INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION (ICFRE), DEHRADUN

Advt. No. 01/Accounts Officer/2023-ICFRE

Indian Council of Forestry Research and Education (ICFRE), an autonomous body of the Ministry of Environment, Forest & Climate Change, Govt. of India, invites application from amongst the eligible officers under Central Government/ State Government/ Public Sector undertakings/ Autonomous bodies/ Statutory organizations for filling up three (3) posts of Accounts Officer (01 each at ICFRE- AFRI, Jodhpur, ICFRE- IFGTB, Coimbatore and ICFRE- FRI, Dehradun) on deputation including short term contract in the Pay Level 8 of 7th CPC Pay Matrix plus usual allowances as admissible under rules in ICFRE.

(A) **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 7th CPC Pay Matrix having 02 years regular service and experience of 02 years of Accounting work and having certificate from Institute of Secretariat Training and Management (ISTM)

OR

Having knowledge of cash & account with a certificate from Institute of Secretariat Training and Management (ISTM) in this regard and 06 year regular service in the pay scale at Level-6 of 7th CPC Pay Matrix.

(B) **Tenure:-**

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

(C) **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, Dehradun - 248006 on or before **10.05.2023.**

2. Application and the envelope should be superscribed as "**Application for the post of Accounts Officer-2023**". Applications incomplete in any respect shall be summarily rejected.

3. 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.

4. 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 while forwarding the applications of the candidates. However, an advance copy can be submitted along with the prescribed fee.

5. The Council reserves the right to relax the qualifications/experience in case of exceptionally qualified and meritorious candidates.

6. 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 (i.e., AO-AFRI or AO-IFGTB or AO FRI) _____

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 (attach copies of certificates) :

11. Date of retirement under the rules of the Central/State Government/Organization:----------

12. Any other information:

13. Bank Draft No. with date and amount:

Place: (Signature of the candidate)
Date: