F. No. 20/02/2017-AWD
Government of India
Ministry of Environment, Forest and Climate Change
(Animal Welfare Division)

5th Floor, Vijay Wing,
Indira Paryavaran Bhavan,
Jor Bagh Road, New Delhi-110003
Dated 25/10/2017

To
The Chief Secretaries of all State Governments
and Union Territories
(as per list attached)

Subject: Filling up the post of Office Superintendent in the National Institute of Animal Welfare (NIAW), Ballabhgarh, Ministry of Environment, Forest and Climate Change, by transfer on deputation basis (Including Short Term Contract)-reg.

Sir,

The undersigned is directed to refer to this Ministry’s letter of even number dated 12th May, 2017 (copy enclosed) on the subject noted above inviting applications from officers under Central or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory Organisations.

2. It is, therefore, requested to do the needful at the earliest positively by 10th November, 2017.

Encl: as above.

Yours faithfully,

(S. Gowri Shankar
Deputy Secretary)
F. No. 20/2/2017-AWD

Government of India
Ministry of Environment, Forest and Climate Change
(Animal Welfare Division)

5th floor, Vayu Wing,
Indira Paryavaran Bhavan,
Jor Bagh Road, New Delhi-110003
Dated 12/11/2017

To
The Chief Secretaries of all State Governments
and Union Territories
(as per list attached)

Subject: Filling up the post of Office Superintendent in the National Institute of Animal Welfare (NIAW), Ballabhgarh, Ministry of Environment, Forest and Climate Change, by transfer on deputation basis(including Short Term Contract)-reg.

Sir,

It has been decided to fill up one post of Office Superintendent, in the pre-revised scale of Pay Band-2 of Rs.9300-34800/- plus grade pay of Rs.4600/- in the National Institute of Animal Welfare (NIAW), Ballabhgarh, a Subordinate Office under the Ministry of Environment, Forest and Climate Change on deputation basis(including Short Term Contract).

2. Accordingly, applications are invited for the above post from officers under Central Government or State Government or Union Territory Administrations or public sector undertakings or Universities or recognised research institutions or Semi Government or autonomous bodies or statutory organisations:-

(a) (i) holding analogous posts on regular basis in the parent cadre or department; or
(ii) with five years service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2(Rs. 9300-34800/-) with Grade Pay of Rs.4200/- or equivalent in the parent cadre or department; and

(b) possessing the following educational qualifications and experience, namely:-
(i) Bachelor Degree from a recognised University or Institute; and
(ii) three year's experience in Establishment, Administration and Accounts.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of Deputation (including Short Term Contract) including period of deputation(including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.

Note3: The maximum age limit for appointment by deputation(including Short Term Contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.
Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where the benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.

3. It is requested that applications from suitable officers, along with full particulars, whose services can be spared immediately on selection may kindly be forwarded, through proper channel, in the prescribed proforma (Annexure-A & B), in duplicate, along with the following documents:

   (i) Integrity certificate.
   (ii) Vigilance clearance certificate.
   (iii) Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Government of India).

The applications alongwith all necessary documents may be forwarded to Deputy Secretary (Animal Welfare), Animal Welfare Division, Ministry of Environment, Forest and Climate Change, 5th floor, Vayu Wing, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi-110003, within 60 days from the date of issue of this letter. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

4. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

5. The prescribed proforma (Annexure A & B) may also be downloaded from this Ministry’s website www.envfor.nic.in.

Yours faithfully,

(S. Gowri Shankar)
Deputy Secretary (AW)
**APPLICATION FOR THE POST OF OFFICE SUPERINTENDENT IN ANIMAL WELFARE BOARD OF INDIA ON DEPUTATION BASIS**

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<tbody>
<tr>
<td>1</td>
<td>Name</td>
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<tr>
<td>2</td>
<td>Post applied for</td>
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<tr>
<td>3</td>
<td>a) Present post held (whether regular, ad-hoc or on deputation basis)</td>
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<td>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</td>
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<td>4</td>
<td>Present pay band and Grade pay (also mention the Basic Pay).</td>
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<td>5</td>
<td>Date of getting the present pay scale on regular basis.</td>
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<td>6</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>7</td>
<td>Date of entry into service (including service and batch)</td>
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<td>8</td>
<td>Date of superannuation</td>
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<td>9</td>
<td>Office Address</td>
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<tr>
<td>10</td>
<td>Phone and FAX number with STD Code.</td>
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<tr>
<td>11</td>
<td>E-mail address</td>
</tr>
<tr>
<td></td>
<td>Mobile No.</td>
</tr>
<tr>
<td>12</td>
<td>Education Qualification and training.</td>
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<td>Name of Post &amp; Dept.</td>
<td>From</td>
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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:

(iii) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt...........................................

(iv) 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: .....................................................
Dated : .....................................................

Signature
Designation
Office Seal
No. V.IV/575/22/2017  
Government of India  
Ministry of External Affairs  
CPV Division  
Patiala House Annex,  
Tilak Marg, New Delhi-110001,  
Dated: 13.10.2017

VACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Office at stations indicated below from amongst officers under the Central Government including officers of All India Services / Central Secretariat Services in the Ministries / Departments of the Government of India, on deputation basis:-

<table>
<thead>
<tr>
<th>Post</th>
<th>Number of Posts &amp; Name of Passport Office</th>
<th>Scale of Pay</th>
<th>Eligibility</th>
</tr>
</thead>
</table>
| Passport Officer (PO) | 1 (One):  
1 Post – Passport Office, Pune. | Pay Band-3, Rs. 15,600-39,100 + Grade Pay Rs. 7,600/- (Pre-revised) | Officers under the Central Government including officers of All India Services:  
(a) (i) holding analogous Posts on regular basis in the parent cadre or department; or  
(ii) with five years’ service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 6,600 (Pre-revised) or equivalent in the Parent cadre or Department; and  
(b) Possessing the following educational qualification and experience:  
(i) Bachelor’s degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities;  
(ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work. |
| Deputy Passport Officer | 2 (Two):  
1 Post – Passport Office, Jaipur  
1 Post – Passport Office, Pune | Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs. 6,600/- (Pre-revised) | Officers under the Central Government including officers of All India Services:  
(a) (i) holding analogous Posts on regular basis in the parent cadre or department; or  
(ii) with five years’ service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400 (Pre-revised) or equivalent in the Parent cadre or Department; and  
(b) possessing the following educational qualification and experience: |
| Assistant Passport Officer (APO) | 2 (Two): 1 Post - Passport Office, Delhi 1 Post - Passport Office, Patna | Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs. 5,400/- (Pre-revised) | Officers under the Central Government including officers of All India Services:  
(a) (i) holding analogous Posts on regular basis in the parent cadre or department; or  
(ii) with two years' service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 (Rs. 9,300-34,800) and Grade Pay of Rs. 4,800 (Pre-revised) or equivalent in the parent cadre or Department; or  
(iii) with three years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 (Rs. 9,300-34,800) and Grade Pay of Rs. 4,600 (Pre-revised) or equivalent in the parent cadre or Department; and  
(b) possessing the following educational qualifications and experience:  
(i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities;  
(ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work. |

**Note 1:** 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.

**Note 2:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

**Note 3:** The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

**Note 4:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where
this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation

2 The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The DPO/APO can be posted any of the PSK/PSLK/POPSK falling under the jurisdiction of respective Passport Office.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/State Government, working with them and forward the application (in prescribed pro forma Annexure A) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned by 13th November, 2017.

(Mohammad Naseem)
Deputy Passport Officer (PVA & Cadre)
Ph. No. 011-23388648

To,

1. All Ministries/Department of Government of India
2. All Chief Secretaries to the State Governments.

Copy to:

1. Ministry of External Affairs-[Kind attn. to: Joint Secretary (Admin)].
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- with the request to upload this circular on the MEA’s website.
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -with the request to upload this circular on the Passport Seva website
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT’s website for wider circulation.
5. All Passport Offices.
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad.
7. Spokesman, JCM, MEA, New Delhi.
8. O/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.
ANNEXURE – A
CURRICULAM VITAE PROFORMA

1. Name (in Block letters)
   Designation (Batch)

2. Applied for the post of
   (i) Place (Name of Station/s in order)

3. Date of Birth (in Christian era)
   (i) Age as on 13.11.2017
   [closing date of circular]

4. Date of retirement under Central/
   State Government Rules

5. Educational Qualifications

6. Whether belongs to SC/ST

7 (a). Educational qualifications and experienced possessed

   Qualification/
   Experience possessed
   by the officers

   Essential
   (1)
   (2)
   (3)

   Desired
   (1)

(b). Language Known (Mother Tongue):-

Contd......2
8. Details of service, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient ...

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Grade Pay/Level</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of Duties (in details)</th>
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</table>

9. Contact details:
(A) Present Add:-

   (i) Tel. No.
   (ii) Mob. No.
   (iii) E-mail-

(B) Office Add(with office name):-

   (i) Tel. No.
   (ii) Mob. No.
   (iii) E-mail-

10. In case the present post is held on deputation / contract basis, please state
(a) Name of Office / Organization and address (with Tel. No.)

(b) The date of initial appointment

(c) Period of appointment on deputation

(d) Name of the parent office / organization to which you belong

Contd....3
I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate
Address ................................
......................................
......................................

Dated...................
.................................................................................................................................

It is certified that Shri/Ms..........................................................is clear from vigilance angle and in case of selection, he/she will be relieved.

..........................................
(Signature of Head of Office / Cadre Controlling with Seal)