

F. No. 59-1/2022-Estt./
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA
KOLKATA

VACANCY CIRCULAR

The Zoological Survey of India, a subordinate office of the Ministry of Environment, Forest & Climate Change, Government of India, hereby invites application for filling up the following posts on purely deputation basis:

1.1	Name of Post & Pay Level (Classification)	Library & Information Assistant in Level-6 in the Pay Matrix, (Group 'B', Non-Gazetted, Non-Ministerial).	
1.2	No. of vacancy	10 (Ten)	
1.3	Place of vacancy	HQ, ZSI, Kolkata	05
		NRC, ZSI, Dehradun	02
		NERC, ZSI, Shillong	01
		HARC, ZSI, Solan	01
		DRC, ZSI, Jodhpur	01
1.4	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>(a) holding analogous post on regular basis in the parent cadre or department; and</p> <p>(b) possessing-</p> <p>i. Bachelor Degree in Library Science or Library & Information Science of a recognized university or institute; and</p> <p>ii. 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 Recognized Research or Educational Institutions;</p> <p>(c) Diploma in Computer Application from recognized university or institute is desirable qualification.</p>	
1.5	Duties and responsibilities	<ol style="list-style-type: none"> 1. Care and maintenance of Library holdings. 2. Procurement of books and journals. 3. Classification and accession of books and journals. 4. Attending to enquiries. 5. Issue of Books and Journals. 6. Arranging fumigation of Library holdings. 7. Maintenance of records of books issued and records book. 8. Preparation of list of books and journals-circulation thereof. 9. Preparation of reports and Bibliography. 	

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2.1	Name of Post & Pay Level (Classification)	Office Superintendent in Level-6 in the Pay Matrix; (Group 'B', Non-Gazetted, Ministerial).	
2.2	No. of vacancy	05 (Five)	
2.3	Place of vacancy	HQ, ZSI, Kolkata	02
		SRC, ZSI, Chennai	01
		MBRC, ZSI, Chennai	01
		NRC, ZSI, Dehra Dun	01
2.4	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 or Statutory Organizations, -</p> <p>a) holding analogous post on regular basis in the parent cadre or department; or 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 department; or 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 department; and</p> <p>b) possessing degree of a recognized university or institute;</p> <p>c) two years' experience in Accounts, Administration and Establishment work in a Government Office or Public Sector Undertaking or Autonomous Body or Statutory Body is desirable.</p>	
2.5	Duties and responsibilities	<p>1. Supervision of work of general administration and establishment and matters connected with accounts, budgeting and auditing, stores etc.</p> <p>2. Preparation of notes, compilation of scientific reports and statements.</p> <p>3. Dealing with important policy and administrative matters and matters connected with Accounts.</p>	

3.1	Name of Post & Pay Level (Classification)	Stenographer Grade I in Level-6 in the Pay Matrix, (Group 'B', Non-Gazetted, Ministerial).	
3.2	No. of vacancy	08 (Eight)	
3.3	Place of vacancy	HQ, ZSI, Kolkata	01
		SRC, ZSI, Chennai	02
		MBRC, ZSI, Chennai	01
		WRC, ZSI, Pune	01
		DRC, ZSI, Jodhpur	01
		HARC, ZSI, Solan	01
		NERC, ZSI, Shillong	01

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3.4	Eligibility criteria	<p>Stenographers under the Centre Government or State Government or Union territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organizations,</p> <p>a) holding analogous posts on a regular basis in the parent cadre or Department; or Stenographer Grade II in Level-4 in the pay matrix (Rs. 25500-81100) with ten years' service in the grade rendered after appointment thereto on a regular basis in the parent cadre or department.</p>
3.5	Duties and responsibilities	<ol style="list-style-type: none"> 1. Taking dictation in shorthand and its transcription in the best manner possible; 2. Fixing up of appointments and if necessary cancelling them; 3. Screening the telephonic calls and the visitors in a factual manner; 4. Keeping an accurate list of engagements, meeting, etc. and reminding the same to Officer sufficiently in advance for keeping them up; 5. Maintaining in proper order the papers required to be retained by the Officer. 6. Keeping a note of the movement of files, passed by the Officer. 7. Carry out the corrections in such manner as directed by the Officer. 8. Any other work assigned by the Director, ZSI.

4.1	Name of Post & Pay Level (Classification)	Assistant Halwai-cum-Cook in Level-2 in the Pay Matrix, (Group 'C', Non-Gazetted, Non-Ministerial).	
4.2	No. of vacancy	01 (ONE)	
4.3	Place of vacancy	HQ, ZSI, Kolkata	01
4.4	Eligibility criteria	<p>Officers of the Central Government, -</p> <p>(a) holding analogous posts on a regular basis; or Canteen Attendant in Level-1 in the pay matrix (Rs. 18000-56900) with at least three years' regular service and having one-year experience as Helper to Halwai-cum-Cook; and</p> <p>(b) 10th class pass from a recognized board with a certificate or diploma in catering from a recognized institute or organization and one year as Cook.</p>	
4.5	Duties and responsibilities	<ol style="list-style-type: none"> 1. To prepare snacks and beverage, etc.; 2. To prepare lunch/meals etc.; and 3. Any other additional duty allotted by the in-charge of the Canteen. 	

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2. Vacancies furnished above are tentative and the Director, Zoological Survey of India preserves right to fill up those vacancies.
3. The Departmental Officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation (ISTC). Similarly, deputationist shall not be eligible for consideration for appointment by promotion.
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 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.
5. 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.
6. 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.
7. Therefore, Bio-Data/Curriculum vitae (pro-forma annexed herewith at A/I) as well as a certificate (pro-forma annexed herewith in A/II) and required documents as envisaged in A/II, from the interested and eligible candidates 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.
8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
9. It may be noted that application(s) received after the last date of submission or without the ACRs/APARs and other certificate as mentioned above or otherwise found incomplete shall not be considered.

Date: - 27.10.2022.


DHRITI BANERJEE
(DIRECTOR)

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BIO-DATA/ 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 Government Rules	
4.	Educational Qualifications	
5.	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
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6	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.	
6.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

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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

* 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;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9.	In case the present employment is held on deputation/contract basis, please state:-	

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization

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.

9.2 Note: 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.

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	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) Autonomous Organization d) Government Undertaking e) Universities f) Others	

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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 the revision took place and also indicate the pre-revised scale.	
14.	Total emoluments per month now drawn	
	Basic Pay in the PB	Grade Pay
		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 closed.	
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowance etc., (with break-up details)
		Total Emoluments
16. A	<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. B	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports special projects</p> <p>ii) Awards/Scholarships/Official Appreciation</p> <p>iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>iv) Patents registered in own name or achieved for the organization</p> <p>v) Any research/innovative measure involving official recognition</p> <p>vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	

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17.	Please state whether you are applying for deputation (ISTC) Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
	# (The option of 'STC' / 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	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.

(Signature of the candidate)

Address _____

Date _____

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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 possess 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 by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years OrA list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

CBC 13105/12/0001/2223