

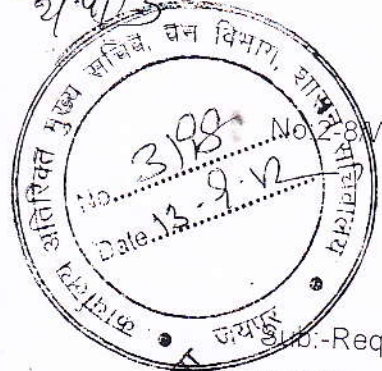


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No. 2-8 WCCB/2007/Part /3948

PS DOP

DS (F) 12/9
31/08/12

VACANCY CIRCULAR

Sub:-Request for a panel of willing PA, Stenographer and UDC for deputation in the Wildlife Crime Control Bureau-reg.

The Wildlife Crime Control Bureau (WCCB) is a multidisciplinary statutory body constituted under the Wildlife (Protection) Act 1972, for combating organized wildlife crime in the country. The mandate of the Bureau includes collection, collation and dissemination of the intelligence related to wildlife crime and coordination with other intelligence and enforcement agencies both within and outside the country. It is also mandated for implementation of the obligations under various international conventions and protocols that are in force at present or which may be rectified or acceded to by India in future. The Bureau has been designated as nodal enforcement agency for Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) by CITES Management Authority of India (Ministry of Environment & Forests)

2. The following posts of ministerial staff are currently vacant in the organization, which are to be filled by personnel on deputation:

S.No	Name of The post and Pay Scale	No. of Vacancies	Place of Posting
1	Personal Assistant PB-II Rs 9300-34800 with grade pay Rs.4200	3	2 posts at WCCB HQ, New Delhi and 1 post at WCCB, RHQ, Jabalpur (M.P.)
2	Stenographer, PB-1 Rs. 5200-20200 with GP-2400	2	Both posts at WCCB, BHQ, New Delhi
3	UDC PB-1 Rs. 5200-20200 with GP-2400	1	WCCB, RHQ, Delhi

DCF (NUE)

Signature

APCEF(A)
01/4/13

18/8
CF&TA


Signature

Signature

4/14

3. The eligibility criteria and deputation benefits are placed of Annexure-I

4. It is requested that names of eligible and willing candidates may be sent to this office for their consideration for posting as PA, Steno and UDC at WCCB offices maintained at Para 2 supra. Biodata form is placed at Annexure-II


2/9
(Shyam Bhagat Negi)
Addl. Director
011-26182484

Copy to:

1. All Ministries/ Departments of Government of India.
2. Chief Secretaries of all states/UTs
3. Director, Information & Public Relations of all states/UT Govt. of India.

ANNEXURE-I**1. Personal Assistant**

- (i) Number of Posts : Three Posts
- (ii) Classification : General Central Service Group 'C' Non-Gazetted, Ministerial
- (iii) Pay Scale : PB-II 9300-34800/- with GP-4200/-
- (iv) Method of Recruitment: Deputation

Eligibility Criteria:

Officers of the Central or State Government or Union Territories: -

- I. (i) Holding analogous posts on regular basis in the parent Cadre /Department; or
(ii) with ten years ' service in the grade rendered after appointment there to on a regular basis in the scale of pay of Rs.5200-20200 with Grade Pay 2400 or equivalent in the parent cadre or Department; or

- II. Possessing a speed of hundred words per minute in stenography.
The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some of other organization or department of the Central Government shall not exceed five years. The maximum age limit for appointment by deputation shall be 56 years.

Location of Posting: Two posts are to be located at Delhi and 1 post of Jabalpur (MP.)

List of enclosures to be accompanied with the application:

- 1) Application in the prescribed format (Annexure - B) duly completed signed by the candidate and countersigned by the Appointing Authority.
- 2) Attested copies of the ACRs or its equivalent document for the last 5 years duly attested on each page with seal.

Entitlements:

- (i) The post carries GP of Rs. 2400/-
- (ii) He will be entitlement for HRA as per the GOI instructions
- (iii) Officers on deputation are entitled deputation allowance which is 5% in case of Delhi to Delhi Deputation and 10% in other cases subject to maximum of Rs. 4000/- per month.

2. Stenographer

- (v) Number of Posts : Two Posts
- (vi) Classification : General Central Service Group 'C' Non-Gazetted, Ministerial
- (iii) Pay Scale : PB-I Rs. 5200-20200/- Grade Pay Rs. 2400/-
- (iv) Method of Recruitment: Deputation

Eligibility Criteria:

Officers of the Central or State Government or Union Territories holding analogous posts on regular basis in the scale of pay of PB-I Rs. 5200-20200 with Grade pay of Rs. 24,00 or equivalent in the parent cadre or Department. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed five years. The maximum age limit for appointment by deputation shall be 56 years.

Location : The posts are to be located at Delhi.

List of enclosures to be accompanied with the application:

- 2) Application in the prescribed format (Annexure – B) duly completed signed by the candidate and countersigned by the Appointing Authority.
- 3) Attested copies of the ACRs or its equivalent document for the last 5 years duly attested on each page with seal.

Entitlements:

- (iv) The post carries GP of Rs. 2400/-
- (v) He will be entitlement for HRA as per the GOI instructions
- (vi) Officers on deputation are entitled deputation allowance which is 5% in case of Delhi to Delhi Deputation and 10% in other cases subject to maximum of Rs. 4000/- per month.

3. UDC

- (i) Number of Posts : One Post
- (ii) Classification : General Central Service Group 'C' Non-Gazetted, Ministerial
- (iii) Pay Scale : PB-I Rs. 5200-20200/- Grade Pay Rs. 2400/-
- (iv) Method of Recruitment: Deputation

Eligibility Criteria:

Officers of the Central or State Government or Union Territories:-

- (i) holding analogous posts on regular basis in the in the parent cadre/department;
- (ii) Lower Division Clerks or its equivalent with 8 years of regular services in PB-I 5200-20200 with GP of Rs. 1900/- or equivalent in the parent cadre or Department.

The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by promotion Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed five years. The maximum age limit for appointment by deputation shall be 56 years.

Location : The post is to be located at Delhi.

List of enclosures to be accompanied with the application:

- 4) Application in the prescribed format (Annexure – B) duly completed signed by the candidate and countersigned by the Appointing Authority.
- 5) Attested copies of the ACRs or its equivalent document for the last 5 years duly attested on each page with seal.

Entitlements:

- (vii) The post carries GP of Rs. 2400/-
- (viii) He will be entitlement for HRA as per the GOI instructions
- (ix) Officers on deputation are entitled deputation allowance which is 5% in case of Delhi to Delhi Deputation and 10% in other cases subject to maximum of Rs. 4000/- per month.

Biodata

- 1 Name and address
- 2 Date of Birth
- 3 Date of entry in to Govt. Service and
Date of retirement under Central/State
Govt. Rules:
- 4 Name of the parent organization/
department
- 5 Educational Qualification
- 6 Post for which applied
- 7 Whether educational and other
qualifications required for the post are
satisfied(if any qualification has been
treated as equivalent to the one
prescribed in the rules, State authority
for the same)

		Qualification/experience required	Qualification/experience possessed by the Officer
<u>Essential</u>	1		
	2		
	3		
<u>Desirable</u>	1		
	2		

- 8 Details of postings for the last 8 years.
Enclose a separate sheet duly
authenticated by your signature, if the
space below is insufficient

Office/Instt./Organization	Post Held	From	To	Scale of Pay & Basic Pay	Nature of duties

- 9 Are you in the Revised Scale of Pay?
If yes, state:
- (a) Date from which revision took place
 - (b) Pay Band, present pay and Grade Pay
 - (c) Pre-revised Pay Scale and basic pay
as on the date of effect of revision
- 10 Additional information if any which
you would like to mention in support
of your suitability for the
post(amongst other things may
provide information with regard to
additional academic qualifications,