



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An Autonomous Institute under the Ministry of Environment, Forest & Climate Change),
Post Box No. 357, Nehru Nagar,
Bhopal-462003 (M.P.) India
Website: www.iifm.ac.in, Tel No. 0755 2775716, 2773799

**Recruitment of Chief Administrative Officer
(On Deputation)
Advt. No. IIFM/PERS/PSC-57/2021**

Indian Institute of Forest Management is an autonomous academic Institution under the Ministry of Environment, Forest & Climate Change, Govt. of India, situated at Bhopal. It is a premier national level Institute engaged in education, training, research and consultancy in the area of natural resource management. The Institute invites applications for the post of **Chief Administrative Officer** on deputation. The Pay & allowances will be as per Level 13 of 7th CPC Pay scales plus allowances and other facilities as per IIFM's rules. The post will be filled through deputation initially for a period of 3 years and extendable by one year. The last date for submission of completed applications (hard copy only) in all respects is **30 days from the date of advertisement.** Institute will not be responsible for any postal delay.

The details are available at www.iifm.ac.in/vacancies.

DIRECTOR



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Pay & Allowances: Level - 13 as per 7th CPC Pay scales plus allowances and other facilities as per IIFM's rules. The post will be filled through deputation initially for a period of 3 years and extendable by one year.

Required Qualifications & Experience:

All India Service/Central Government Group 'A' service officer holding analogous post on regular basis.

The maximum age limit shall be 55 years (As on the date of release of Advertisement).

Excellent organizing skills, high performance orientation and ability to make continuous systemic improvements would be preferred attributes. **Persons working in the same capacity in premier national academic institutions will be given preference.**

Interested candidates may submit their applications in the prescribed format, which can be downloaded at www.iifm.ac.in/vacancies, through proper channel with a request to forward the application to the Director, IIFM, Post Box No.357, Nehru Nagar, Bhopal 462 003(MP) with (a) ACRs of preceding five years and (b) Vigilance Clearance certificate from the competent authority. **The last date for receipt of completed applications (hard copy only) in all respects is 30 days from the date of advertisement.** Institute will not be responsible for any postal delay. The Institute reserves the right to fill or not to fill the post. (Please write: "Application for the post of Chief Administrative Officer on deputation" on the envelope).

DIRECTOR



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(An Autonomous Institute of the Ministry of Environment, Forest & Climate Change, Government of India)

P B No. 357, Nehru Nagar, Bhopal 462003 (MP, India)

Web : www.iifm.ac.in Email : hr@iifm.ac.in

**APPLICATION FORM FOR THE POST OF
CHIEF ADMINISTRATIVE OFFICER (On deputation)
(Advt. No. IIFM/PERS/PSC-57/2021)**

PHOTO

1.	Name of the applicant	
2.	Service/year of allotment	
3.	Cadre (In case of AIS Officers)	
4.	Date of Birth	
5.	Present pay scale with date of commencement of scale of pay	
6.	Present post held	
7.	Full Address for correspondence	<hr/> <hr/> <hr/> <hr/> Email : _____ Ph. with STD(O) _____ (R) _____ Mob : _____ Fax : _____

8. Educational Qualifications

S.No.	Degree/ Diploma	Name of the Institution/ University	Passing Year	Division	Main Subjects

: 2 :

9. Details of Experience (in descending order)

S.No.	Years		Post held	Name of the Organisation	Main responsibilities in the post	Special attributes/ achievements
	From	To				

10. Details of all deputation postings (in descending order)

S.No.	Years		Post held	Organization	Main areas of responsibilities of the post held
	From	To			

11. Date of return to Cadre from last deputation :

12. Two References: 1. Name 2. Designation 3. Address 4. Mob. No. 5. E-mail :	1. Name 2. Designation 3. Address 4. Mob. No. 5. E-mail :
13. Any other Information: 	

Declaration by the Applicant

I hereby declare that all the particulars stated in the application are true to the best of my knowledge and belief.

(Signature of the Applicant)

Place:

Date :

Enclosures:

- 1.
- 2.
- 3.
- 4.