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N.C. Saravanan, IFS

सचिव

Secretary



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भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद

**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त संस्था)

(An Autonomous Body of the Ministry of Environment, Forests and Climate Change, Govt. of India)

डाकघर : न्यू फॉरेस्ट, देहरादून - 248006 (उत्तराखण्ड)

P.O. New Forest, Dehradun - 248 006 (Uttarakhand)

No. 32-8/2019-ICFRE

Dated the 30<sup>th</sup> September, 2020

To

1. The Secretary to the Govt. of India, Ministry of Environment, Forests and Climate Change, Indira Paryavaran Bhawan, 'Prithvi Wing', Jor Bagh Road, Aligang, New Delhi
2. Secretary to the all State Government Forest Departments
3. Principal Chief Conservator of Forests (HoFF) of all States/Union Territories.
4. All Managing Directors, Forest Development Corporation of all State/Union Territories
5. All Chief Wildlife Wardens of all State/Union Territories.
6. Director General, ICAR/CSIR, New Delhi
7. Director, Indira Gandhi National Forest Academy, Dehradun/Indian Institute of Forest Management, Bhopal / Wildlife Institute of India, Dehradun/G.B. Pant Institute of Himalayan Ecology, Almora/ZSI, Dehradun/BSI, Kolkata/Directorate of Forest Education, Dehradun
8. Director General, FSI, Dehradun
9. Vice-Chancellor of all Agricultural Universities
10. All DDGs/Director (IC), ICFRE
11. All Directors of ICFRE Institutes/Head of Centres under ICFRE

Subj:- Advertisement for appointment on deputation to the post of Deputy Director General (Admin.), ICFRE, Dehra Dun in the pay scale at Level-15 of Pay Matrix - regarding

Sir,


I am inviting your kind attention to this office letter/circular of even number dated 14.08.2020 on the subject cited above. In this connection, I am directed to inform that the last date for receiving applications for appointment on deputation to the post of Deputy Director General (Admin.), ICFRE, Dehra Dun has now been extended further i.e. upto 31.10.2020.

In view of above, a copy of the advertisement for appointment on deputation to the post of the Deputy Director General (Admin.), ICFRE in the pay scale at Level-15 of Pay Matrix of 7<sup>th</sup> CPC for circulation amongst officers working in your organization is enclosed herewith. The advertisement is also available at ICFRE Website [www.icfre.org](http://www.icfre.org).

Bio-data of eligible candidates along with their vigilance clearance and attested photocopies of ACR dossiers for the last seven years from 2012-2013 to 2018-2019 may please be forwarded to this office by 31.10.2020 for considering their applications.

Encl: As above.

Yours faithfully,

  
( N.C. Saravanan )  
Secretary, ICFRE

Copy to:-

The In-charge, IT Division, ICFRE with a request to arrange to place the enclosed advertisement on ICFRE website under intimation to this office. The advertisement may also be got posted on National Carrier Service Portal of Gol for wider publicity.

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**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**  
(An autonomous body of the Ministry of Environment and Forests, Government of India)  
P.O. New Forest, Dehradun – 248 006 (Uttarakhand)

**Advt. No.1//DDG(Admin.)/2020-ICFRE**

Applications are invited for filling up the post of Deputy Director General (Admin.) in the pay scale at Level-15 of Pay Matrix of 7<sup>th</sup> CPC on deputation basis in Indian Council of Forestry Research and Education (ICFRE), Dehra Dun in pay scale indicated against the post with allowances as admissible under rules in ICFRE:-

The eligibility criteria and other terms and conditions for the above said posts are stated below:-

**(1) Dy. Director General (Admin.), ICFRE, Dehra Dun**

**A. For Members of Indian Forest Service**

**A.1 Essential Qualifications:**

A serving member of Indian Forest Service having completed 26 years of service with reference to year of allotment

**B. For Scientists:**

**B.1 Essential Qualifications:**

A candidate having First Class Master Degree in Basic Sciences/Agriculture/Forestry/Management/Social Sciences from a recognized University with 26 years of service with reference to the date of appointment as Group 'A' Scientist, and who has 15 years experience in Forestry Research/Extension or Educations.

**C. Desirable Qualifications: For both members of Indian Forest Service and Scientists**

1. Working experience of Personnel/Administrative/Financial matters at senior level in the Government or similar Research/Educational organization.
2. Experience in preparation of budget and its control, maintenance of organizational accounts.
3. Conversant with all Government Rules and Regulations regarding financial and administrative matters of the Government/Autonomous bodies including audit of Accounts.

**Head Quarters:-** The Head quarter of the Deputy Director General (Administration), ICFRE shall be Dehra Dun. The Director General, ICFRE, with the approval of the MoEF&CC can transfer the incumbent from one post to other, as and when circumstances, so warrant. However, the officer appointed would be liable to serve anywhere in India.

**Age:-**Not exceeding 57 years as on 31.10.2020.

**Eligibility:-**The crucial date for determining eligibility criteria shall be 31.10.2020.


**Tenure:-** The tenure of deputation shall ordinarily be five years or till superannuation, whichever is earlier, and as per guidelines of the Government of India.

**“Cooling off” requirement:-** “Cooling off”, period for the post, shall be as per guidelines of the Government of India.

**Debarment:-** In case an officer, to whom offer of appointment to any of the above post, does not report either on his own volition or at the instance of the Cadre authority, he would be debarred from consideration for a post in ICFRE for a period of 5 years.

#### **General Instructions:**

1. Applications with complete bio-data together with a fee of Rs.500/-(Rupees Five hundred only) in the form of Demand Draft drawn in favour of **Accounts Officer, ICFRE** payable at Dehra Dun should reach the office of the Secretary, Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun on or before 31.10.2020.
2. Application and the envelope should be superscripted as “Application for the post of \_\_\_\_\_” against Advt.No.1/DDG(Admin.)/2020-ICFRE”. Applications incomplete in any respect shall be summarily rejected.
3. In no case the Council will be responsible for non-receipt of applications or any delay in receipt thereof on any account whatsoever. No application received after the stipulated last date will be entertained under any circumstances and all the late applications will be summarily rejected.
4. The candidate must submit their application through proper channel. The concerned department/organization should enclose vigilance clearance report and Annual Confidential Reports of the officer for the last seven years for the years **2012-2013 to 2018-2019** while forwarding the applications of the candidates. However, an advance copy can be submitted by the candidate along with the prescribed fee to the council.
5. The IFS officers who have not completed the mandatory “Cooling off” period in his/her parent cadre between two spells of deputation as on **31.10.2020** will not be considered for the post.
6. The candidate, who applies against this advertisement, in case of his non-selection to the post may be considered for the posts of similar level under Council falling vacant within a year of the last date of this advertisement, subject to the condition of their written consent.
7. The Council reserves the right to relax, the qualifications/experience in case of exceptionally qualified and meritorious candidates.
8. The Council reserves the right not to fill up the vacancy advertised, if the circumstances so warrant in the interest of the Council.
9. Person who has applied against earlier advertisement dated 14.08.2020 for the post of Dy. Director General (Admin.), ICFRE need not apply again. His eligibility criteria shall be determined as per the terms and conditions of this advertisement.

  
Secretary, ICFRE

**PROFORMA FOR APPLICATION FOR THE POST OF DEPUTY DIRECTOR  
GENERAL(Admin.), ICFRE**

1. Name (in block letters)  
Last Name:  
First Name:  
Middle Name:
2. Post applied for and Pay Scale:
3. Cadre & Year of allotment (in case of IFS officers):
4. Date of appointment as Gr. 'A' Scientist (in case of Scientist):
5. Post currently held with pay scale:  
and present basic pay
6. Date of Birth (in Christian era):  
Age as on \_\_\_\_\_:                      Year       Month       Day
7. Nationality:
8. Father's Name/Husband's Name:
9. Address for correspondence:  
(in block letters with Pin Code)
10. Contact No.: .....E-mail ID:
11. Educational Qualifications:
  
12. If holding Ph.D., the discipline, title of thesis, name of University/Institution and year of award:
13. Number of papers published (please give a list attaching a separate sheet, if required):
14. Number of Books Published (Please give a list attaching a separate sheet, if required):
15. Experience in forestry research, extension and education with details.
16. Details of past service (Chronologically from present position backwards):

Name of employer	Full address of employer	Post held (with pay scale)	Period		Nature of duties
			From	To	

17. Specify Experience in the subject/field of selection:
18. Date of return from last deputation:
19. Date of retirement under the rules of the Central/State Government/Organization:
20. Any other information:
21. Bank Drat No. with date and amount:

Place:  
Date:

( Signature of the candidate)