

F.No-21/6/2017-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

2nd Floor, A Wing, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated ~~11th~~ 16th July, 2018

OFFICE MEMORANDUM


Subject:- Filling up of posts in NITI Aayog and of Animal Welfare of India on deputation basis.

The undersigned is directed to circulate herewith under mention two vacancy circulars received from NITI Analog and Animal Welfare Board of India with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	NITI Aayog	Assistant Welfare Officer
2.	Animal Welfare Board of India	Secretary

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.


(K. Srinivasan) *11/7/18*

Under Secretary to the Government of India
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

File No. A-12034/03/2018-Admn.IV

Government of India

NITI Aayog

Sansad Marg, New Delhi

Dated 10th July, 2018

VACANCY CIRCULAR

Subject: - Filling up of one post of Assistant Welfare Officer on deputation basis in NITI Aayog- regarding.

It is proposed to fill up 01 vacant posts of Assistant Welfare Officer in Pay Level-6 (Rs. 35,400-1,12,400) of the Pay Matrix on deputation including short term contract basis from the Officers of Central Government or State Governments or Union Territories or Public Sector or Semi - Government or Autonomous or Statutory Organisations:-

(a) (i) holding analogous post on regular basis in the parent cadre or department;

or

(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in Level-5 (Rs.29200- 92300) in the Pay Matrix or equivalent in the parent cadre / Department; and

(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in Level-4 (Rs.25500-81100) in the Pay Matrix or equivalent in the parent cadre / Department; and

(b) Possessing the following educational qualifications and experience

(i) Bachelor's degree from a recognized university.

(ii) one year experience in staff welfare activities. The 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 organisations or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not exceed 56 years as on the closing date of receipt of applications.)

2. It is requested to forward the applications of interested & eligible officers in the attached proforma through proper channel so as to reach the undersigned **within 60 days from the date of issue of this advertisement.** While forwarding the applications, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded alongwith the following documents:-

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- i) Original/attested photocopies of the APARs for the last 5 years;
 - ii) Vigilance clearance certificate;
 - iii) Integrity Certificate
 - iv) No Major/Minor penalty certificate for last 10 years.
3. Application received without aforesaid documents or after prescribed date, shall be rejected.

Encl: Proforma of application



(Sunil Kumar)

Under Secretary of the Government of India

1. All Ministries/Department under Central Government/State Governments/ or Union Territories or public sector or Semi - Government or Autonomous or Statutory Organisations.
2. NIC, NITI Aayog to upload in the website under "vacancy"
3. Director (CS Division), Deptt. of Personnel & Training, Khan Market, New Delhi with a request to upload the Vacancy Circular on DoPT website.
4. Notice Boards, NITI Aayog
5. Hindi Section for Hindi version

BIO-DATA/CURRICULAM VITAE PROFORMA

1	Name and address (IN Block letters)		
2	Date of Birth (in Christian era)		
3	i) Date of entry into service ii) Date of retirement under Central/State Govt. Rules		
4	Educational qualifications		
5	Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).		
	Qualification / experience required as mentioned in the advertisement/vacancy circular	Qualification/Experience possessed by the Officer	
	Essential	Essential	
	A) Qualification	A) Qualification	
	B) Experience	B) Experience	
	Desirable	Desirable	
	A) Qualification	A) Qualification	
	B) Experience	B) Experience	
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:		

7. Details of employment, in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

Office/Instt./ Organisation	Post held	From	To	Level in pay Matrix/Level of the post held on regular basis	Nature of duties/experience (in detail)

8	Nature of present employment i. e. Ad-hoc or temporary or permanent			
9	In case the present employment is held on Deputation/contract basis, please state:			
	a) The date of initial appointment	b) Period of appointment of deputation/Contract	c) Name of the parent office /organization to which you belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11	Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column) a) Central Govt. b) State Governments c) Union Territories d) Public Sector Undertakings e) Recognized Research Institutions f) Universities or Semi-Government or Autonomous or Statutory Organisations :-			
12	Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
13	Total emoluments per month now drawn		Pay in the Cell	
			Level of Pay Matrix	
			Total Emoluments	

14	In case the applicant belongs to an organization which is not following the Central government pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed.		
	Basic pay with scale of pay and rate of increment	Dearness pay / interim relief / other allowances etc. (with break-up details)	Total Emoluments
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated by applicant signature, if the space is insufficient.		
16	Whether belongs to SC/ST		
17	Remarks		

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of essential qualification / work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Applicant

Name _____

Address _____

Tel. No. _____

Date _____

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT OF THE APPLICANT

Office/Ministry/Department.....

F.No.....

Date.....

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(b)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(c)	Whether cadre clearance for the officer by the competent authority has been granted	Yes/No
(d)	Whether integrity certificate enclosed	Yes/No
3.	Whether original APAR for the last 5 years/clean photocopy of APAR Dossier attested on each page by an officer of the level of not lower than that of Under Secretary to the Govt. of India, is enclosed	Yes/No

Certificate to be provided by the employer:

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by Shri/Smt./Ms. _____ have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the officer is certified as 'Beyond Doubt'.
5. No vigilance case is pending / contemplated against the Officer.
6. It is certified that no penalty has been imposed on the officer during the last 10 years (alternatively, penalty statement during the last 10 years may be enclosed)
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an Officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele No. of the forwarding Officer

Date:

Place:

(Office Stamp)

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

2nd floor, Vayu Wing,
Indira Paryavaran Bhavan,
Jor Bagh Road, New Delhi-110003

Dated 03/06/2018
07

OFFICE MEMORANDUM

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

The undersigned is directed to say that it has been decided to fill up one post of Secretary, in the pay scale of Rs.15600-39100/- plus Grade Pay of Rs.7600/- (pre-revised) in the Animal Welfare Board of India (AWBI) – a statutory organization under the Ministry of Environment, Forest & Climate Change on deputation basis.

2. The Animal Welfare Board of India was set up in 1962 in accordance with the Section 4 of the Prevention of Cruelty to Animals Act, 1960 (No. 59 of 1960).

3. The following categories of officers are eligible for applying for the post of Secretary, AWBI:-

Officers under the Central Government:

(b) (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 the Pay Band-3 (Rs.15600 – 39100/-) with grade pay of Rs.6600/- (pre-revised);

(b) Having experience in administration, organizing meetings, seminars, conferences etc.

Note: 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 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.

4. 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.

Handwritten signature and date:
03/06/18
Sh. Kantar

5. Willing and eligible officers whose services can be spared by Head of Department immediately on selection should send their applications for the post in the prescribed proforma (Annexure-A&B) in duplicate to Deputy Secretary, Animal Welfare Division, Ministry of Environment, Forest and Climate Change (MoEF&CC), 2nd floor, Vayu Wing, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi-110003 within 30 days from the date of issue of this letter along with the following documents:

- (a) Integrity certificate.
- (b) Vigilance clearance certificate.
- (c) 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).

6. The Cadre Controlling Authority may ensure that the applicant fulfils all the eligibility conditions specified above and also verify the particulars furnished by the applicants, before granting cadre clearance. Once cadre clearance is given, it will be presumed that the eligibility conditions are fulfilled and particulars are correct. Incomplete applications shall not be entertained.

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

Yours faithfully,


(Jerome Minz)

Deputy Secretary to the Government of India

To,

All Cadre Controlling Authorities of the Government of India.(list enclosed)

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