



सत्यमेव जयते

भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE
एकीकृत क्षेत्रीय कार्यालय/Integrated Regional Office
1stFloor, Additional Office Block for GPOA, ShastriBhawan, Haddows Road
Nungambakkam, Chennai – 600034; Email: ro.moefccc@gov.in



क्र.सं/F.no.A-14011/ROSEZ/Estt-Recrt/ 2022/627
दिनांक/Dated the ... June 2022

23rd

VACANCY CIRCULAR No.01/2022

Applications in the prescribed format are invited for filling up the following post at the Integrated Regional Office, Ministry of Environment Forest and Climate Change, Chennai (Erstwhile Regional Office (Southern Eastern Zone), MoEFCC, Chennai, purely on Deputation basis.


I. UDC – (01) Post (On Deputation)

1. **Name of the Post: Upper Division Clerk**
2. **Scale of Pay** : Level 4 in the Pay Matrix of CCS Revised Pay Rules, 2016 [Rs.25,500/- - Rs.81,100/-]
3. Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research Institution :
 - a. Holding Analogous posts on regular basis; or
 - b. with eight years regular service in the grade of Lower Division Clerk or equivalent
 - c. **Desirable** :
 - i. Candidates having minimum experience with 5 years in Cash & Accounts Section and knowledge in Public Financial Management System are desirable.
 - ii. Candidates having work experience from Pay & Accounts Office would be given preference for the said posts.
 - iii. Having undergone training in Cash & Accounts by ISTM.

Note 1: The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note:2 Period of deputation including the 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 exceed three years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of application.

4. The terms and conditions of the candidates selected for appointment on deputation basis will be governed, as laid down in Govt. of India, DoPT O.M No.6/8/2009-Estt dated 17.6.2010, as amended from time to time.
5. The period of deputation will be initially for a period of **three years**. The maximum age limit for appointment of deputation shall not be exceeding 56 (fifty six) years as on the closing date of receipt of application.
6. Applications of officials who are eligible and are willing to be considered for appointment on deputation basis and who can be relieved immediately after selection may be forwarded through proper channel along with their attached copies of ACR dossiers/APARs for the preceding Five years and Vigilance Clearance certificates so as to reach the Dy. Director General of Forests (Central) Ministry of Environment Forest & Climate Change, Integrated Regional Office, 1st Floor, Additional Office Block For GPOA, Shastri Bhawan, Haddows Road, Nungambakkam, Chennai-600 006.
7. The receipt of complete application form in the prescribed format (Annexure-I) for deputation should reach this office **within 45** days from the date of publication of this advertisement in Employment News. Applications without the recommendations of the Parent office/ Department, incomplete applications and applications received after the last date or without ACR dossiers /APARs/Vigilance clearance will not be entertained.
8. **The Candidates after joining the post on deputation basis would be liable to serve the organization for the said period and would not be relieved before the expiry of the deputation period.**
9. Only candidature of those employees who can be spared on deputation for the specified period shall be forwarded by their parent department.


(के.कार्तिकेयन/K. Karthikeyan)
सहायक वन महा निरीक्षक & कार्यालयाध्यक्ष /AIGF & HOO

प्रति/Copy to,

1. The Dy. Inspector General of Forests, ROHQ, Ministry of Environment Forest and Climate Change, Indira Paryavaran Bhawan, JorBagh Road, New Delhi-110 003.
2. Senior Technical Director, NIC, Ministry of Environment Forest and Climate Change, Indira Paryavaran Bhawan, JorBagh Road, New Delhi-110 003 ----- **With a request that the Circular may kindly be uploaded in the website of MOEF&CC.**
3. All Integrated Regional offices of MOEF&CC, Govt. of India
4. All Ministries/Departments of Govt. of India, Shastri Bhawan, for circulation.
5. The CDDO, RO(SEZ), WCCB, Rajaji Bhawan, Chennai
6. Notice Board.

Application for the post of 'Upper Division Clerk (on Deputation)'

1.	Name & Address (in Block letters) with contact number/email address		Affix Self attested Passport Size Photograph			
2.	Date of Birth					
3.	Date of retirement under Central/State Govt. Rules					
4.	Educational Qualification					
5.	Details of Employment in chronological Order					
	Office/ Institution	Post Held	From	To	Scale of Pay & existing basic pay	Nature of Duties/ Experience in Detail
6.	Are you in revised scale of pay? If yes give the date from which revision took place and indicate the pre-revised scale.					
7.	Total emoluments per month drawn in the actual scale of pay attached the post					
8.	Additional information if any, which you would like to mention in support of your suitability for the post i. Additional Academic qualification ii. Professional Training iii. Working experience over and above prescribed in the vacancy circular					

I do hereby declare that statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection / interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

Candidate's Signature

Place:

Date: