

**DEPARTMENT OF FORESTS AND WILDLIFE  
GOVT. OF NCT OF DELHI  
VIKAS BHAWAN, A-BLOCK, 2nd FLOOR,  
I.P. ESTATE, NEW DELHI-110002.**

**F.No1. (36)/DCF (HQ)/Estt./ACF/2018/11205 -07**

**Dated: 03.11.2025**

**OFFICE MEMORANDUM**

**SUBJECT: - Filling up of vacancies in the grade of Assistant Conservator of Forests, in the Department of Forests and Wildlife, Govt. of National Capital Territory of Delhi on deputation basis - regarding.**

Applications are invited from eligible candidates for filling up 04 vacancies in the grade of Assistant Conservator of Forests Level-7 of Pay Matrix (7<sup>th</sup> CPC) PB-2 of Rs. 9300-34800 with Grade Pay of 4600(6<sup>th</sup> CPC) on deputation basis in the Department of Forests and Wildlife, Govt. of National Capital Territory of Delhi.

1) In terms of Recruitment Rules, the following categories of Officers are eligible:-

Officers of Central Government or State Governments or Union Territory

(a)(i) holding analogous post on a regular basis.  
Or

(ii) with 3 years' regular service in the posts in the pre revised scale of Pay of Rs. 1640-2900 (Level-7 in the pay matrix) or equivalent  
Or

(iii) with 8 years' of regular service in the posts in the pre revised scale of Pay of Rs. 1400-2300/2600 or equivalent

AND

(b) Possessing bachelor's degree with at least one of the following subjects, namely: Botany, Chemistry, Geology, Mathematics, Physics, Statistics and Zoology or a Bachelor's degree in Agriculture, Forestry or Engineering from a recognized university or equivalent.

The Departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

2) Period of Deputation including period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central / State Government shall ordinarily not to exceed three years. The maximum age limit for appointment by transfer on deputation (including short-term contract) transfer shall be not exceeding 56 years as on the closing date of receipt of applications.

3) Period of Deputation is 3 years (extendable upto a maximum period of 05 years).

4) Consequent to recommendations of Seventh Pay Commission, the pay scales in the Pay Bands have been replaced by pay matrix system. Therefore, for the purpose

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10/12/25




of interpretation relating to analogous posts, pre-revised scales of such posts shall be reckoned.

5) The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the proforma annexed so as to reach to the *The Principal Chief Conservator of Forests, Department of Forests and Wildlife, Govt. of NCT of Delhi, Vikas Bhawan, A-Block, Second floor, I.P. Estate, New Delhi-110002* within 45 days from publication of this advertisement and; in 60 days for those in Andaman & Nicobar Island, Lakshadweep, States in the North Eastern Region, J&K/Ladakh, Pangi Sub-division of Chamba, Lahaul & Spiti Districts of Himachal Pradesh.

6) While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:-

- (i) Bio-Data
- (ii) Complete and up-to-date C.R. dossier for the last five years or attested photocopy thereof
- (iii) Vigilance Certificate/Clearance
- (iv) Integrity Certificate/Clearance
- (v) Cadre Clearance
- (vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

7) Incomplete application or applications not received through proper channel or application received after due date are liable to be rejected. The candidates will not be allowed to withdraw their candidature subsequently on any ground.

  
02/12/2025  
(Jabestir A.)  
**Conservator of Forests (HQ)**  
**Tele: 011-23370694**

**Copy to:**

1. The PCCF's of all States/Union Territories.
2. Notice Board.
3. Website In charge.

  
  
**PCCF (ADMIN-1)**  
**M.P. BHOPAL**  
**04 DEC 2025**



# **BIO-DATA/CURRICULUM VITAE PROFORMA**

1	Name and Address (In Block Letters)																					
2	Date of Birth (In Christian era)																					
3	i) Date of entry into service																					
	ii) Date of retirement under Central/State Government Rules																					
4	Educational Qualifications																					
i)	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Yes	<input type="checkbox"/>																			
		No	<input type="checkbox"/>																			
ii)	Qualification <sup>1</sup> required as mentioned in the advertisement / vacancy circular.	<table border="1"> <thead> <tr> <th>Subject</th> <th>Name of Degree</th> <th>College/University</th> </tr> </thead> <tbody> <tr> <td>Botany</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Subject	Name of Degree	College/University	Botany																
Subject	Name of Degree	College/University																				
Botany																						
iii)	Experience <sup>2</sup> in Forestry works, if any:	<input type="checkbox"/> Handling plantation in Forest area/Non Forest area/Flood plains  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Others <input type="text"/>																				
<p><b>Note:</b> <sup>1</sup> In the case of Degree and Post Graduate Qualifications Electives/Main subject and subsidiary subjects may be indicated by the Candidate.</p> <p><sup>2</sup> This column needs to be amplified to indicate Qualification as mentioned in the RRs by the Administrative Ministry/ Department/Office at the time of issue of circular and issue of Advertisement in the Employment News. You may add additional sheet to justify the qualification.</p>																						
5.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.																					



6. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is not sufficient.

Office/institution	Post Held on regular basis	From	To	*Pay band and Grade pay/ Pay Scale of the post held on regular basis.	Nature of Duties (in details) highlighting experience required for the post applied for

\*Important: - Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay band and Grade pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with the present pay band and grade pay where such benefits have been drawn by the Candidates may be indicated as below;

7. Nature of present employment i.e. Ad-hoc or temporary or quasi-permanent or permanent.			
8. In case the present employment is held on deputation basis, please state:-			
a) The date of initial appointment.	b) Period of appointment in deputation/ Contract.	c) Name of the present office /organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
<b>8.1 Note:</b> In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with cadre Clearance, Vigilance Clearance and integrity Certificate. <b>8.2 Note:</b> Information under column 8(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.			

if any post held on deputation in the past by the applicant, date of return from the last deputation and other details.

**10. Additional details about present employment:**

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

13. Total emoluments per month now drawn

Basic Pay in the PB	Grade Pay	Total Emoluments

14. In case the applicant belongs to an organization which is not following the central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic pay with scale of Pay and rate of Increment	Dearness Pay/Interim relief /other allowances etc (with break up details)	Total Emoluments

15A. **Additional information**, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the vacancy /circular/advertisement)

**Note:- (enclose a separate sheet, if the space is insufficient)**



<p><b>15 B Achievements</b></p> <p>The Candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>i) Research publications and reports and special projects</li> <li>ii) Awards/Scholarships /Official Appreciation</li> <li>iii) Affiliation with the professional bodies/institution/societies and;</li> <li>iv) Patents registered in own name or achieved for the organization</li> <li>v) Any research/ innovative measures involving officials recognition (vi) any other information</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>16. Whether belongs to SC/ST.</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of essential Qualifications/ Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provide by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**Certificate by the Employer/Cadre Controlling Authority**

The information /details provided in the above application by the applicant are true and correct as per the facts available on record. He/ She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

**2. Also certified that;**

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_

ii) His /Her integrity is certified.

iii) His /Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him / her during the last 10 years or A list of major /minor penalties imposed on him/her during the last 10 years is enclosed. (As the case may be).

Countersigned

\_\_\_\_\_  
(Employer/Cadre controlling Authority with the Seal)