



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

Central Zoo Authority



F.No.3-2/2016-CZA/1061/2016

Dated: 04.07.2016

CIRCULAR

Sub: Filling up the post of Accountant in the pay Scale of Rs. 9300-34800 (PB-2) with grade pay of Rs. 4200/- in the Central Zoo Authority on deputation basis.

One post of Accountant in the pay scale of Rs. 9300-34800 with grade pay of Rs.4200/- (Pay Band – 2) is to be filled up on deputation basis in the Central Zoo Authority, an autonomous organization under the Ministry of Environment, Forest & Climate Change on usual terms & conditions for Foreign Service.

The officers of Central Government or State Government, possessing the following qualifications and experience with less than 56 years of age are eligible for the post:-

Officers of the Central Government or State Government:-

- (i) Holding analogous post on regular basis; or
 - (ii) Upper Division Clerk with eight years' regular services in pay band – 1 Rs. 5200-20200 plus grade pay of Rs. 2400/- ; and
- (b) possessing the following educational qualifications and experience :-
- (i) B.com from recognized University.
 - (ii) Having undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possessing three years experience of cash, accounts and budget work in an office of the Central Government or State Government.

The Departmental Upper Division Clerk with eight years' regular services in the grade who has undergone training in cash and accounts work in the Institute of Secretariat Training and Management will also be considered alongwith outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 1: The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: 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 organisation or Department of the Central Government shall ordinarily not exceed three years.

Note 3: The maximum age limit for appointment on deputation shall be not exceeding fifty six years as on the closing date of receipt of applications i.e. 18.08.2016.

Contd.....2/-

B-1 Wing, 6th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

Tel.: 011-24367846, 24367847, 24367851, 24367852, Fax: 011-24367849

E-mail: cza@nic.in Website: http://www.cza.nic.in

The officer selected will have the option to draw his grade pay plus deputation (Duty) Allowance at the rate of 5% of the Pay Band + Grade Pay subject to the ceiling of Rs.2000/- for local candidates and at the rate of 10% of the Pay Band + Grade Pay subject to the ceiling of Rs. 4000/- in other cases, in accordance with the orders contained in Ministry of Finance (Deptt. Of Expenditure) Notification NO. F15(1)-IC/86 dated 13.09.86 as amended from time to time or to have his pay fixed in the scale of the post, subject to the restrictions contained in the Ministry of Finance OM No. 10(24)-E.III(B)/60 dated 9.03.1964 as amended from time to time.

It is requested that application in the enclosed proforma, alongwith the attested copies of complete and up-to-date Annual Performance Appraisal Report/Annual Confidential Reports for last five years of the eligible and willing officers who can be relieved immediately on selection may be sent to this office latest by **18th August 2016**. While forwarding the applications, it may be certified that the particulars furnished by the officers are correct and there is no disciplinary case either pending or contemplated against the officer.


(R. S. Rawat)
Finance Officer

Encl: as above.

To

1. The comptroller & Auditor General of India, 10, B.S.Z. Marg, New Delhi -110 002.
2. The Controller General of Accounts, Ministry of Finance, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003.
3. The Controller General of Defence Accounts, West 'V' Block R.K. Puram, New Delhi.
4. The Controller of Railways Accounts, Northern Railways, Baroda House, New Delhi.
5. The Director General of Audit, Post and Tele Communications, Sham Nath Marg Delhi – 110 054.
6. The Controller of Accounts, Ministry of Environment, Forest & Climate Change Indira Paryavaran Bhawan, Jor Bagh, Road, Aliganj, New Delhi – 110003.
7. The Director (Gen. Admn.), Ministry of Environment, Forest & Climate Change Indira Paryavaran Bhawan, Jor Bagh, Road, Aliganj, New Delhi – 110003.
8. All Ministries of Govt. of India.

PROFORMA

1. Post applied for
2. Name & address in Block letters
3. Date of Birth
4. Date of Retirement under Central Govt. Rules
5. Educational Qualifications
6. Whether educational and other qualification 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)

Qualification/Experience Required	Qualification/Experience Possessed

7. Please state clearly whether in light of entries made by you above, you meet the requirement of the post?
8. Details of employment, in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/ Department	Post held	From	To	Scale of Pay	Nature of duties

:2:

9. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent
10. In case the present employment is held on Deputation basis/contract basis, please state;
 - (a) The date of initial appointment
 - (b) Period of appointment of on deputation/contract
 - (c) Name of the parent Office/Organization to which belong
11. Additional details about present employment
Please state whether working under
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organisation
 - (d) Universities
 - (e) Others
12. Are you in the 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. Whether belongs to SC/ST
15. Additional information, if any
16. Remarks, if any

Signature of the Candidate

Address _____

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority

[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED
SEPARATELY ALONGWITH THE APPLICATION OF CANDIDATE WHO
APPLIES FOR DEPUTATION BASIS]

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms.
_____, who has applied for the post of Accountant in
the Central Zoo Authority on Deputation basis, it is certified that his/ her integrity
is beyond doubt.

[To be signed by an Officer of the rank of
Deputy Secretary or above]
Name & Office Seal:
Date:

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal
proceeding is either pending or contemplated against Dr./Shri/Smt./Ms.
_____, who has applied for the post of
Accountant in the Central Zoo Authority on Deputation basis.

[Authorized signatory]
Name & Office Seal:
Date:

NO PENALTY CERTIFICATE

Certified that no minor/ major penalty has been imposed on
Dr./Shri/Smt./Ms. _____
who has applied for the post of Accountant in the Central Zoo Authority on
Deputation basis during the last ten years.

**[Authorized signatory]
Name & Office Seal:
Date:**
