

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

Circular No.1/Accounts Officer/2020-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 two posts of Accounts Officer one each at Institute of Forest Genetics & Tree Breeding (IFGTB), Coimbatore and Arid Forest Research Institute (AFRI), Jodhpur on deputation basis including short term contract in the pay scale at Level-8 of Pay Matrix of 7th CPC plus usual allowances as admissible under rules in ICFRE.

Category : Accounts officer (02 posts) one each at 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 scale at Level-7 of Pay Matrix of 7th CPC 02 years regular service and experience of two years of accounting work and having certificate from Institute of Secretariat Training and Management.

OR

Having knowledge of cash and accounts with a certificate from Institute of Secretariat Training and Management in this regard and 6 years regular service in the pay scale at Level-6 of Pay Matrix.

General Instructions:

1. Applications with complete bio-data together with a fee of Rs.500/- (Rupees Five hundred only) in the form of Demand Draft drawn in favour of the **Accounts Officer, ICFRE payable at Dehra Dun** should reach the office of the Secretary, Indian Council of Forestry Research and Education, P.O. New Forest, Dehra Dun on or before **25.08.2020**.
2. Separate application should be submitted along with Demand Draft of Rs.500/- for each post if a candidate wishes to apply for more than one post.
3. Application and the envelope should be superscripted as "**Application for the post of Accounts Officer**" against circular No.32-22/Accounts Officer/2020-ICFRE. Applications incomplete in any respect shall be summarily rejected.
4. 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.
5. The candidate must submit their application through proper channel. The concerned department/organization should enclose vigilance clearance report and Annual Confidential Reports of the officer for the last five years (2014-15 to 2018-19) while forwarding the applications of the candidates. However, an advance copy can be submitted along with the prescribed fee.
6. The council reserves the right to relax, the qualifications/experience in case of exceptionally qualified and meritorious candidates.
7. The Council reserves the right not to fill up the vacancy advertised if the circumstances so warrant in the interest of the Council.


Secretary, ICFRE

PROFORMA FOR APPLICATION FOR THE POST OF ACCOUNTS OFFICER

1. Name (in block letters)
 Last Name: _____
 First Name: _____
 Middle Name: _____
2. Post applied for : _____
3. Date of appointment & post currently held with pay scale: _____
4. Date of Birth (in Christian era): _____
5. Father's Name/Husband's Name: _____
6. Address for correspondence: _____
 (in block letters with Pin Code) _____

7. Contact No.:E-mail ID: _____
8. Educational Qualifications:

9. Details of past service (Chronologically from present position backwards):

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

10. Details of related professional training courses (Attached copy of certificate):
11. Date of retirement under the rules of the Central/State Government/Organization: _____
12. Any other information: _____
13. Bank Drat No. with date and amount: _____

Place:
Date:

(Signature of the candidate)