



**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**

(An Autonomous Body of the Ministry of Environment, Forests & Climate Change, Govt. of India)

**P.O. New Forest, Dehradun – 248 006 (Uttarakhand)**

No.32-22/2016-ICFRE

Dated the 27 December, 2018

To

1. The Secretary to the Govt. of India, MoEF&CC, New Delhi.
2. All Secretary to the all State Government Forest Departments
3. All Principal Chief Conservator of Forest of all States/UT Govt.
4. All Managing Directors, Forest Development Corporation of all State/UT Govt.
5. Director General, ICAR/CSIR, New Delhi.
6. All DDGs, ICFRE/ All Directors of ICFRE Institutes/Centres.
7. Director General, FSI, Dehra Dun.
8. Director, IIFM, Bhopal, IGNFA/DFE, Dehra Dun, Wildlife Institute of India, Dehra Dun/G.B. Pant Institute of Himalayan Ecology, Almora/Indian Institute of Remote Sensing, Dehra Dun/Surveyor General of India, Survey of India, Dehra Dun/ZSI, Dehra Dun/BSI, Kolkata.
9. All Vice Chancellors of Agricultural Universities.
10. The Comptroller and Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi.
11. The CGDA, West Block-V, R.K. Puram, New Delhi.
12. The Controller General of Accounts Govt. of India, Ministry of Finance Department of Expenditure, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Delhi.
13. The Principal Accountant General (Audit) of State/UTs Govt., Khan Market, New Delhi.
14. The CDA (Air Force), 107 Rajpur Road, Dehra Dun.

**Sub: Filling up two posts of Accounts Officer one each at ICFRE (Hq.), Dehra Dun and FRI, Dehra Dun – inviting applications thereof – regarding.**

Sir,

Please find, herewith, a copy of circular for appointment on deputation to the post of Accounts Officer one each at ICFRE Hqrs. Dehradun and F.R.I., Dehra Dun for circulation amongst officers working in your organization.

It is requested that the applications of eligible candidates, who are willing to join this organization on deputation and fulfilling prescribed eligibility criteria of the post, may kindly be forwarded along with their bio-data, attested photo-copies of ACRs for the last five years from 2013-2014 to 2017-2018 and vigilance clearance report to the Secretary, Indian Council of Forestry Research and Education, Dehra Dun by **28.02.2019**.

The advertisement is also available in ICFRE Website [www.icfre.org](http://www.icfre.org).

Yours faithfully

Encl: As above.

( Rajeev Kumar Tiwari )

Indian Council of Forestry Research and Education

Copy to:

The In-charge, IT Division, ICFRE. Please arrange to upload the enclosed circular on ICFRE Website under intimation to this office at the earliest.

**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION (ICFRE), DEHRA DUN**

**Circular No.32-22/ 2018-ICFRE-Accounts Officer**

Indian Council of Forestry Research and Education (ICFRE), an autonomous body of the Ministry of Environment and Forests, Govt. of India, invites application from amongst the eligible officers under Central Government/Public Sector undertakings/Autonomous bodies for filling two posts of Accounts Officer one each at ICFRE (HQ.), Dehra Dun and Forest Research Institute (FRI), Dehra Dun up on deputation basis including short term contract in the pay scales at Level-8 of Pay Matrix plus usual allowances as admissible under rules in ICFRE.

(A) **Category : Accounts officer** (02 posts) one each at ICFRE (Hqr.), Dehra Dun and FRI, Dehra Dun.

**Eligibility:** Officers of Central Government/Autonomous bodies/Public Sector Undertakings possessing bachelor degree from a recognized university and holding analogous posts,

OR

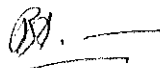
Section Officer working in the pay scales at Level-7 of Pay Matrix of 7<sup>th</sup> CPC and 02 years regular service and experience of two years of accounting work and having certificate from Institute of Secretariat Training and Management.

OR

Having knowledge of cash and accounts with a certificate from Institute of secretariat Training and Management in this regard and 6 years regular service in the pay scale at Level-6 of Pay Matrix.

**General Instructions:**

1. Applications with complete bio-data together with a fee of Rs.500/-(Rupees Five hundred only) in the form of Demand Draft drawn in favour of **the Accounts Officer, ICFRE** should reach the office of the Secretary, Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun on or before **28.02.2019**.
2. The closing date of receipt of applications from candidates residing in Andaman & Nicobar Island and Lakshadweep will be **15.03.2019**.
3. Separate application should be submitted along with Demand Draft of Rs.500/- for each post if a candidate wishes to apply for more than one post.
4. Application and the envelope should be superscripted as "**Application for the post of Accounts Officer**" against circular No. 32-22/Accounts Officer/2018-ICFRE. Applications incomplete in any respect shall be summarily rejected.
5. In no case the Council will be responsible for non-receipt of application or any delay in receipt thereof on any account whatsoever. No application received after the stipulated last date will be entertained under any circumstances and all the late applications will be summarily rejected.
6. The candidate must submit their application through proper channel. The concerned department/organization should enclose vigilance clearance report and Annual Confidential Reports of the officer for the last five years (2013-14 to 2017-18) while forwarding the applications of the candidates. However, an advance copy can be submitted along with the prescribed fee.
7. The Council reserves the right to relax the qualifications/experience in case of exceptionally qualified and meritorious candidates.
8. The Council reserves the right not to fill up the vacancy advertised if the circumstances so warrant in the interest of the Council.

  
Secretary, ICFRE

## PROFORMA FOR APPLICATION FOR THE POST OF ACCOUNTS OFFICER

1. Name (in block letters)  
 Last Name:  
 First Name:  
 Middle Name:
2. Date of appointment & post currently held with pay scale:
3. Date of Birth (in Christian era):  
 Age as on 28.02.2019:                      Year       Month       Day
4. Nationality:
5. Father's Name/Husband's Name:
6. Address for correspondence:  
 (in block letters with Pin Code)
7. Contact No.: .....E-mail ID:
8. Category (General/SC/ST/OBC/PII):
9. Educational Qualifications:

Exam Passed	Name of the Board/University	Year of passing	Subject	Division

10. Details of past service (Chronologically from present position backwards):

Name of employer	Full address of employer	Post held (with pay scale)	Period		Nature of duties
			From	To	

11. Details of Training (Accounts):

Name of organization conducted Training	Title of Training	Nature of Training	Duration	
			From	To

12. Details of accounting works experience:
13. Date of return from last deputation:
14. Date of retirement under the rules of the Central/State Government/Organization:
15. Any other information:
16. Bank Drat No. with date and amount:

Place:

( Signature of the candidate)

Date: