

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

Circular No.2/Accounts Officer/2014-ICFRE

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 up on deputation basis including short term contract four posts of Accounts Officer one each at ICFRE (HQ.), Dehra Dun, Forest Research Institute (FRI), Dehra Dun, Institute of Forest Genetics & Tree Breeding (IFGTB), Coimbatore and Arid Forest Research Institute (AFRI), Jodhpur in the pay scales of PB:2 Rs.9,300-34,800 with grade pay of Rs.4800/-plus usual allowances as admissible under rules in ICFRE.

(A) Category : Accounts officer (04 posts) one each at ICFRE (Hqr.), Dehra Dun, FRI, Dehra Dun, IFGTB, Coimbatore and AFRI, Jodhpur.

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

OR

having knowledge of cash and accounts with a certificate from Institute of Secretariat Training and Management in this regard, and 2 years regular service in the pay band-2 Rs.9300-34,800 plus grade pay Rs.4600/-

OR

having knowledge of cash and accounts with a certificate from Institute of Secretariat Training and Management in this regard, and 06 years regular service in the pay band-2 Rs.9300-34,800 plus grade pay Rs.4200/-

Tenure: The tenure shall ordinarily be 3 years or till superannuation, whichever is earlier. The tenure is, however, liable to be terminable at an earlier date or extendable at the discretion of appointing authority/cadre controlling authority.

(A) General Instructions:

1. Applications with complete bio-data of the candidate should be submitted to the **Secretary, Indian Council of Forestry Research and Education, P.O. New Forest, Dehra Dun – 248006** on or before 25.09.2014. Application and the envelopes should be super-scribed as “Application for the post of _____ against Circular No.2/Accounts Officer/2014-ICFRE”.
2. Candidates are required to pay non-refundable application fee of Rs.100/- (Rupees One hundred only) through bank Demand Draft drawn in favour of the “**Drawing & Disbursing Officer (DDO), ICFRE**” payable at Dehra Dun issued by any Nationalized bank. No other mode of payment of application fee is acceptable. Separate applications should be submitted along with Demand Draft of Rs.100/- for each post, if a candidate wishes to apply for more than one post.
3. Applications incomplete in any respect and without signature of the applicant or applications which are not accompanied by the prescribed fee shall be summarily be rejected. Under no

circumstances the Council will be responsible for non-receipt of applications or any delay in receipt thereof on any account whatsoever. No applications received after the prescribed date will be entertained under any circumstances and all the late applications will stand summarily rejected.

4. The candidate must submit application through proper channel. The concerned Department/Organization should enclose Vigilance Clearance report and photocopies of ACRs of the officer for the last five years from 2009-2010 to 2013-2014 while forwarding the applications of the candidates. However, an advance copy can be submitted along with Demand Draft.
5. The Council reserves the right to relax the qualifications/experience in case of exceptionally qualified and meritorious candidates.
6. The Council reserve the right not to fill up any of the vacancy advertised if the circumstances so warrant.