

# Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan, Jor Bagh, New Delhi

## Vacancy Circular

Botanical Survey of India, Ministry of Environment, Forest and Climate Change requires service of suitable officer by Deputation basis to fill up **1 (one) post of Senior Administrative Officer** in the pay scale of Rs. 67700 - 208700/- (Level-11) at Botanical Survey of India, Kolkata, a sub-ordinate office under the Ministry of Environment, Forest and Climate Change.

1. The details of the post are as under:-

1	Name of the post	Senior Administrative Officer
2	Classification	General Central Service, Group 'A', Gazetted, Ministerial
3	Pay Scale	Level-11 (Pay Scale of Rs. 67700-208700/-)
4	No. of vacancy	1 (one)
5	Method of Recruitment	By Deputation
6	Eligibility Criteria	Officer of Central Government or State Government or Union Territories: (a) (i) Holding analogous post on a regular basis in the parent cadre or Department; or (ii) With five years' regular service in the pay level-10 (Rs. 56100- 177500/-) or equivalent in the parent cadre or Department; and (b) Possessing the educational qualifications and experience as under: <b>Essential:</b> (i) Degree from a recognized University. (ii) Five years' administrative experience of administration, accounts and establishment work in a Government Office or a Public Body or an Autonomous Body. <b>Desirable:</b> Two years' experience in application of Government rules and regulation.
7	Duties and Responsibility	a) He/ She will be the Head of Office of the Central Office (Hqrs.) of the Botanical Survey of India. b) He/ She will be the overall charge of the administration of the Central Office (Hqrs.) and render help, assistance and advice to the Director, BSI for smooth and efficient functioning of the Survey as a whole. c) He/ She will be the O.M. Officer of the Survey. d) He will be the Member Secretary of the DPC for Group-C staff of BSI. e) He/ She will be the Reviewing Officer for check and review of the cases relating to staff cars/offices vehicles. f) He/ She will authenticate and communicate the orders/instructions of the Director, BSI. g) He/ She will exercise all powers and functions as have been/are delegated to him/her by name/designation from time to time.

2. Only such applications which are accompanied by the requisite personal data (in triplicate) in the Bio-data pro-forma given in Annexure-II will be considered.

3. Eligible officer, who are willing and can be spared immediately in the event of selection, may send their applications (Bio-data/Curriculum Vitae as per Annexure-I as well as a certificate as per Annexure-4) and required documents as envisaged in Annexure-II) through proper channel within two months from the date of publication of the advertisement in the Employment News at the following address:

THE DIRECTOR,  
BOTANICAL SURVEY OF INDIA  
CGO COMPLEX, 3RD MSO BUILDING  
BLOCK-F, 5TH & 6TH FLOOR, DF BLOCK, SECTOR I,  
SALT LAKE CITY, KOLKATA-700054

4. 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 four 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.

5. The departmental administrative officer, if any, in the Level-10 (Rs. 56100 - 177500/-) of the pay matrix with five years' regular service in the grade will also be considered along with outsiders and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

6. The Pay & Allowances, leave, further tenure of deputation, etc. of the deputationists should be governed by the provision as envisaged in the DoPT OM vide No. 6/08/2009-Est.(Pay.II) dated 17.09.2010, as amended from time to time.

7. 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.14017/29/2017-Est.(RR), dated 02.07.2015.

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

9. It may be noted that application(s) received after last date or without the ACRs/APARs and other certificate as mentioned above or otherwise found incomplete shall not be considered.

(A.A. Mao)  
Director  
Annexure-I

### Curriculum 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.	Name of the post applied for	
6.	Present post held with Pay Scale, Pay Band and Grade Pay	
7.	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
	Essential	(i)
		(ii)
		(iii)
	Desirable	(i)
		(ii)
8.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	
9.	Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	
	Office/Instt./Orgn.	Post held
		From To
		Scale of Pay/ Present Basic Pay and Grade Pay
		Nature of Duties
10.	Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent	
11.	In case the present employment is held on deputation basis, please state-	
	a) The date of initial appointment	
	b) Period of appointment on deputation	
	c) Name of the parent office/organization to which you belong	
12.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)	
	(a) Central Government	
	(b) State Government	
	(c) Union Territory	
	(d) Statutory Organization	
	(e) Universities	
	(f) Others	
13.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
14.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised pay scale.	
15.	Total emoluments per month now drawn.	
16.	Additional information, if any, which you would like to mention in support of your suitability for the post. (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). (Note: Enclose a separate sheet, if the space is insufficient).	
17.	Please state whether you are applying for Deputation (ISTCV Absorption/Re-employment basis. (Officers under Central/State Governments are only eligible for "Absorption".)	
18.	Whether belongs to SC/ST	
19.	Remarks The candidates may indicate information with regard to (i) Research publications and reports and special projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the Professional bodies/institutions/ societies and (iv) Any other information (Note: Enclose a separate sheet if the space is insufficient)	
20.	Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract	
21.	If Pay Scale/Pay Band with Grade Pay in Sl. No. 6 above is not that of the substantive post held (i.e., that on deputation/short term contract/ACP Scheme up-gradation/MACP up-gradation), then the substantive pay (with Pay Scale/Pay Band with Grade Pay)	