



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 only)
Advt.No.IIFM//PERS/PSC-68/2023

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 position is a senior functionary, who provides total administrative support for all the activities, supervises and directs all administrative functions of 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.

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