



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An autonomous Institute of the Ministry of Environment, Forest & Climate
Change, Government of India)
Post Box No. 357, Nehru Nagar, BHOPAL-462003

RECRUITMENT – Chief Administrative Officer

(Advt. No. IIFM/PERS/PSC-49 (1)/2016)

Indian Institute of Forest Management 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 filling up the following positions: -

Sl.	Name of Post	Pay Scale	No. of Posts	Mode of Recruitment
1.	Chief Administrative Officer	PB-4: Rs 37400-67000 + GP Rs 8700	01 Post	On Deputation

1. **Chief Administrative Officer (1 Post)** on deputation basis in the pay scale of PB-4: Rs.37400-67000 + GP Rs. 8,700 plus allowances and other facilities as per IIFM's rules.

The position is of a senior functionary, who provides total administrative support for all the activities, supervises and directs all administrative functions in the Institute. In addition to that, he requires to lead a team of Officers in the Institute and guide them in their day to day activities.

(a) **Required Qualifications & Experience:**

All India Service/Central Government Group 'A' service officers holding analogous post on regular basis, having excellent organizing skills, high performance orientation and ability to make continuous systemic improvements will be preferred.

The tenure shall ordinarily be for three years but liable to be terminated at an earlier date or extendable at the discretion of the competent authority/cadre controlling authority.

(b) **Age limit:** Maximum age limit for all the above positions shall be 55 years.

The Institute reserves the right to fill up or not to fill up any or all the posts or to shortlist and select the candidates in any suitable position against the above posts. Mere fulfilling of the minimum qualifications and/or experience will not confer any right to the candidates for being called for interview or/and for his/her selection.

Interested candidates fulfilling the eligibility conditions may submit their applications in the prescribed format, which can be downloaded from the website www.iifm.ac.in, through proper channel along with (a) attested copies of certificates, certified copies of APARs/ACRs of preceding five years and (c) Vigilance Clearance certificates to the Director, Indian Institute of Forest Management, P B No.357, Nehru Nagar, Bhopal-462003.

The last date for submission of applications is 09th December, 2016. Those who have applied in response to the previous advertisement need not apply again.

(Director)

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

Web : www.iifm.ac.in

**APPLICATION FOR THE POST OF
CHIEF ADMINISTRATIVE OFFICER
(ADVT. NO. IIFM/PERS/PSC-49/2016)**

Affix Passport-size
Photograph

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

9. Details of Experience (in descending order) (Use separate sheet, if required)

S.No.	Years		Post held	Name of the Organization	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. 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 :

12. Date of return to Cadre from last deputation**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 :

(To be filled in by the Head of Office/Forwarding Officer)

1	Name of the applicant	
2	Cadre/Service	
3	Year of allotment/Date of appointment	
4	Date of superannuation	
5	Whether the officer is clear from Vigilance angle	
6	Is there any disciplinary proceedings pending against the officer (only the cases where charge sheets have been served)	
7	Has the officer ever been reprimanded/ penalized or debarred from deputation, if so the details thereof	
8	Whether original/copies (attested) of ACRs/APARs of Last five years enclosed	

It is certified that the particulars given above about the officer are correct and that in the event of the officer being selected for the posting, the services of the officer shall be placed at the disposal of the Institute.

Name & designation of the Head of the
Office or the authorized Officer
with office seal

Date:
Place: