

File No.NA-2/1/2022-NA
Government of India
Ministry of Environment, Forest and Climate Change
National Compensatory Afforestation Fund Management and Planning Authority
E-mail: adhoc-campa-mef@nic.in

Room No.232, 2nd Floor
Agni Wing, Indira Paryavaran Bhawan
Aliganj Road, Jor Bagh, New Delhi-110003
Dated the 31st January, 2024

CIRCULAR

The “National Compensatory Afforestation Fund Management and Planning Authority” is a Statutory body under the Ministry of Environment, Forests and Climate Change which was constituted under section- 8 of the Compensatory Afforestation Fund (CAF) Act, 2016. Further, The National Compensatory Afforestation Fund Management and Planning Authority (National Authority- CAMPA) came into existence on 30th September 2018 as per provisions of the Compensatory Afforestation Fund Act 2016.

2. Applications are invited for filling up of the following posts in the National Compensatory Afforestation Fund Management and Planning Authority, Ministry of Environment, Forests and Climate Change, New Delhi, on deputation basis for a period of five years from suitable candidates who fulfil the eligibility conditions as shown below:

S.No.	Name of Post	No. of Posts	Pay Level in the Pay Matrix (Rs.)	Eligibility Conditions
1.	Under Secretary	01	Level-11 (Rs.67700-208700)	<p>Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:</p> <p>i. An analogous post on regular basis. or ii. A post in Level-11 (Rs.67700-208700) from any organised service having five years of regular service in the Grade.</p> <p><u>Duties and responsibilities:</u> (i)Having excellent Noting/drafting skill. (ii)Experience of dealing with Court Cases, Parliament matters, Vigilance, RTI etc. (iii)Minimum 5-10 years' experience of handling budget and accounts matters in Ministries/Departments of Govt of India. (iv)Output-Outcome Monitoring Framework including submission of the same to CEO,</p>

				<p>(v)Matters related to Parliamentary Standing Committee including preparation of Background Note and Action Taken Replies on the recommendations of the Committee.</p> <p>(vi)Submission of replies to RTI applications etc.</p> <p>(vii)The responsibilities will also include looking after works related to establishment, finance, General Administration, framing of rules and regulations and regulatory matters.</p>
2.	Senior Account Officer	01	Level-10 (Rs.56100-177500)	<p>Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:</p> <ul style="list-style-type: none"> i. An analogous post on regular basis. or ii. A post in Level-10 from any Organised Accounts/ Audit Department having five years of regular service in the Grade. Persons having handled DDO/PAO job shall be given preference. <p><u>Duties and responsibilities:</u> The responsibilities will include pre-audit, passing of bills and preparation of Accounts.</p>
3.	Section Officer	01	Level-8 (Rs.47600-151100)	<p>Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:</p> <ul style="list-style-type: none"> i. An analogous post on regular basis. or ii. A post in Level-8 from any organised service having five years of regular service in the Grade. Persons having handled similar nature of job shall be given preference.

				<u>Duties and responsibilities:</u> The responsibilities will include establishment administration finance and accounts and regulatory matters.
4.	Technical Officer (Forestry)	02	Level-7 (Rs.44900-142400)	Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding: <ul style="list-style-type: none"> i. An analogous post on regular basis. or ii. A post in Level-7 from any organised service having five years of regular service in the Grade. Persons having handled similar nature of job shall be given preference. <u>Duties and responsibilities:</u> The responsibilities will include examination of the Annual Plan of Operations/Policy matters of the State Authorities, monitoring of different activities, formulate proposals for new schemes.
5.	Assistant Section Officer	02	Level-7 (Rs.44900-142400)	Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding: <ul style="list-style-type: none"> i. An analogous post on regular basis. or ii. A post in Level-7 from any organised service having five years of regular service in the Grade. Persons having handled similar nature of job shall be given preference. <u>Duties and responsibilities:</u> The responsibilities will include initial examination of proposal relating to establishment finance and regulatory matters and maintenance of record of the Section.

6.	Accountant/Auditor	02	Level-5 (Rs.29200-92300)	<p>Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:</p> <ul style="list-style-type: none"> i. An analogous post on regular basis. or ii. A post in Level-5 from any Organised Accounts/ Audit Department having five years of regular service in the Grade. Persons having handled similar nature of job shall be given preference. <p><u>Duties and responsibilities:</u> The responsibilities will include preparation of bills and pre-auditing calculation and deduction of statutory dues, taxes and depositing them with the concerned department.</p>
7.	PPS	01	Level-11 (Rs.67700-208700)	<p>Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:</p> <ul style="list-style-type: none"> i. An analogous post on regular basis. or ii. A post in Level-11 (Rs.67700-208700) from any organised service having five years of regular service in the Grade. Persons having handled similar nature of job shall be given preference. <p><u>Duties and responsibilities:</u> The responsibilities will include to provide all type of secretarial assistance to Members like other CSSS Officers.</p>
8.	Sr. PS	03	Level-8 (Rs.47600-151100)	<p>Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:</p>

				<p>i. An analogous post on regular basis. or ii. A post in Level-8 from any organised service having five years of regular service in the Grade. Persons having handled similar nature of job shall be given preference.</p> <p><u>Duties and responsibilities:</u> The responsibilities will include to provide all type of secretarial assistance to Senior Officers.</p>
9.	PA	05	Level-7 (Rs.44900-142400)	<p>Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:</p> <p>i. An analogous post on regular basis. or ii. A post in Level-7 from any organised service having five years of regular service in the Grade. Persons having handled similar nature of job shall be given preference.</p> <p><u>Duties and responsibilities:</u> The responsibilities will include to provide all type of secretarial assistance to Senior Officers.</p>
10.	Legal Assistant/Law Officer	01	Level-6 (Rs.35400-112400)	<p>Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation and holding:</p> <p>i. An analogous post on regular basis. or ii. A post in Level-6 from any organised service having five years of regular service in the Grade. Persons having handled similar nature of job shall be given preference.</p>

				<p><u>Duties and responsibilities:</u> The duties and responsibilities of the post are to keep all legal records ready and preliminary examine cases from legal angle, submission of draft Petition/ Rejoinders etc.</p>
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3. The pay of the officer selected will be regulated in accordance with DOP&T, OM no.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. The maximum age limit for appointment on deputation shall not exceed 56 years as on 01.01.2024.

5. The application of interested and eligible officers may be forwarded on email id adhoc-campa-mef@nic.in **latest by 15 March, 2024**. Only those applications will be considered which are complete in all aspects and forwarded through proper channel along with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned [**Annexure-1**]; (c) Statement showing the minor/major penalties imposed, if any, [**Annexure-2**]; and (d) Integrity Certificate [**Annexure-3**];. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer shall have to be relieved on immediate basis. Any queries regarding the application may be addressed to the undersigned.


(V.L. Roui Kullai)

Deputy Chief Executive Officer

To,

1. All Ministries/Department of Government of India
2. All Chief Secretaries States/UTs
3. The Director, Department of Personnel & Training (DoPT) with the kind request to upload this circular on DoPT's website for wider circulation.
4. NIC for placing the circular on the Ministry website.

**APPLICATION PROFORMA FOR THE POST OF
IN THE NATIONAL AUTHORITY,
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE (ON
DEPUTATION)**

1. Name & Designation:
2. Applied for the post of:
3. Date of Birth:
4. Date of retirement under Central/State Government rule:
5. Gender:
6. Educational Qualification:
7. Mobile No. and e-mail ID:
8. Service/Batch:
9. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Institution/ Organization	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed

10. Details of current employment:
11. Basic Pay, Pay Scale & Grade Pay:
12. Details of courses/training programmes attended, if any:
13. Details of publication, if any:
14. Language known:
15. Details of previous ex-cadre deputation, if any:
16. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:
17. Remarks

(Signature of candidate)

Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head of Department
(with stamp)

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case of disciplinary proceedings or criminal proceedings is either pending or contemplated against _____ who has applied for the post of _____ in the National Compensatory Afforestation Fund Management and Planning Authority, Ministry of Environment, Forests and Climate Change, New Delhi on deputation basis.

(Authorised Signatory)

Name and office Seal:

Date:

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on
_____ who has applied for the post of
_____ in the National Compensatory Afforestation Fund
Management and Planning Authority, Ministry of Environment, Forests and Climate Change,
New Delhi on deputation basis.

(Authorised Signatory)

Name and office Seal:

Date:

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report/ Annual Performance Appraisal Reports of _____ who has applied for the post of _____ in the National Compensatory Afforestation Fund Management and Planning Authority, Ministry of Environment, Forests and Climate Change, New Delhi on deputation basis, it is certified that his/her integrity is beyond doubt.

(Authorised Signatory)

Name and office Seal:

Date:

(Not below the rank of Deputy Secretary)