Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan, Jor Bagh, New Delhi

Vacancy

Botanical St	irvey of	India,	Ministry	of E	nvironn	nent, F	orest	and I	Climate	Change
requires serv	ice of sui	table of	flicer by (Deput	tation ba	asis to f	II up 1	(one) post o	f Senior
Administrati	ive Office	er in the	pay sca	le of l	Rs. 677	00 - 208	700/-	Leve	(-11) at E	Sotanical
Survey of In	idia, Kolk	ata, a	sub-ordi	nate	office (under th	e Min	istry	of Envir	ronment,
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Senior Administrative Officer

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

1 Name of the nost

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. Essential: (i) Degree from a recognized University

(iii) Five years' administrative experience of administration. accounts and establishment work in a Government Office or a Public Body or an Autonomous Body Desirable:

Two years' experience in application of Government rules and regulation

Outies and Responsibility a) He/ She will be the Head of Office of the Central Office (Hgrs.) of the Botanical Survey of India

b) He/ She will be the overall charge of the administration of the Central Office (Figrs.) and render help, assistance and advice to the Director, BSI for smooth and efficient

functioning of the Survey as a whole

o) Hall 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 euthenticate 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 tin

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

 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-II 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-700064

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-Estl./(Pay.II) dated 17 06:2010, 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 14017/28/2017-Estt.(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 data or without the ACRs/ APARs and other certificate as mentioned above or otherwise found incomplete shall not be considered.

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	

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	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)												
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Scale/Pay Band with Grade Pay)