

III-22/2009-NZP/Estb./418
Government of India
National Zoological Park
Mathura Road, New Delhi-3
30 July 2010

Filling up the one post of Administrative Officer in the National Zoological Park, New Delhi

One post of Administrative Officer in the pay scale of Rs.6500-10500/- (pre-revised) (PB-2, Rs.9300-34800+GP Rs. 4600/-) (revised) (G.C.S. Group 'B' Gazetted) is required to be filled up urgently by Promotion /transfer on Deputation.

Eligibility:

Officer under Central Government

1. a) i) Holding analogous posts on regular basis; or
ii) With 3 years regular service in the grade of Rs.1640-2900 (pre-revised) or equivalent ; or
iii) With 8 years regular service in the grade of Rs.1400-2300/2600 (pre-revised) or equivalent, and
b) Possessing experience of Administration and Account s matters.
2. The Departmental Office Superintendent with 5 years regular service in the grade shall also be considered and in the case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3(three) years.

Application in triplicate in the enclosed proforma through proper channel alongwith complete and upto date confidential reports who could be spared in the event of their selection may be sent to the Director, National Zoological Park, New Delhi within sixty days form publication of this advertisement. Applications received after the last date or without the C.R.s. or otherwise found incomplete will not be considered. While forwarding the application, it may be clarified and certified that the particulars furnished by the officers are correct and that no disciplinary case is pending/contemplated against the officer. The integrity of the officer may also be certified. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. The Bio-data proforma can also be downloaded from the website <http://www.moef.gov.in>

Bio-Data -Proforma

(to be furnished in triplicate)

1. Name:
2. Date of Birth:
3. Date of retirement under
Central/State Govt. Rules:

4. Educational Qualifications:

5. Whether educational qualifications required for the post are satisfied.

If any qualification has been treated as a equivalent to the one prescribed in the rules, state the authority for the same.

Qualifications
Required

Qualifications possessed
by the officer

Essential

- 1.
- 2.
- 3.

Desirable

- 1.
- 2.

6. Present post held, date from which held
and the scale of pay and pay therein:

7. Experience in the subject of
Selection:

8. Details of service:

1. Name of the post and employer \

2. From _____ to _____

3. Scale of pay

4. Nature of appointment i.e.
Whether ad hoc or regular

5. Nature of duties performed in brief

9. Whether belongs to S.C. or S.T.

10. Remarks

Signature of candidate

1. Certified that the particulars of the officer have been verified and found to be correct.
2. It is certified that no disciplinary proceedings are either pending and/or contemplated against the officer. Integrity of the officer is also certified.

Signature of the head of the Department
(with seal)