

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

### Circular No.3/Financial Advisor/2016-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/ State Government/ Public Sector undertakings/ Autonomous bodies/ Statutory organizations for filling up one post of Financial Advisor on deputation basis including short term contract basis at ICFRE Hqrs., Dehradun in the Pay Scale PB-4. Rs.37,400-67,000/ + G.P. Rs.8,700/-p.m. plus usual allowances as admissible under rules in ICFRE.

**Eligibility :** An Indian Audit and Accounts service officer having 13 years experience with respect 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 Band-3: Rs.15,600-39,100/- + G.P. Rs.6,600/-p.m. OR as Fellow of Institute of Cost/Chartered Accountant of India or equivalent degree with 10 years experience in audit and accounts and budget in Govt./Semi Govt./Autonomous organizations/Public Sector Undertaking/Government Bank or Insurance Company.

#### (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 of the candidate should be submitted to the Secretary, Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun together with a Demand Draft of Rs.200/- (Rupees Two hundred only) drawn in favour of D.D.O., ICFRE on or before **09.11.2016**. Application and the envelopes should be superscribed as "Application for the post of **Financial Advisor** against Circular No.3/FA/2016-ICFRE".
2. Applications should be submitted alongwith demand draft of Rs.200/-. Applications incomplete in any respect and without signature of the applicant or which are not accompanied by the prescribed fee shall be summarily rejected. In no case the Council will be responsible for non-receipt of applications or any delay in receipt thereof on any account whatsoever. No applications received after the prescribed last date will be entertained under any circumstances and all the late applications will be summarily rejected.
3. The candidate must submit application through proper channel. The concerned Department/Organization should enclose Vigilance Clearance report and photocopies of ACRs of the officer for the last five years while forwarding the applications of the candidates. However, an advance copy can be submitted alongwith Demand Draft.
4. The Council reserves the right to relax the qualifications/experience in case of exceptionally qualified and meritorious candidates.
5. The Council reserves the right not to fill up the vacancy advertised if the circumstances so warrant.
6. The officials working in ICFRE fulfilling the eligibility criteria may apply for the post.

"Advertisement is also available at ICFRE website [www.icfre.org](http://www.icfre.org)".

## PROFORMA FOR APPLICATION FOR THE POST OF FINANCIAL ADVISOR

1. Name (in block letters)  
Last Name:  
First Name:  
Middle Name:
2. Date of appointment & post currently held with pay scale:  
and present (i) Basic Pay: (ii) Grade Pay :
3. Date of Birth (in Christian era):  
Age as on 09.11.2016: Year  Month  Day
4. Nationality:
5. Father's Name/Husband's Name:
6. Address for correspondence:  
(in block letters with Pin Code)
7. Contact No.: .....E-mail ID:
8. Category (General/SC/ST/OBC/PH):
9. Educational Qualifications:

Exam Passed	Name of the Board/University	Year of passing	Subject	Division	Percentage of Marks obtained

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

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

18. Experience:
  - a) Total experience with respect of year of allotment, if belongs to An Indian Audit and Accounts service:
  - b) Total experience if an officer of sub-ordinate Accounts service under GOI and since when drawing pay in PB-3: Rs.15,600-39,100 plus GP Rs.6,600/-:
  - c) 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:
19. Date of return from last deputation:
20. Date of retirement under the rules of the Central/State Government/Organization:
21. Any other information:
22. Bank Drat No. with date and amount:

Place:  
Date:

( Signature of the candidate)