

F.No.3-2/2009-CZA

Dated : 3.09.2009

CIRCULAR

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

One post of Accountant in the pay scales of Rs. 9300-34800 with grade pay of Rs. 4200/- is to be filled up on deputation basis in the Central Zoo Authority, an autonomous organization under the Ministry of Environment & Forests on usual terms & conditions for foreign service. The period of deputation shall ordinarily not exceed three years. Officers under the Central Govt. with less than 56 years of age and holding the post of

- (i)** Assistant or other equivalent post on a regular basis; **OR**
- (ii)** Upper Division Clerk or equivalent with eight years regular services in the grade and who have undergone training in cash and accounts work in the institute of Secretariat Training and Management (ISTM) and possess three years experience of cash, accounts and budget work are eligible to apply for the said post.

It is requested that application in the enclosed proforma, along with the attested copies of complete and upto date Confidential Reports for last five years of the eligible and willing officers who can be relieved on selection may be sent to this office latest by 30/09/2010. While forwarding the applications it may be

certified that the particulars furnished by the officers are correct and no disciplinary case is pending or contemplated against the officer.

(P.C.S. Negi)
Finance Officer

To

- (i) The Comptroller & Auditor General of India
10, B.S.Z. Marg, New Delhi – 110 002
- (ii) The Controller General of Accounts
Ministry of Finance,
7th Floor, Lok Nayak Bhawan
Khan Market, New Delhi – 110003
- (iii) The Controller General of Defence Accounts
West 'V' Block, R.K. Puram
New Delhi
- (iv) The Controller of Railways Accounts
Northern Railways, Baroda House
New Delhi
- (v) The Controller of Accounts
Ministry of Environment & Forests
CGO Complex
New Delhi
- (vi) The Director (Gen. Admn.)
Ministry of Environment & Forests
CGO Complex, New Delhi
- (vii) Sh. Vivek Goel, DPA, CZA for placing the circular on the web site of CZA
- (viii) NIC Cell of Ministry of Environment & Forests for placing the circular on the web site of Ministry of Environment & Forests.

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
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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
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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