

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION (ICFRE), DEHRADUN

Advt. No. 12/Accounts Officer/2024-ICFRE

Indian Council of Forestry Research and Education (ICFRE), an autonomous body of the Ministry of Environment, Forest & Climate Change, Govt. of India, invites application from amongst the eligible officers under Central Government/ State Government/ Public Sector undertakings/ Autonomous bodies/ Statutory organizations for filling up one (01) post of Accounts Officer at ICFRE HQ- Dehradun on deputation including short term contract in the Pay Level 8 of 7th CPC Pay Matrix plus usual allowances as admissible under rules in ICFRE.

(A) Eligibility:

Officers of Central Government / Autonomous Bodies / Public Sector Undertakings possessing Bachelor Degree from a recognized University and holding analogous posts.

OR

Section Officer working in the pay scale at Level-7 of 7th CPC Pay Matrix having 02 years regular service and experience of 02 years of Accounting work and having certificate from Institute of Secretariat Training and Management (ISTM)

OR

Having knowledge of cash & account with a certificate from Institute of Secretariat Training and Management (ISTM) in this regard and 06 year regular service in the pay scale at Level-6 of 7th CPC Pay Matrix.

(B) Tenure:-

The tenure shall ordinarily be 3 years or till superannuation, whichever is earlier. The tenure is, however, liable to be terminable at an earlier date or extendable at the discretion of appointing authority/cadre controlling authority.

(C) General Instructions:

1. The last date of receipt of application shall be 15.07.2024. The application duly filled may please be sent through email at sec@icfre.org as well as through hard copy.
2. The application fee of Rs.500/- (Rupees Five hundred only) may please be transferred to the Account of '**DDO ADMIN, ICFRE REVENUE ACCOUNT**' having account number **496902010084490** and IFSC code **UBIN0549690**. The transaction detail i.e. UTR number etc may also be intimated along with application.
3. Application and the envelope should be superscribed as "**Application for the post of Accounts Officer-2024**". Applications incomplete in any respect shall be summarily rejected.
4. In no case the Council will be responsible for non-receipt of application or any delay in receipt thereof on any account whatsoever. No application received after the stipulated last date will be entertained under any circumstances and all the late applications will be summarily rejected.
5. The candidate must submit their application through proper channel. The concerned department/organization should enclose vigilance clearance report and Annual Confidential Reports of the officer for the last five years while forwarding the applications of the candidates. However, an advance copy can be submitted along with the prescribed fee.
6. The Council reserves the right to relax the qualifications/experience in case of exceptionally qualified and meritorious candidates.
7. The Council reserves the right not to fill up the vacancy advertised if the circumstances so warrant in the interest of the Council.


Secretary, ICFRE

**PROFORMA FOR APPLICATION FOR THE POST OF ACCOUNTS OFFICER AT
ICFRE HQ-DEHRADUN**

1. Name (in block letters)
 Last Name: _____
 First Name: _____
 Middle Name: _____
2. Present Post with Pay level and date of appointment _____
3. Date of Birth (in Christian era): _____
4. Father's Name/Husband's Name: _____
5. Address for correspondence:
 (in block letters with Pin Code) _____

6. Contact No.:E-mail ID: _____

7. Educational Qualifications:

8. Details of past service (Chronologically from present position backwards):

Name of employer	Full address of employer	Post held (with pay scale)	Period	
			From	To

9. Details of related professional training courses (attach copies of certificates) :
10. Date of retirement under the rules of the Central/State Government/Organization:-----
11. Any other information:
12. UTR No. with date and amount:

Place:
Date:

(Signature of the candidate)