

No. 15-2/2008-NTCA
National Tiger Conservation Authority
(A Statutory Body under the Ministry of Environment & Forests, Govt. of India)

Annexe No. 5, Bikaner House,
Shahjahan Road, New Delhi-11001.
Telefax: 2338 4428

Dated the 27th July, 2009

VACANCY CIRCULAR

In continuation of this Authority's circular of even number dated 22nd January, 2009, the date of inviting of applications has been extended upto 31st August, 2009 for the following posts in the National Tiger Conservation Authority –

Sl. No.	Name of the Post	Pay Scale	No. of vacancy
1.	Finance Officer	Rs. 8000-275-13500	1
2.	Section Officer	Rs. 6500-200-10500	1
3.	Private Secretary	Rs. 6500-200-10500	1
4.	Assistant	Rs. 6500-200-10500	1
5.	Lower Division Clerk	Rs.3050-75-3950-80-4590	1
6.	Staff Car Driver	Rs. 3050-75-3950-80-4590	1

2. The details of the eligibility criteria are given in **Annexure-II**.
3. Only such application which are accompanied by the personal data (in triplicate) in the proforma given in **Annexure-III** will be considered.
4. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
5. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organizations or department of the Central Government shall ordinarily not to exceed three years.
6. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
7. The selected incumbent will not be allowed to leave the Authority during the stipulated period of deputation:

(Note: above are uniformly applied for all the above posts).
8. Pay of the officer selected for the post will be regulated in accordance with the provisions contained in the Government of India, Department of Personnel and Training O.M. No. 2/12/87-Estt.(Pay.II) dated the 29th April, 1988, as amended from time to time.

9. It is requested that applications in the enclosed proforma (**Annexure-I**) from eligible and suitable persons whose service can be spared, may be forwarded to National Tiger Conservation Authority, Annexe No. 5, Bikaner House, Shahjahan Road, New Delhi-110011 along with their up-to-date character rolls, vigilance clearance, integrity certificate etc., so as to reach the undersigned latest by 31st August, 2009. Those who apply for the post will not be allowed to withdraw their names later on.

(S.P. YADAV)
DIG & Joint Director,
National Tiger Conservation Authority

Copy to:-

1. All Ministries / Department of the Government of India.
2. All Sections in the Ministry of Environment & Forests.
3. Chief Secretary of all states of Union Territories.
4. Director (NIC) with a request to upload this in the website of the Ministry of Environment and Forests.
5. Director (ENVIS) with a request to upload this as the website of the Ministry.

PROFORMA

1. Name of the Officer :
2. Post for which to be considered :
3. Date of Birth :
4. Educational Qualification :
5. Present post held (with pay scale and date of appointment) :
6. Permanent post held :
7. Brief particulars of service with nature of duties performed and experience :
8. Whether the officer belongs to Scheduled Caste/Scheduled Tribes community :
9. Present address :
10. Remarks :

Signature of the candidate

DEPARTMENTAL ENDORSEMENT

Certified that the information given by Shri/Smt./Ms. is correct and his/her services, will be spared in the even of his/her selection for appointment by deputation/absorption to the post of He/She is clear from vigilance angle and no major/minor penalty has been imposed on him/her during the preceding 10 years. It is also certified that there is no doubt about the integrity of officer and cadre clearance in respect of him/her has been already obtained.

Signature
Name.....
Designation.....
Department.....

Date:

ANNEXURE-II

(A) FINANCE OFFICER

Essential / eligibility

- (a) (i) holding analogous posts;
- (ii) holding post in the scale of pay of Rs. 6500-10500 or equivalent with eight years of regular service in the grade.
- (iii) officers of the Audit and Accounts Service, Defence Account Service, Railway Account Service.

(B) SECTION OFFICER

Essential / eligibility

- (a) (i) holding analogous post on a regular basis in the parent cadre or department, or
 - (ii) with three years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre or department, or
 - (iii) with six years service in the grade rendered after appointment thereto on a regular basis in the scale of Rs. 5000-8000 or equivalent in the cadre/department, and
- (b) (i) possessing bachelor's degree from recognized University or Institute or equivalent, and
 - (ii) two year's experience in administrative or parliamentary function.

Desirable qualification

- (i) Knowledge of computer operation.

(C) PRIVATE SECRETARY

Essential / eligibility

- (i) holding analogous post on regular basis in the parent cadre or department, or
- (ii) with three years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre or department, and
- (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5000-8000 or equivalent in the cadre/department, and possessing the educational qualifications and experience as under:-
 - (a) Possessing a speed of 100 words per minute in Stenography.
 - (b) Knowledge of computer operation.

(D) ASSISTANT

Essential / eligibility

Officers under the Central of State Government or Union Territories: -

- (i) holding analogous posts on regular basis in the parent Cadre /Department; or
- (ii) With three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5500-9000/- or equivalent in the parent cadre/Department; or
- (iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay RS.4000-6000/- or equivalent in the Parent cadre/Department

Desirable qualification

- (i) Knowledge of computer operation.

(E) LOWER DIVISION CLERK

Essential / eligibility

- (i) holding analogous post on regular basis in the parent cadre or department

Desirable qualification

- (i) Knowledge of computer operation.

(F) STAFF CAR DRIVER

Eligibility condition

- (i) holding analogous post on regular basis in the parent cadre or department.

CURRICULUM VITAE PROFORMA

Name and Address (in Block Letters)					
Date of Birth (in Christian era)					
Date of retirement under Central/ State Government Rule					
Educational Qualifications					
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)				
Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties (in detail)
Nature of present employment i.e, Ad-hoc or Temporary or Quasi-Permanent or Permanent					
In case the present employment is held on deputation/contract basis, please state:-					
(a) The data of initial appointment.					
(b) Period of appointment on deputation/contract					
(c) Name of the parent office/organization to which you belong.					
Additional details about present employment.					

<p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government. (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (i) Others</p>	
<p>Please State whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p>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.</p>	
<p>Total emoluments per month now drawn.</p>	
<p>Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over the above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>Please state whether you are applying for deputation (ISTC)/ Absorption/ re-employment Basis (Officers under Central State Governments are only eligible for “Absorption Candidates of non-Government Organization are eligible only for Short Term contract)</p>	
<p>Whether belongs to SC/ST</p>	
<p>Remarks (The candidates may indicate information with regards to (i) Research Publications and reports and special projects (ii) Awards/ Scholarship / Official</p>	

Appreciation (iii) Affiliation with the professional bodies / institutions /societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient)	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vite 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:.....

 Date

Countersigned
 (Employer with Seal)