

F.No.21/07/2019-CS-I(P)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)

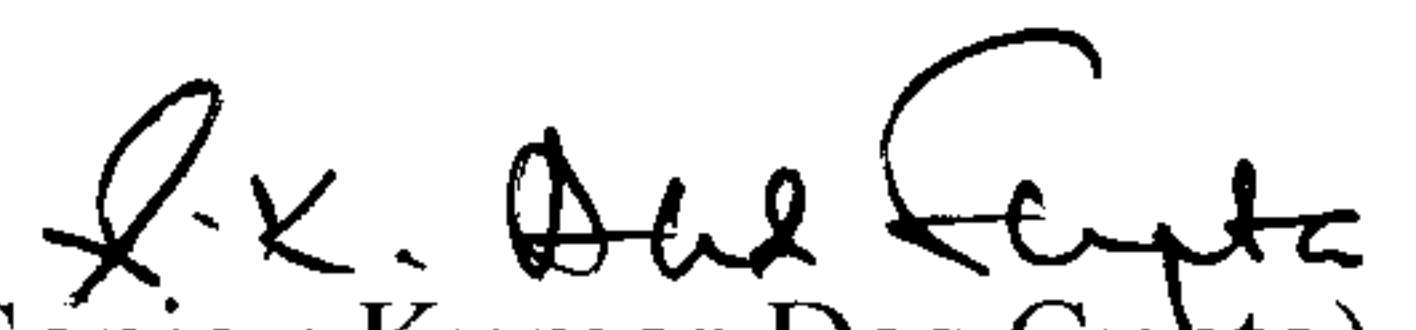
2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 29 July, 2019

OFFICE MEMORANDUM

Subject:- Filling up of vacancies pertaining to the post of Office Superintendent and Library and Information Assistant on deputation (including Short Term Contract) basis in ZSI, Kolkata –reg.

The undersigned is directed to circulate herewith Office Memorandum No. 09/06/2018-CSB dated 17th July, 2019 (along-with enclosures) received from Ministry of Environment, Forest and Climate Change inviting application for the post of Library & Information Assistant and Office Superintendent to be filled on deputation (Including Short Term Contract) basis in Zoological Survey of India, Kolkata.

2. It may be noted that cadre clearance from C.S.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 clarification, applicants are requested to contact the concerned Ministries/Departments.


(Sanjay Kumar Das Gupta)

Under Secretary to the Government of India
Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

File No.09/06/2018-CSB
Government of India
Ministry of Environment, Forest & Climate Change
(CS-II Division)

Indira Paryavaran Bhawan,
2nd Floor, Vayu Wing,
New Delhi-110003.
Dated: - 17th July 2019

Office Memorandum

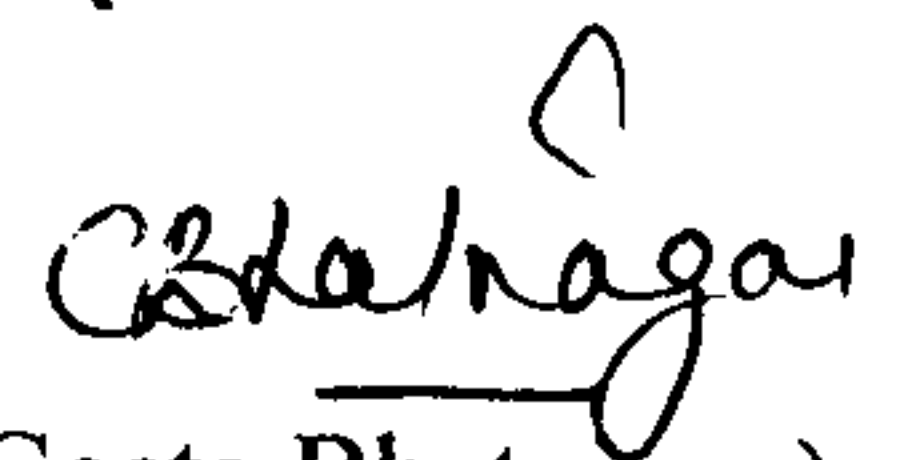
Subject: Filling up of vacancies pertaining to the post of Office Superintendent and Library and Information Assistant on deputation (Including Short Term Contract) basis in ZSI, Kolkata-reg

The undersigned is directed to state that the Zoological Survey of India, a sub-ordinate organization under Ministry of Environment, Forest and Climate Change requires the services of qualified officers under Central or State Govts or Union Territories or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory organisations, for Library & Information Assistant (10 vacancies) / Office Superintendent (8 vacancies) posts to be filled on deputation (ISTC) basis.

2. In order to fill these vacancies, it is proposed to engage suitably qualified officers on deputation basis as per the standard DoP&T guidelines. A copy of vacancy circular (with Annexures) is enclosed herewith.

3. It is requested that the vacancy circular may be given wide publicity among staff and may also be circulated among Subordinate/Attached offices. Interested officials may be instructed to apply by 14th August 2019 through proper channel.

Encl: As above.


(Geeta Bhatnagar)
Under Secretary to the Govt. of India
Tel:-24695414

To:

- 1) All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to Attached/Subordinate Offices as well.
- 2) US(IT), MoEFCC - with the request to upload the circular on Ministry's website.
- 3) Dir(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.

Copy to: Director, ZSI for information.

SL W: Jay Lal, SO
26/7/19
WLM



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA
KOLKATA

File No. 59-03/2019-Estt./

Date :- 6th June, 2019.

VACANCY CIRCULAR

The Zoological Survey of India, a subordinate office of the Ministry of Environment, Forest & Climate Change invites application for filling up the following posts as per details mentioned against each posts on purely deputation (ISTC):-

1	Name of the Posts	Library & Information Assistant		Office Superintendent	
2	Pay Scales	Level-6 in the Pay Matrix of Rs. 35400-112400/-		Level-6 in the Pay Matrix of Rs. 35400-112400/-	
3	No. of vacancy	10		8	
4	Place of vacancy	HQ, ZSI, Kolkata	05	HQ, ZSI, Kolkata	04
		NERC, ZSI, Shillong	01	WRC, ZSI, Pune	01
		NRC, ZSI, Dehradun	02	NRC, ZSI, Dehradun	01
		DRC, ZSI, Jodhpur	01	CZRC, ZSI, Jabalpur	01
		HARC, ZSI, Solan	01	FBRC, ZSI, Hyderabad	01
5	Eligibility criteria	<p>Officers under Central or State Govts or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Governments or Autonomous Statutory Organizations:-</p> <p>Essentials:-</p> <p>(i) holding analogous post on regular basis in the parent cadre or department;</p> <p>(ii) possessing bachelor degree in Library Science or Library & Information Science of a recognized university or institute; and</p> <p>(iii) have two years' professional experience in a library under the Central or State Governments or Autonomous or Statutory Organizations or Public Sector Undertakings or Universities or</p>		<p>Officers under Central or State Govts or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Governments or Autonomous or Statutory Organizations:-</p> <p>Essential:-</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 (Rs. 29200-92300/-) or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs. 25500-81100/-) or equivalent in the parent cadre or</p>	

Continue..

		Recognized Research or Educational Institutions.	department; and (b) possessing degree of a recognized university/ institute.
		<u>Desirable:-</u> Diploma in Computer Application from recognized university or institute.	<u>Desirable:-</u> Two years' experience in Accounts, Administration and Establishment work in a Government Office or Public Sector Undertaking or Autonomous Body or Statutory Body.

2. The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation (ISTC). Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
3. 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. 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 & Allowances, leave, further tenure of deputation, etc. of the deputationist should be governed by the provision as envisaged in the DoPT OM vide No. 6/08/2009-Estt./ (Pay. II) dated 17.06.2010, as amended from time to time.
5. Further, the crucial date for determining the eligibility of the applicant will be in accordance with instruction of the DoPT as laid down in the Office Memorandum vide F. No. AB.14017/28/2014-Estt. (RR), dated 02.07.2015.
6. Therefore, bio-data/curriculum vitae (pro-forma annexed herewith in Annexure-I) as well as a certificate (pro-forma annexed herewith in Annexure-II) and required documents as envisaged in Annexure-II, from the interested and eligible officers may be sent to the Director, Zoological Survey of India, Prani Vigyan Bhawan, 535, M-Block, New Alipore, Kolkata-700 053, through proper channel within 2 (two) months from the date of publication of this advertisement in the Employment News. The Last date of receiving the applications is 14th August, 2019 upto 5.00 pm.
7. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
8. It may be noted that application(s) received after 14th August 2019 (upto 5:00 pm) or without the ACRs/APARs and other certificate as mentioned above or otherwise found incomplete shall not be considered.


 (L KOSYGIN SINGH)
 SCIENTIST 'E' & DIRECTOR-in-CHARGE

BIO-DATA / CURRICULUM VITAE PROFORMA

A	Name of the post applied for	
B	Preference of place of posting	
01.	Name and Address (in Block Letters)	
02.	Date of Birth (in Christian era)	
03.	i) Date of entry into service	
	ii) Date of retirement under Central/State Government Rules	
04.	Educational Qualifications	
05.	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)	
Qualifications/Experience required as Mentioned in the advertisement / vacancy circular		Qualifications / 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:-
06.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
07.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

Office Institution /	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
<p>*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;</p>					
Office / Institution		Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme		From	To
08.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
09.	In case the present employment is held on deputation/contract basis, please state-				
	The date of initial appointment	Period of appointment on deputation /contract	Name of the parent office / organization to which the applicant belongs.	Name of the post and Pay of the post held in substantive capacity in the parent organization	
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p>					
<p>9.2Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization</p>					
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.				
11.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column):</p> <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 				

12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13.	Are you in Revised Scale of Pay? If yes, give the date from which there revision took place and also indicate the pre-revised scale	
14.	Total emoluments per month now drawn	
	Basis Pay in the Level	Total Emoluments
15.	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
16. (i)	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
16. (ii)	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>a) Research publications and reports and special projects</p> <p>b) Awards / Scholarships / Official Appreciation</p> <p>c) Affiliation with the professional bodies / institutions / societies and;</p> <p>d) Patents registered in own name or achieved for the organization</p> <p>e) Any research/ innovative measure involving official recognition</p> <p>f) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
17.	Whether belongs to SC/ST	

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.

Date:-

(Signature of the candidate)

Address:-

ANNEXURE-II

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He / she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

- I. There is no vigilance or disciplinary case pending/ contemplated against Shri / Smt. _____
- II. His / Her integrity is certified.
- III. His/ Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested in each page by an officer of the rank of Under Secretary of the Govt. of India or equivalent are enclosed.
- IV. No major/ minor penalty has been imposed on him/ her during the last 10 years. A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Signature of the Employer/ Cadre Controlling Authority with Seal