

F.No.11-30/2003-AWD
Government of India
Ministry of Environment & Forests
(Animal Welfare Division)

8th Floor, Jeevan Prakash Building,
25, Kasturba Gandhi Marg (Opposite American Center),
New Delhi, the 1st February, 2007

To,

The Chief Secretaries of all State Government's &
Union Territories
(as per list attached)

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

Sir/Madam,

I am directed to say that one temporary post of Secretary, in the pay scale of Rs.12,000-375-16,500/- is required 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. Accordingly, applications are invited for the above post from amongst suitable officers from Central Government /State Governments / Union Territories /Public Sector Undertakings /Local Bodies/ Government of India Undertakings and Autonomous Bodies, holding posts in the identical scale or in the scale of Rs.10,000-325-15,200/- 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. Preference will 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)-E.III/60, dated the 4th May, 1961 , as amended from time to time.

4. It is requested that applications from suitable officers, along with full particulars, whose services can be spared immediately on selection may kindly be forwarded in the prescribed proformae (Annexure-A&B), in duplicate, alongwith 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 Govt. of India).

The applications alongwith all necessary documents may be forwarded to Director (AW), Ministry of Environment & Forests, Animal Welfare Division, MoEF, 8th Floor, Jeevan Prakash Building, 25, Kasturba

Gandhi Marg, New Delhi-110 001, within 45 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. The applications of the officers belonging to the All India Services/Central Secretariat Services etc. may be sent through the Department of Personnel and Training.

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

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

Yours faithfully,

(Somya T. Dave)
Director (AW)

Copy to:

1. All the Ministries/Departments of Government of India. It is requested that the vacancy may be circulated to all the statutory Bodies/Public Sector Undertakings/Autonomous Bodies, etc. functioning under their control, for necessary action. The applications received may be forwarded to this Ministry for further necessary action.
2. Department of Personnel & Training, Ministry of Home Affairs, North Block, New Delhi-110 001 (E.O.'s Office). Particulars of eligible officers alongwith their up-to-date C.R. Dossiers may be forwarded to this Ministry for consideration.
3. The Chairman, Animal Welfare Board of India, Post Box No. 8672, Third Seaward Road, Valmiki Nagar, Thiruvannamiyur, Chennai – 600 041.
4. Tamilnadu Veterinary & Animal Sciences University, Madras Veterinary College, Chennai – 600 007.
5. Indian Veterinary Research Institute, Izatnagar, Bareilly, U.P.
6. Haryana Agriculture University, Hissar.
7. Ludhiana Agriculture University, Ludhiana.
8. Veterinary College, Hebbal, Bangalore.
9. PS to MEF / PS to MOS (E&F) / PPS to Secretary (E&F) / PS to AS (Cons.) / PS to JS (BC) / Director (Finance).
10. All officers/Sections in the Ministry of Environment & Forests.
11. Guard File.

(Somya T. Dave)
Director (AW)

ANNEXURE A

PROFORMA

1. Name and Address(in Block Letters)
2. Date of Birth
3. Date of entry in Government Service
4. Date of retirement under Central/State Government
5. Educational Qualifications & Training, if any
6. Details of Employment, in chronological order.

Name of Post & Employer	From	To	Scale of Pay and 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. Total emoluments per month now drawn:
10. Whether belong to SC/ST/OBC
11. Remarks

I have carefully gone through the vacancy circular/advertisement 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
Phone. No:

Date

Countersigned

(Employer with Seal)

PROFORMA

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:

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

Place
Dated
List of enclosure

Signature
Designation
Office Seal