogous posts on the regular basis; or
- (2) holding post in the scale of ₹ 3050-4590 with eight years of regular service in the grade ( now as per 6<sup>th</sup> CPC PB-1 ₹ 5200-20200+ ₹ 1900 Grade Pay with eight years regular service required in the grade)

The 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 3 years.

The maximum age limit for appointment on the deputation shall not be exceeding 56 years as on the closing date of receipt of application.

#### **8. Ordinary Grade of Staff Car Driver Group – C (Non-Gazetted) (Non-Ministerial) - Two posts**

Out of two posts one each post of Ordinary Grade of Staff Car Driver (General Central Service Group – C (Non-Gazetted) (Non-Ministerial) by deputation basis in the Central Academy for State Forest Service Dehradun (Uttarakhand) and Central Academy for State Forest Service College, Burnihat (Assam) in the pre-revised scale of ₹ 3050-75-3950-80-4590/- (now as per 6<sup>th</sup> CPC PB – 1 ₹ 5200-20200 + Grade Pay ₹ 1900/-) to be filled up by deputation from drivers of the Central/State Governments/Corporations/Autonomous Organizations/Public Undertakings, who are:-

- (a) Holding analogous posts on regular basis;
- (b) (i) VIII<sup>th</sup> Standard pass or equivalent;
- (ii) Valid motor driving licence for driving heavy and light motor vehicle.
- (iii) Should be conversant with routine maintenance, servicing and-be able to do running repairs.

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 of Central Government shall ordinarily not exceed 3 (three) years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

The officers selected for the posts will have the option to either draw his grade pay in the parent cadre plus deputation (duty allowance) or to draw the pay in the scale of pay of the deputation posts as may be fixed in accordance with the existing orders. The rate of deputation allowance will be regulated in terms of the Department of Personnel & Training's orders contained in their O.M. No.2/22(B)/2008-Estt.(Pay-II) dated 03.09.2008 and amended time to time.

**It is requested that the applications for the above posts in the enclosed proforma (Annexure) along-with the complete and up to date ACR/APAR Dossiers for the last five years (or Photostat copies duly attested by a Gazetted Officer on each page) of the eligible and willing officers, who can be spared in the event of their selection, may please be sent to the undersigned by 2<sup>nd</sup> Oct 2015 positively along with vigilance clearance, integrity certificate and minor/Major Penalty certificate for last ten years. The application received without above documents or otherwise found incomplete and received after the last date will not be considered. Candidates applying for the post will not be allowed to withdraw their names later.**

While forwarding the applications, it may please be confirmed that no disciplinary/vigilance case is either pending or contemplated against the applicant. The application must be accompanied with the following documents:-

- i) Photocopies of ACRs /APAR of last five years duly attested by Gazetted Officer
- ii) Certificate of Cadre Clearance
- iii) Certificate of Vigilance Clearance
- iv) Certificate of Integrity Certificate
- v) Certificate of Major/Minor penalties statement imposed during the last ten years.
- vi) Certificates of Educational Qualifications

Proforma for (ii) to (v) is attached in Annexure II

The circular and annexure are available on the website [www.dfe.gov.in](http://www.dfe.gov.in) of this Directorate.

Encl: As above

(M.P. Singh)

Director Forest Education

Phone No. 0135 – 2750127/Fax No. 0135 – 2750125

Copy forwarded to the following with the request that a wide publicity may be given to the vacancy circular in their Ministry and their attached/subordinate/autonomous organizations/ universities/institutions/ laboratories/ public sector undertakings and the applications of the eligible candidates may be forwarded to this Directorate within stipulate time: -

1. All Training Institutions as per list attached.
2. All Ministries/Departments of Government of India.
3. The Chairman, University Grant Commission, Bahadur Shah Zafar Marg, New Delhi.
4. The Secretary, CSIR, New Delhi.
5. The Secretary, Bureau of Public Enterprises, Block 14, C.G.O. Complex, Lodhi Road, New Delhi – 110 003.
6. The Chief Secretary to all State Governments/U.Ts.
7. The Principal Chief Conservator of Forests/Chief Conservator of Forests/Conservator of Forests of all State Governments/U.Ts.
8. The Managing Directors, Forest Development Corporation of all States.
9. The Joint Secretary (FE), Government of India, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003 for wide publicity.
10. The Director General, Indian Council of Forestry Research & Education, Dehradun
11. The Director, Forest Research Institute, P.O. New Forest, Dehradun.
12. The Director, Indira Gandhi National Forest Academy, Dehradun.
13. The Director, Forest Survey of India, Kaulagarh Road, Dehradun.
14. The Director, Wildlife Institute of India, Chanderbani, Dehradun.
15. The Director, Zoological Survey of India, Kaulagarh Road, Dehradun.
16. The Director, Botanical Survey of India, Kaulagarh Road, Dehradun.
17. The Director General, Survey of India, Hathibarkala, Dehradun.
18. The General Manager, Opto Electronic Factory, Raipur Road, Dehradun.
19. The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie.
20. The Director, Sardar Vallabhai Patel National Police Academy, Hyderabad.
21. The Director, Central Soil and Water Conservation Research and Training Institute, Kaulagarh Road, Dehradun.
22. The Director, Wadia Institute of Himalayan Geology, G.M.S. Road, Dehradun.
23. The Director, Archeological Survey of India, Kaulagarh Road, Dehradun.
24. The Director, Indian Remote Sensing, Kalidas Road, Dehradun.
25. The Senior Accounts Officer, Office of Defence Controller of Accounts, 103, Rajpur Road, Dehradun.
26. The Income Tax Commissioner, 5 Subhash Road, Dehradun/Guwahati (Assam)
27. The Chief Engineer, Central Public Works Department, Subhash Road, Dehradun/Guwahati/Coimbatore.
28. The Assistant Accounts Officer, BSO (MES) Military GE (MES), Dehradun Cantt. Dehradun.
29. The Commandant, Indo-Tibetan Border Police, Simadwar, Dehradun.
30. The Commandant, Indian Military Academy, Chakrata Road, Dehradun.
31. The Director, Sericulture Department, Majra, Dehradun.
32. The Chief Engineer, Central Water Commission, Vasant Vihar, Dehradun.
33. The Director, Naval Hydrography, Rajpur Road, Dehradun.
34. The Director, National Institute of Visually Handicapped, Rajpur Road, Dehradun.
35. The Director, Indian Institute of Petroleum, Mohkampur, Hardwar Road, Dehradun.
36. The Chairman, Oil and Natural Gas Corporation, Tel Bhawan, Dehradun.
37. The Accountant General, Government of India, Saharanpur Road, P.O. Majra, Dehradun.
38. The Accountant General, Saharanpur Road, P.O. Majra, Dehradun, U.K./The Accountant General Assam (Guwahati)/ The Account General, Tamil Nadu (Chennai).
39. The Regional Additional Chief Conservator of Forests, Government of India, Ministry of Environment & Forests Orissa, Bhubaneswar, Meghalaya, Shillong, J & K, Srinagar.
40. The Principal, Central Academy for State Forest Service, Dehradun, Coimbatore, Burnihat and Eastern Forest Rangers College, Kurseong for circulation of the posts in their respective region.
41. The Secretary, Union Public Service Commission, Dholpur House, New Delhi.
42. The Accountant General, Government of India, Chennai.
43. The Pay & Accounts Officer, Government of India, Ministry of Environment & Forests, C.G.O. Complex, Lodhi Road, New Delhi.
44. The Director, Indian Institute of Petroleum, Mohkampur, Hardwar Road, Dehradun.
44. The Director, National Institute of Visually Handicapped, Rajpur road, Dehradun.

45. The General Manger, Uttaranchal Power Corporation Ltd., Kanwali Road, Dehradun.
46. Principal CASFOS Dehradun/Coimbatore/Burnihat/EFRC Kurseong- They are requested to give wide publicity locally and in local Government offices.
47. Under Secretary, Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi.
48. OIC (Admin Sec) National Institute for the Visually Handicapped, 116 Rajpur Road, Dehradun, Uttrakhand.
49. Dy Chief Labour Commissioner (Central), Ministry of Labour & Employment, Shram Bhavan, 4<sup>th</sup> Floor, Near Gun House, Near Rustam Cama Mar, Khanpur, Ahmedbadad-380001.
50. Under Secretary to the Government of India, Ministry of Water Resources, River Development & Ganga Rejuvenation, 424, Shram Shakati Bhawan, Rafi Marg, New Delhi-
51. Director, Rain Forest Research Institute, Indian Council of Forestry Research & Education, Post Box No.136, Jorhat, 785001, Assam
52. Director General, Indian National Rail Academy, Lal Bag, Badodra-390004, Gujrat.
53. Director, Directorate of Official Language, Ministry of Railways, Rail Bhawan, Room No.544, Voroada House, New Delhi -110001
53. Director General of Official Language, Western Railway, Head Office, Station Building, Church Gate, Mumbai.
54. Divisional Manager (Perl & Admin), Andaman Nicobar Islands, Forest & Plantation Development Corporation Ltd, Vanvikas Bhavan, Post Office-Haddo, Port Blair, 744102 Andaman & Nicobar Island.
55. General Manager, Southern Railway, Chennai
56. General Manager, South Central Railway, Secundrabad (Andhra Pradesh)
57. General Manager, South Western Railway, Hubli, Karnataka.
58. General Manager, South Eastern Railway, Kolkata.
59. General Manger Official Language, NF Railway, Guwahati, Maligaon.

PROFORMA FOR THE POST OF ADMINISTRATIVE OFFICER, TRAINING OFFICER (HINDI), ASSISTANT INSTRUCTOR (CORE FORESTRY /Engineering & Surveying)), SPORTS OFFICER, STENOGRAPHER GRADE-I, UDC, ORDINARY GRADE OF STAFF CAR DRIVER ON DEPUTATION BASIS

Application for the post of \_\_\_\_\_ at (place) \_\_\_\_\_

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 Officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

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. Enclosed a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/Institute/ Organization	Post held	From	To	Pay Structure		Nature of duties in detail
				Pay band	Grade Pay	

\* Basic pay in the post being held on regular basis

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 Organization
- (d) Government Undertaking
- (e) University/Institution

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

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address .....

Telephone No. ....

Mobile No. ....

Fax No. ....

Email Address .....

Signature .....

Name and Department with Office Seal

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

MINISTRY OF DEPARTMENT

Date.....

No.....

CERTIFICATE

- (i) Certified that the \_\_\_\_\_ has no objection for appointment of Shri/Smt/Km. \_\_\_\_\_ under the Directorate of Forest Education, Government of India, Ministry of Environment & Forests on deputation.
- (ii) Certified that there is no vigilance case pending/contemplated against Shri/Smt/Km. \_\_\_\_\_
- (iii) Certified that the Integrity of Shri/Smt/Km- is beyond doubt.
- (iv) Certified that no major/minor penalties has been imposed on Shri/Smt/Km. \_\_\_\_\_ during last 10 years.
- (v) The list of major/minor penalties imposed on Shri/Smt/Km. \_\_\_\_\_ during last 10 years may be treated as "NIL".

Signature.....  
Name and Department/Office seal

