

Central Zoo Authority  
Ministry of Environment, Forest & Climate Change  
Advertisement of F.No. 5-5/2020-CZA (154442)

Vacancy Circular

The Central Zoo Authority (CZA) has been established as a statutory body under MoEFCC in the year 1992 (website <http://www.cza.nic.in>). The main objective of this Authority is to complement and strengthen the national effort in conservation of the rich biodiversity of the country, particularly the fauna as per the National Zoo Policy, 1998. Other objectives of the authority include, enforcing minimum standards and norms for upkeep and healthcare of animals in Indian Zoos and to control mushrooming of unplanned and ill-conceived zoos. As part of its activities, the Central Zoo Authority invites application for engaging Policy Assistant (1 position) purely on outsource basis for an initial period of twelve months, with subject to renewal from time to time. The EQ, DQ and other details of the posts are as under:-

1	Engagement Position	Policy Assistant
2	Duration	1 year full time (extendable based on performance)
3	Duty Station	Delhi
4	Essential Qualification (EQ)	Graduate in Zoology/Wildlife Science with 3 years experience in handling wildlife related issues/ Zoo/National Park or Sanctuary
5	Desirable Qualification (DQ)	Masters Degree in Zoology or Wildlife Science
6	Description of Job	<ul style="list-style-type: none"><li>• Data compliance in respect of recognition of Zoo, Training &amp; Workshops, framing of Zoo rules, MIS, MEE etc.</li><li>• Willingness to take up day to day liasioning between CZA, MoEFCC and Chairperson – CZA office on policy and administrative matters,</li><li>• willingness to take up additional tasks as and when assigned.</li></ul>
7	Emoluments	Rs. 53100 per month
8	Age (as on 31.10.2022)	30 years

General conditions

1. The application form (Annexure -1) is attached and can be downloaded from the website <http://www.cza.nic.in/>. Completed application along with relevant annexure can be emailed / submitted in hardcopy to [dig-cza@nic.in](mailto:dig-cza@nic.in) or posted at Central Zoo Authority, B-1 Wing, 6<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 on or before **12.12.2022**.
2. Only shortlisted candidates shall be called for an interview on **16-12-2022**. Candidates must bring copy of filled in application with attested true copies of testimonials of educational qualifications along with certificate of extracurricular activities, date of birth, mark sheets of all examination etc. All original documents / certificates must be produced at the time of interview.
3. Candidates currently residing in remote areas of India (especially J&K and

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northeast India) can appear in interview online through video conference / skype. Such candidates must post attested copies of their EQ and DQ qualifications on or before 12-12-2022 for scrutiny at CZA. Only shortlisted candidates will be allowed to participate through video conference / skype on 16-12-2022 afternoon.

4. No TA/DA or accommodation will be provided for attending the interview.
5. The selected candidate will be hired on outsource basis through outsourcing agency.
6. The Member Secretary CZA, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

sd/-  
(R.S Rawat)  
Finance Officer



**APPLICATION FORM**

Affix recent passport size photograph
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1	Post applied for	
2	Name in Full (Block letters)	
3	Date of Birth	
4	Nationality	
5	Whether SC/ST/OBC/PH/GEN	
6	Name of Parent / Spouse	
7	Address for correspondence (in lock letters) including telephone, fax and email (if any)	
8	Permanent address with PIN Code (in Block Letters)	

9. Academic Qualification:

Examination Passed	Name of the University	Year of Passing	Subject	Divisions	Percentage of marks obtained
High School					
Higher Secondary					
Bachelor's Degree					
Master's Degree					
PhD					
Any other (pl specify)					

(b) Creative Achievement (State briefly your bio-data as research worker / giving details of research papers, participation in Seminar, Symposium, Conference etc.) Furnish this information in a separate sheet.

10. candidate passed UGC / CSIR / ICAR NET / Relevant exam / membership should provide details.

11. Research publication, title of the publication, year of publications, journal etc. may be indicated (reprints enclosed or details may be given in a separate sheet).

12. Seminar / Symposium / Workshop / Conference attended.

13. Extracurricular activities. (Details may be given in a separate sheet and attach attested copy of the certificates, if any).

14. National Parks, Sanctuaries and Zoos visited, and a paragraph on self interest in the field of Wildlife Conservation and Research (Max 300 words)

15. Name, address and phone numbers of two refers should be given below:

(i)

(ii)

Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that may attempt has been made by me to will fully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

**(Signature of the Candidate)**

Place:

Date: