

F.No.11/17/2014–AWD  
Government of India  
Ministry of Environment, Forest and Climate Change  
(Animal Welfare Division)

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**CIRCULAR**

**Subject:- Recruitment for the post of Secretary, Animal Welfare Board of India, Ballabgarh, Haryana by transfer on deputation basis.**

Applications are invited for filling up of one post of Secretary in the pay scale of Rs.15600–39100/- plus Grade Pay of Rs.7600/- (pre-revised) to be filled up urgently in the Animal Welfare Board of India, Ballabgarh, Haryana – a statutory organization under the Ministry of Environment, Forest and Climate Change.

2. Suitable officers from Central Government holding posts in the identical scale or in the scale of Rs.15,600-39,100/- plus Grade pay of Rs.6,600/- (pre revised) 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.

3. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the central Government shall not ordinarily exceed 4 years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications. The pay and allowances and other terms will be regulated in accordance with the instructions issued by Department of Personnel & Training from time to time.

4. It is requested that applications of suitable officers, with full particulars, who can be spared immediately in the event of their selection, may kindly be forwarded in the proforma (A & B) along with integrity certificate, vigilance clearance certificate and attested photocopies of the ACRs for the last five years within 30 days from the date of publication. Applications received after the due date will not be entertained. The candidates who apply, will not be allowed to withdraw their names later on. Application in the enclosed proforma may be addressed to the Deputy Secretary, Animal Welfare Division Ministry of Environment, Forests and Climate Change (MoEF&CC), 2<sup>nd</sup> floor, Vayu Wing, Indira Paryavaran Bhavan, Jor Bagh Raod, New Delhi-110003.

**APPLICATION FOR THE POST OF SECRETARY IN ANIMAL WELFARE BOARD OF INDIA ON DEPUTATION BASIS.**

1.	Name	
2.	Post applied for	
3.	a) Present post held (whether regular, ad-hoc or on deputation basis)	
	b) If presently on deputation, please indicate designation of the post held in the parent office/ cadre and the scale of pay of that post along with the present basic pay in that grade	
4.	Present pay band and Grade pay  (also mention the Basic Pay)	
5.	Date of getting the present pay scale on regular basis.	
6.	Date of Birth	
7.	Date of entry into service (including service and batch)	
8.	Date of superannuation	
9.	Office Address	
10.	Phone and FAX Number with STD Code	
11.	E-mail address	
	Mobile No.	
12.	Education Qualification and training	

13.	Details of employment in chronological order:				
	Name of Post & Dept.	From	To	Scale of Pay	Nature of appointment (Regular/adhoc/deputation)
14.	Applicant must indicate how the eligibility criteria like number of years of service rendered in the relevant pay scale, educational qualification, experience in relevant field, age on closing date of applications and period are fulfilled.				
15.	Name and address, telephone number of the concerned officer in the office of the Cadre Controlling Authority.				

Note: Column 14 & 15 must be filled.

Date:

Signature of the candidate

Particulars of the applicant verified

Signature of Cadre Controlling Authority along with stamp

**ANNEXURE B**

Certificate to be furnished by Employer/Head of Office/forwarding Authority

Certified that the particulars furnished by ..... have been verified and found to be correct.

2. Also certified that :

- (ii) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- (iii) Photocopies of his/her ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to Government of India or above, are enclosed.

Place:

Signature:

Dated :

Designation:

Office Seal