

F.No.III-72/2010-NZP/Estb./  
Government of India  
National Zoological Park  
Mathura Road, New Delhi-3.

Dated: 12<sup>th</sup> Jan., 2010

CIRCULAR

Sub: Filling up of the post of Junior Accountant in the National Zoological Park, New Delhi-reg.

Sir,

I am to say that one temporary post of Junior Accountant (GCS) (Group-C Non-Gazetted) Ministerial in the pay band of Rs.5200-20200 + Grade Pay Rs.2400/- in the National Zoological Park, New Delhi is required to be filled up on transfer on deputation basis immediately.

According to the notified recruitment rules the post of Junior Accountant is required to be filled up by transfer on deputation from Upper Division Clerk with 3 years experience in dealing with Cash, Accounts and Budget work or Lower Division Clerk with 8 years regular service in the grade and with 5 years experience of dealing with Cash, Accounts and Budget work. The period of deputation including period of deputation in another ex-cadre post held immediately proceeding this appointment in the same organization three years.

The selected officials will have the option to get his pay fixed in the scale of the post under the normal rules or to draw the pay of the post held by him in his parent department on regular basis plus deputation (duty) allowance in accordance with the instructions contained in the Ministry of Finance O.M. 10(24)-eIII/60 dated the 4<sup>th</sup> May, 1961 as amended from time to time.

It is requested that the vacancy may kindly be circulated and application from the eligible candidates who are willing and who can be spared immediately in the event of selection may kindly be sent to this office in the enclosed prescribed proforma alongwith their complete and upto date CR dossiers so as to reach this office by 15<sup>th</sup> Feb., 2011. Proforma and requisite criteria for the said post can also be down loaded the Website: <http://www.moef.gov.in> Application received without complete and up to date CR dossiers will not be considered.

  
DIRECTOR

Encl: As above  
List Attached

**BIO-DATA PROFORMA**

- 1. Name :
- 2. Date of Birth :
- 3. Date of appointment under State/  
Central Govt. Rules :
- 4. Educational Qualification :

S.No.	Name of the Board /University	Subjects	Percentage	Remarks

5. Present post held, date from which held and the scale of pay thereon :

6. Experience in the subject of selection :

7. Details of Service :

i) Name of the post & employer :

ii) Period : from.....to.....

iii) Scale of pay : .....

iv) Nature of appointment whether Ad-hoc or Regular :

v) Nature & duties performed in brief :

8. Whether belongs to SC/ST :

9. Remarks, if any

Signature of the 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 / ACR.

HEAD OF OFFICE (WITH SEAL)