

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

Circular No.1/Accounts Officer/2016-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: 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 Band-2: Rs.9,300-34,800/- plus Grade Pay Rs.4,600/- and having knowledge of cash and accounts, 02 years regular service and experience of 02 years of accounting work and having certificate from Institute of Secretariat Training and Management in this regard.

OR

Assistants having knowledge of cash and accounts with qa certificate from Institute of Secretariat Training and Management in this regard and 06 years regular service in the pay band-2 : Rs.9,300-34,800 plus grade pay Rs.4,200/-

(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** along with non refundable fee of Rs. 200/- in the form of Demand Draft drawn in favour of D.D.O., ICFRE payable at Dehra Dun on or before 16.12.2016. Applications received without signature of the applicant or which are not accompanied by the prescribed fee shall be summarily rejected.
2. The Council will in no case be responsible for non-receipt of applications or any delay in receipt thereof on any account whatsoever. No application received after the prescribed last date will be entertained under any circumstances and all the late applications will be summarily rejected.
3. The application should be routed through proper channel. Photocopies of ACRs grading of the officer for the last five years while forwarding the applications of the candidates should also be attached. However, an advance copy can be submitted along with Demand Draft.
4. The deputation period would initially be for a period three years, extendable up to five years on the year to year basis.
5. The council reserved the right not to fill up the vacancy advertised if the circumstances so warrant.