

F. No. V-11/6/2020-Admn.-6
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi.
dated the 7th September, 2021

Office Memorandum

Subject:- Filling up of one post of Secretary, Animal Welfare Board of India, Ballabgarh, Haryana in Level-12, Rs. 78800-209200 (GP Rs.7600/-pre-revised) on deputation basis - regarding.

The undersigned is directed to state that it has been decided to fill up one post of Secretary, AWBI, General Central Service Group "A" Gazetted (Non-Ministerial) in Level-12, Rs. 78800-209200 (GP Rs.7600/-pre-revised) at Animal Welfare Board of India (AWBI), Ballabgarh (Haryana) under the Ministry of Fisheries, Animal Husbandry and Dairying, Department of Animal Husbandry and Dairying, on deputation basis.

2. The Animal Welfare Board of India was set up in 1962 in accordance with the Section 4 of the Prevention of Cruelty to Animals Act, 1960 (No. 59 of 1960).
3. The following categories of officers are eligible for applying for the post of Secretary, AWBI :-

Officers under the Central Government: -

(a) (i) holding analogous posts on regular basis in the parent cadre or department; or
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3 (Rs.15,600-39,100/-) with grade pay of Rs.6,600/- (pre-revised);

(b) Having experience in administration, organizing meetings, seminars, conferences etc.

Note: 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 Government shall not ordinarily exceed 4 years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

4. The pay and allowances and other terms will be regulated in accordance with the instructions issued by Department of Personnel & Training from time to time.
5. Willing and eligible officers whose services can be spared by Head of the Department immediately on selection should send their applications for the post in the prescribed proforma (Annexure-I & II) in duplicate to Joint Commissioner (Dr. S.K. Dutta), Animal Welfare Division, Ministry of Fisheries, Animal Husbandry and

Narendra Kumar

Dairying, Department of Animal Husbandry and Dairying, Krishi Bhavan, New Delhi within 60 days from the date of this letter along with the following documents:-

- (a) Integrity Certificate
- (b) Vigilance clearance certificate
- (c) Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India)

6. The Ministries/Department may ensure that the applicant fulfils all the eligibility conditions specified in para 3 above and also verify the particulars furnished by the applicants, before forwarding the application. Once the application is forwarded through proper channel, it will be presumed that concerned Department/Ministry has no objection in relieving of the said officer. Applications received after the due date or found incomplete will not be considered.

7. The prescribed proforma (Annexure I & II) may also be downloaded from this Department's website www.dahd.nic.in.

Narender Kumar
(Narender Kumar)

Under Secretary to the Government of India

To,

1. All Ministries and Departments of the Government of India and for wider circulation among their subordinate/ attached offices
2. All Cadre Controlling Authorities of the Government of India