

**F.No. 3-1/2024-CZA(247982)**  
**Government of India**  
**Ministry of Environment, Forest and Climate Change**  
**CENTRAL ZOO AUTHORITY**

B-1 Wing, 6<sup>th</sup> Floor,  
Pandit Deendayal Antyodaya Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi - 110 003,  
Telephone: +91-11-24367846/51/52,  
E-mail: cza@nic.in

**Dated 14-11-2024**

To,

1. The Chief Secretary of All States/UTs
2. The Principal Chief Conservator of Forests (HoFF) of All States/UTs
3. The Chief Wildlife Warden of All States/UTs
4. The Zoo Director of All States/UTs

**Sub: Filling up the post of Member Secretary, Central Zoo Authority, New Delhi on deputation basis.**

Sir,

Please find enclosed a copy of the advertisement inviting application for the post of Member Secretary, Central Zoo Authority, New Delhi on deputation basis for your kind information and for circulation. It is requested that the same may please be given wide publicity.

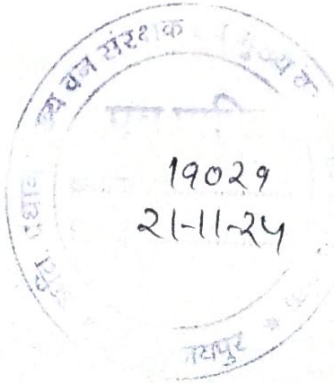
The advertisement is also placed on the website of the CZA at <http://www.cza.nic.in> and website of the Ministry of Environment, Forest and Climate Change at <http://envfor.nic.in>.

It is, therefore, requested to forward the applications of willing and suitable candidates for filling up the above post. Applications should reach in this office latest by 30.12.2024.

**Encl. As above.**

**Yours faithfully,**

(Akanksha Mahajan)  
DIG(HQ.)



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**MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE**  
**GOVERNMENT OF INDIA**  
**INDIRA PARYAVARAN BHAWAN, ALI GANJ,**  
**JOR BAGH ROAD, NEW DELHI - 110003**

Central Zoo Authority is a statutory body constituted by the Central Government (Ministry of Environment, Forest and Climate Change), under the Wild Life (Protection) Amendment Act, 1991, to oversee and monitor the management of zoos in the country and to ensure their development on scientific lines. Member Secretary is the Chief Executive Officer of this Authority.

Applications are invited for the post of Member Secretary, Central Zoo Authority, Ministry of Environment, Forest and Climate Change, New Delhi, in the Pay Matrix Level 15 (₹182200-224100) (as per 7CPC). Plus usual allowances as admissible under the Central Government Rules. The Member Secretary will have the option either to avail the leased accommodation as provided by the Authority or draw HRA as admissible.

**Appointment of Member Secretary:**

- (1) The Central Government shall, by notification in the Official Gazette, appoint a Member-Secretary, on deputation, who shall be the Chief Executive Officer of the Authority and shall exercise such powers and perform such duties as assigned to him by the Chairperson.
- (2) No person above the age of fifty five years, with reference to 1<sup>st</sup> January, shall be appointed as Member-Secretary and shall not remain in the office after attaining the age of sixty years.
- (3) A person to be appointed as Member-Secretary shall have the following essential and desirable qualification:

- (A) **Qualifications : Essential:** (i) Master's degree in Zoology or Life Science, Wildlife Biology or Veterinary Science of a recognized University or equivalent; and  
(ii) Having 26 years regular service rendered after appointment in Group 'A' post;

or

Ph.D in Zoology or Life Science, Wildlife Biology or Veterinary Science of a recognized University with at least 23 years regular service in a Group 'A' post rendered after obtaining Ph.D degree;



or

Indian Forest Service Officers serving at least as a Chief Conservator of Forests or in an equivalent rank having 26 years regular service with reference to year of allotment.

**Note 1:** (a) Out of the service indicated at (i), (ii) and (iii) above, the candidate must have at least five years experience as whole time Director/Officer-in-charge of a Zoo; or

(b) Three years experience of working as Member Secretary, State Zoo Authority; or

(c) Eight years experience of dealing with *in situ* wildlife conservation.

(d) The years of service shall be counted with reference to 1<sup>st</sup> January of the year in which the post is advertised.

**(B) Desirable:** Experience in formulation of policies and programme on matters relating to wildlife conservation in the Central Government; or/and International Organizations;

**Note 2:** Central Government may relax the condition of the qualification and experience if candidates fulfilling the same are not available.

**Note 3:** Age relaxation-Subject to relaxation for Scheduled Casts/Scheduled Tribes candidates as laid down by the central Government.

**Note 4:** Place of Posting- New Delhi, but liable to be posted anywhere in India subject to exigencies of work.

**(C) Salary and allowances of the Member Secretary :-** The Member-Secretary shall be entitled to the salary in the pay matrix level 15 and shall be entitled to draw travelling and daily allowances at the rate admissible to Group 'A' Officer of the Central Government.

**(D) General Conditions:** (1) Application should be sent either in Hindi or English. (2) Application should be accompanied by copies of certificates of educational qualifications, experience, the original certificates should not be attached with the application at this stage. (3) The applications should be submitted through proper channel, together with a certificate as in Annexure. The applicant may, if he so wished, send one advance

copy of the application in the prescribed form, complete in all respects, by the due date (4) Candidates may be called for an interview. (5) A Search-cum-Selection is constituted by the Ministry for selection of suitable candidate. (6) Outstation candidates called for interview will be paid to and from fare by the shortest route and entitled class. (7) Applications received after the due date, unsigned applications, incomplete applications and applications not in prescribed proforma will not be considered. (8) Canvassing in any form will be a disqualification. (9) Applications should be sent in the enclosed proforma (neatly handwritten or typed out in A-4 size paper). (10) Please affix one passport size photograph duly signed by the candidate. (11) **Application should reach Finance Officer, Central Zoo Authority, 6<sup>th</sup> Floor, B-1 Wing, Pandit Deendayal Antyodaya Bhawan, CGO Complex, New Delhi - 110 003 latest by 30-12-2024** (12) On selection, serving IFS Officer must have completed one year mandatory cooling off before joining the post.



### PROFORMA FOR APPLICATION

1. Name (In block letters)

Last Name:

Middle Name:

First Name:

Photograph duly  
signed by the  
candidate

2. Post applied for and pay scale:

3. Scale of pay of present post & present Basic Pay:

4. Date of Birth (Christain era):

5. Nationality:

6. Father's/Husband's Name:

7. Address for correspondence (in block letters):

8. Nearest Railway Station:

9. Educational Qualification:

Exam Passed	Name of the University	Year of Passing	Subjects	Divisions	Percentage of marks obtained
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10. Whether Ph.D: if so, the discipline and the University:

11. Number of papers published:

12. Number of books published:

13. Total experience (in months) a) After M.Sc.  
b) After Ph.D.

14. Employment details (Chronologically, from present position backwards)  
(In support of item No. 14)

Name of the Employer	Full address of employer	Post held (with scale)	Period From* TO *	Nature of duties
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\*Specify Month and Year.

15. Specific Experience in the subject/field of selection:
16. Date of return from last ex-cadre post:
17. Date of retirement under Central/State Government Rules:
18. Any other information:

**DECLARATION:** I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

(SIGNATURE OF THE CANDIDATE)  
Name in block letters

Place:

Date:

Certificate to be furnished by the Employer/Head of office/Forwarding Authority.

- i) The particulars furnished by Sh./Smt./Km.....are correct.
- ii) There is no vigilance/disciplinary case either pending or contemplated against him/her.
- iii) The up-to-date Annual Confidential Report dossier in respect of Sh./Smt./Km..... is enclosed herewith.
- iv) In the event of his/her selection, he/she will be relieved.

Signature of the Head of  
Department/Forwarding Authority

Place:  
Date:

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Office: \_\_\_\_\_