

F. No. 11/17/2014-AWD  
Government of India  
Ministry of Environment, Forest and Climate Change  
(Animal Welfare Division)

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5<sup>th</sup> floor, Vayu Wing,  
Indira Paryavaran Bhavan,  
Jor Bagh Road, New Delhi-110003  
Dated 21/10/2015

To

✓  
The Chief Secretary / Administrator of all States/UTs  
(As per list)

**Subject:-** Filling up of the post of Secretary, Animal Welfare Board of India, Chennai, by transfer on deputation basis.

Sir/Madam,

It has been decided to fill up one post of Secretary, in the pay scale of Rs.15600-39100/- plus Grade Pay of Rs.7600/- in the Animal Welfare Board of India (AWBI) Chennai – a statutory organization under the Ministry of Environment, Forest & Climate Change on deputation basis.

2. The Animal Welfare Board of India was set up in 1962 in accordance with the Section 4 of the Prevention of Cruelty to Animals Act, 1960 (No. 59 of 1960).
3. The following categories of officers are eligible for applying for the post of Secretary, AWBI:-

**Officers under the Central Government:**

(a)(i) holding analogous posts on regular basis in the parent cadre or department;

or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3 (Rs.15600 – 39100/-) with grade pay of Rs.6,600/-;

(b) Having experience in administration, organizing meetings, seminars, conferences etc.

Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not ordinarily 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.

4. The pay and allowances and other terms will be regulated in accordance with the instructions issued by Department of Personnel & Training from time to time.

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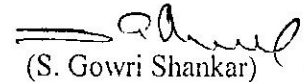
5. Willing and eligible officers whose services can be spared immediately on selection should send their applications for the post in the prescribed proforma (Annexure-A&B) in duplicate to Deputy Secretary, Animal Welfare Division Ministry of Environment, Forest and Climate Change (MoEF&CC), 5<sup>th</sup> floor, Vayu Wing, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi-110003 within 60 days i.e. upto 20.12.2015 from the date of issue of this letter along with the following documents:

- (i) Integrity certificate.
- (ii) Vigilance clearance certificate.
- (iii) Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Government of India).

6. The Cadre Controlling Authority may ensure that the applicant fulfils all the eligibility conditions specified above and also verify the particulars furnished by the applicants, before granting cadre clearance. Once cadre clearance is given, it will be presumed that the eligibility conditions are fulfilled and particulars are correct. Incomplete applications shall not be entertained.

7. The prescribed proforma (Annexure A&B) may also be downloaded from this Ministry's website [www.envfor.nic.in](http://www.envfor.nic.in).

Yours faithfully,



(S. Gowri Shankar)

Deputy Secretary to the Government of India

Tel: 24695356

**APPLICATION FOR THE POST OF SECRETARY IN ANIMAL WELFARE BOARD OF INDIA  
ON DEPUTATION BASIS.**

1.	Name	
2.	Post applied for	
3.	a) Present post held (whether regular, ad-hoc or on deputation basis)	
	b) If presently on deputation, please indicate designation of the post held in the parent office/ cadre and the scale of pay of that post along with the present basic pay in that grade	
4.	Present pay band and Grade pay  (also mention the Basic Pay)	
5.	Date of getting the present pay scale on regular basis.	
6.	Date of Birth	
7.	Date of entry into service (including service and batch)	
8.	Date of superannuation	
9.	Office Address	
10.	Phone and FAX Number with STD Code	
11.	E-mail address  Mobile No.	
12.	Education Qualification and training	

13.	Details of employment in chronological order:				
	Name of Post & Dept.	From	To	Scale of Pay	Nature of appointment (Regular/adhoc/deputation)
14.	Applicant must indicate how the eligibility criteria like number of years of service rendered in the relevant pay scale, educational qualification, experience <sup>1</sup> in relevant field, age on closing date of applications and period are fulfilled.				
15.	Name and address, telephone number of the concerned officer in the office of the Cadre Controlling Authority.				

Note: Column 14 & 15 must be filled.

Date:

Signature of the candidate

Particulars of the applicant verified

Signature of Cadre Controlling Authority  
along with stamp

**ANNEXURE B**

Certificate to be furnished by Employer/Head of Office/forwarding Authority

Certified that the particulars furnished by ..... have been verified and found to be correct.

2. Also certified that :

(iv) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....

(v) Photocopies of his/her ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to Government of India or above, are enclosed.

Place:

Signature:

Dated :

Designation:

Office Seal