

F.No.11/02/2010 –AWD  
Government of India  
Ministry of Environment & Forests  
(Animal Welfare Division)

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Recruitment for the post of Secretary, Animal Welfare Board of India, Chennai, by transfer on deputation basis.

Application are invited for filling up of one temporary post of Secretary, in the pay scale of Rs. 15600 – 39100/- + Grade Pay of Rs.7600 to be filled up urgently in the Animal Welfare Board of India Chennai – a statutory and autonomous organization under the Ministry of Environment & Forests.

2. Suitable officers from Central Government/State Government/Union Territories / Public Sector Undertakings / Local Bodies / Government of India Underatakings and Autonomous Bodies, holding posts in the identical scale or in the scale of Rs. 15600-39100 + Grade pay of Rs.6600/- with five years service in the grade, having wide experience in administration and with a capacity to organize meetings, seminars, conferences etc; and to take active part therein are eligible to apply. Preference will however be given to persons who are below 50 years of age.

3. Persons selected will be placed by transfer on deputation on foreign service terms and the deputation will be for a period ordinarily not exceeding 3 years. The pay of the person selected will be regulated in accordance with the instructions contained in the Ministry of Finance (Department of Expenditure) O.M. No. 10 (24)-EIII/60, dated the 4<sup>th</sup> May, 1961, as amended from time to time.

4. It is requested that applications of suitable officers, with full particulars, who can be spared in the event of their selection, may kindly be forwarded in the proforma enclosed along with their complete and up-to-date Confidential Report to this Ministry within 60 days from the date of publication in Employment News. Applications received after the due date will not be entertained. The candidates who apply will not be allowed to withdraw their names later on. The applications of the officers belonging to the All India Services/Central Secretariat Services, etc. may be sent through the Department of Personnel & Training. Application in the enclosed proforma may be addressed to the Director (AW), Ministry of Environment & Forest, Animal Welfare Division, 8<sup>th</sup> Floor, Jeevan Prakash Building, 25, Kasturba Gandhi Marg, New Delhi-110001.

**Note: Candidates can apply for the post within 60 days of this advertisement coming on website.**

## PROFORMA

1. Name :
2. Date of Birth :
3. Date of retirement Under  
Central/Government Rules:
4. Educational Qualification & Training, if any :
5. Date of entry in Government Service
6. Experience as per details of service

Name of Post & Employer	From	To	Scale of Pay & its classification	Nature of appointment i.e Whether Regular/adhoc/deputation	Whether Appointment through UPSC or SPSC or otherwise.
1	2	3	4	5	6

7. Name of post held substantively if any, and :  
The scale of pay thereof
8. Present pay from which it is being drawn(scale of :  
pay also to be indicated) :
9. Whether belongs to SC/ST/OBC :
10. Remarks :

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Signature of the Candidate

1. Certified that the above particulars have been verified and found to be correct.
2. There is no vigilance case pending and/or contemplated against the officer. Integrity of the officer is also certified
3. Photocopies of his/her ACRs for last 5 years duly attested by an officer of the rank of Under Secretary or above are enclosed.

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Signature of the Head of the Department  
(With Stamp)