



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An autonomous Institute of the Ministry of Environment, Forest & Climate
Change, Government of India)
Post Box o. 357, Nehru Nagar, BHOPAL-462003

RECRUITMENT OF FINANCE OFFICER
(Advt. No. IIFM/PERS/PSC-49(2)/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 position on deputation basis: -

1. **Finance Officer (01 Post)** on deputation basis in the pay scale of PB-3: Rs.15,600-39,100 + GP Rs. 6,600/- plus allowances and other facilities as per IIFM's rules.

Required Qualifications & Experience:

Officers under the Central Government, its autonomous organizations or of State/UT Governments holding analogues posts on regular basis, or five years' regular service in the pre-revised scale of Rs 8000-13500 or seven years' regular service in the pre-revised scale of Rs 7500-12000/7450-11500 or eight years' regular service in the pre-revised scale of Rs 6500-10500.

The Officer must have a graduate degree in Commerce or Business Management with specialization in Financial Management, or have passed the ICWA/CA examination, or passed SAS or equivalent examination conducted by any organized Accounts Department of the Central Government. The incumbent shall act as DDO and look after the finance and accounts matters of the Institute.

Age limit: Maximum age limit shall be 55 years. The tenure shall ordinarily be for three years but the tenure is liable to be terminated at an earlier date or extendable at the discretion of the competent authority/cadre controlling authority.

Interested candidates fulfilling the above eligibility conditions may submit their applications in the prescribed format, which can be downloaded from the IIFM website www.iifm.ac.in, to the Director, Indian Institute of Forest Management, P B No.357, Nehru Nagar, Bhopal-462003 along with (a) certified copies of Certificates, (b) 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 Institute reserves the right to fill up or not to fill up the post. 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. Based on the number and quality of applications received, the Institute may restrict the number of applicants to be shortlisted for further process of selection. The Institute will communicate only with the short-listed candidates.

The last date for submission of applications is 09th December, 2016. Applications received after the last date or not submitted in the prescribed format and along with the desired documents and/or through proper channel shall not be considered. Those who have applied in response to earlier 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 FORM FOR THE POST OF
FINANCE OFFICER**

Advt. No.IIFM/PERS/PSC-49(2)/2016

PHOTO

1.	Name of the applicant	
2.	Service/year of allotment	
3.	Cadre	
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) (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.	
Place: Date :	(Signature of the Applicant)

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

1	Name of the applicant	
2	Cadre (In case of AIS Officers)	
3	Year of allotment	
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: