

ऋचा मिश्रा भावसे  
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सचिव  
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भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्  
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त निकाय)  
(An Autonomous Body of the Ministry of Environment, Forest and Climate Change, Govt. of India)

डाकघर : न्यू फॉरेस्ट, देहरादून - 248006 (उत्तराखण्ड)

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

F. No. 32-22/2014-ICFRE

Dated the 15 July 2024

**VACANCY CIRCULAR**  
[Advt. No. 12/FA/2024-ICFRE]

**Sub:- Vacancy circular for inviting applications for filling up of one post of Financial Advisor at ICFRE Hqrs., Dehradun on deputation including short term contract basis.**

The Indian Council of Forestry Research and Education (ICFRE), Dehradun an autonomous body of the Ministry of Environment, Forest & Climate Change, Govt. of India, invites applications / nominations of eligible and willing officers under IA&AS / IRS / IRAS / ICAS / IDAS / other Central State Government / Public Sector undertakings/ Autonomous bodies/ Statutory organizations through their respective Cadre controlling Authority for appointment to the post of Financial Advisor at ICFRE (HQ), Dehradun in the pay level 12/13 of 7<sup>th</sup> CPC Pay Matrix on deputation basis including short term contract.

The applications are invited from the eligible candidates, who are willing to join ICFRE on deputation and fulfilling prescribed eligibility criteria of the above post are requested to fill and submit along with attested photo copies of APARs for the last five years (2018-19 to 2022-23) and vigilance clearance report to the Secretary, Indian Council of Forestry Research and Education, P.O. New Forest, Dehra Dun - 248006.

The Advertisements for above post is also available at ICFRE website [www.icfre.org](http://www.icfre.org).

1. **ELIGIBILITY**

- i) The officers working in the Pay Level 12/13 of 7<sup>th</sup> CPC Pay Matrix or holding analogous post on regular basis.
- ii) An Officer from Indian Audit & Accounts Service (IA&AS) / Indian Defence Accounts Service (IDAS) / Indian Civil Account Service (ICAS) / Indian Postal Account Service (IPAS) / Indian Railway Account Service (IRAS) with minimum 09 years of service with reference to year of allotment.

OR

An officer of sub-ordinate Accounts service under Government of India having 16 years' experience including at least 10 years in the Pay Level 11 of 7<sup>th</sup> CPC Pay Matrix (pre-revised pay band-3: Rs.15,600-39,100 plus grade pay Rs.6600/-)

OR

Fellow of Institute of Cost/Chartered Accountant of India or equivalent degree with 10 years' experience in audit and accounts and budget in Government/Semi Government/Autonomous organizations/public sector undertaking/ Government bank or insurance company.

- iii) The minimum years of service for the post will be with reference to last date of receipt of application.

## 2. TENURE

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

## 3. GENERAL INSTRUCTIONS:

- i) **The last date of receipt of application shall be 31.8.2024. The application duly filled may please be sent through email at [sec@icfre.org](mailto:sec@icfre.org) as well as through hard copy.**
- ii) Applications may be preferred by only those officers who have completed their "cooling off" wherever applicable as per extent guidelines of the Government of India.
- iii) The officer will be posted at Dehradun during his tenure but with a liability to serve anywhere in ICFRE Institutes / Centers across the country.
- iv) Application complete in all respects as per Annexure - 1, vigilance clearance, duly attested APARs and concurrence of the Cadre Controlling Authority, should be addressed to the Secretary, Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun through post and also on email id [sec@icfre.org](mailto:sec@icfre.org) on or before the last date of closing of application. In case of inordinate delay in transit of application an advance copy can be submitted along with the prescribed fee.
- v) The application fee of Rs.500/- (Rupees Five hundred only) may please be transferred to the Account of '**DDO ADMIN, ICFRE REVENUE ACCOUNT**' having account number **496902010084490** and IFSC code **UBIN0549690**. The transaction detail i.e. UTR number etc. may also be intimated along with application.
- vi) Application and the envelope should be super scribed as "**Application for the post of Financial Advisor-2024**".
- vii) Applications incomplete in any respect shall be summarily rejected.
- viii) Applications received without the consent of Cadre Controlling Authority and after the last date of receipt will not be entertained.
- ix) A checklist of documents to be submitted including the application in due format has been given at Annexure - II
- x) 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.

- xi) The Council reserves the right not to fill up the vacancy advertised if the circumstances so warrant in the interest of the Council.



(Richa Misra)  
Secretary, ICFRE

Distribution :

1. The Secretary to the Govt. of India, MoEF&CC, New Delhi.
2. The Chairperson, CBDT, Ministry of Finance, Government of India
3. The Dy. Comptroller and Auditor General HR, IR and Coordination, o/o C&AD of India, Deen Dayal Upadhyay Marg, New Delhi - 110124
4. The Member Finance, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi
5. The Controller General of Defence Accounts, Government of India, New Delhi
6. The Controller General of Accounts, Ministry of Finance, Government of India, New Delhi.
7. The Cadre Controlling Authorities of IA&AS, IRS, ICAS, IDAS and IRAS.
8. The Director, DoPT with the request for wider publicity of the vacancy circular and also for posting the same on its website.
9. All Ministries of Government of India.
10. NIC, MoEF&CC, for placing the circular on MoEF&CC website.
11. The President, Institute of Chartered Accountant of India, ICAI Bhawan, Post Box No.7100, Indraprastha Marg, New Delhi - 110002.
12. In-charge, IT Division, ICFRE with a request to upload the enclosed circular on ICFRE website. He is also requested to liaise with NIC, MoEF&CC / DoPT for posting of the advertisement on their website. The advertisement may also be got posted on National Carrier Service Portal of GoI for wider publicity.

**PROFORMA FOR APPLICATION FOR THE POST OF FINANCIAL ADVISOR****Part - I - (to be filled in by the applicant)**

1.	Name of the applicant (in block letters)	
2.	Service to which the officer belongs	
3.	Batch / Year of allotment	
4.	Date of Birth	
5.	Present pay scale with date of commencement of scale of pay	
6.	Present Post held	
7.	Father's Name/Husband's Name:	
8.	Full address for correspondence in block letters with Pin Code (phone/fax/mobile/e-mail)	

## 9. Educational Qualifications:

S.No.	Degree/Diploma	University/Institute	Year	Subject(s)

## 10. Details of past service (in descending order)

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

## 11. Details of deputation postings (in descending order)

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

## 12. Date of return from last deputation, if applicable :

13. Experience:
- Total experience with respect of year of allotment, if belongs to IA&AS/IRS/IRAS/ICAS/IDAS/Indian Postal Accounts Services :
  - Total experience in Audit and Accounts and budget in Government/Semi Government/ Autonomous Organization/Public Sector Undertaking/Government Bank or Insurance Company if belongs to Fellow of Institute of Cost/Chartered Accountant of India or equivalent degree.
14. Date of retirement under the rules of the Central/State Government/Organization:
15. Any other information:
16. UTR No. and amount:

Place:  
Date:

(Signature of the candidate)

**Part - II - (to be filled by the concerned Sate / UT Government / Cadre controlling authority)**

1.	Name of the Applicant	
2.	Service	
3.	Year of allotment	
4.	Date of superannuation	
5.	Whether the officer is clear from vigilance angle	
6.	Is there any disciplinary proceedings pending against the officer (only the cases where charge sheet have been served)	
7.	Has the officer ever been reprimanded/penalized or debarred from deputation, if so the details thereof	
8.	Whether original/copies (attested) of ACRs of last eight years enclosed	

9. It is certified that the particulars given above about the officer is correct and that in the event of the officer being selected for posting in the ICFRE, the services of the officer shall be placed at the disposal of the ICFRE Authority.

Name & Designation of the Head of Department or the Authorized Officer	
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Date:  
Place:

**Signature of the officer concerned  
of the Cadre Controlling Authority**

Checklist of Documents to be enclosed/forwarded by the concerned Authority

1. Whether the application has been signed by the officer applying for deputation?
2. Whether Part II has duly been filled and signed by the Controlling Officer/Cadre Controlling Authority.
3. Whether the original/duly attested APARs are enclosed.
4. Whether vigilance clearance is enclosed.
5. Whether application fee paid.