

**VACANCY CIRCULAR**

**SUB: - Filling up of vacant post in Wildlife Crime Control Bureau – reg.**

The Wildlife Crime Control Bureau (WCCB) is a multidisciplinary statutory body constituted under the Wild Life (Protection) Act, 1972, for combating organized wildlife crime in the country. The Bureau HQ is located in New Delhi and these vacancies are to be filled up on deputation basis for various offices of WCCB as indicated against each vacancy.

2. The following post are vacant at present:-

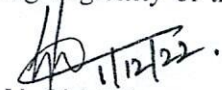
- |      |                      |              |
|------|----------------------|--------------|
| (i)  | Stenographer Grade-I | = Three post |
| (ii) | Lower Division Clerk | = One post   |

3. The eligibility criterion, classification of posts, location of vacancies and pay scale is enclosed as **Annexure-1**. The application form is enclosed as **Annexure-2**.

4. Head of Departments are requested to forward the applications of eligible and willing candidates whose services can be spared on deputation immediately on selection, to the Additional Director, Wildlife Crime Control Bureau, Trikoot – 1, Bhikaji Cama Place, New Delhi - 110066. Applications in prescribed format shall be submitted in duplicate alongwith following documents/certificates:-

- Application in the prescribed format (**Annexure-2**) duly completed and signed by the candidate and countersigned by the competent authority.
- Copies of the ACRs or its equivalent document for the last 5 years duly attested on each page with seal.
- Vigilance Clearance Certificate and Integrity Certificate duly issued by the competent authority in original
- Major / Minor Penalty statement for past 10 years duly issued by the competent authority in original.

5. Application not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining eligibility of the candidates for selection.

  
(H.V. Girisha)

Additional Director  
Wildlife Crime Control Bureau

Copy to:

- All Ministries/Departments of Government of India.
- The Chief Secretary/ Lt Governor/Administrator of all States/UTs
- The Principal Chief Conservator of Forest of all States/UTs.
- The Director General of Police of all States/UTs.
- All the Regional Deputy Directors, NR/WR/ER/SR/CR, WCCB

**ANNEXURE-1**

**1. Stenographer Grade-I**

- (i) Number of Posts : Three post  
(ii) Classification : General Central Service, Group 'B' Non-Gazetted,  
Non -Ministerial  
(iii) Pay Scale : PB-2, Rs. 9300-34800/-, with Grade Pay Rs. 4200/-  
(Pre- revised)  
(iv) Method of  
Recruitment : Deputation

Stenographers of the Central Government or State Governments or Union Territories

**Eligibility Criteria:**

Stenographers of the Central or State Government or Union Territories:-

- (i) Holding analogous posts in the parent Cadre or Department; or  
(ii) With six years service in the grade rendered after appointment thereto  
on regular basis in pay band – I, Rs. 5200-20200, with grade pay of Rs. 2800  
(Pre-revised) or equivalent in the parent cadre or Department; or  
(iii) With ten years' service in the grade rendered after appointment thereto  
on regular basis in pay band – I, Rs. 5200-20200, with grade pay of Rs. 2400  
(Pre-revised) or equivalent in the parent cadre or Department;

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The Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of receipt of applications.

**Location :** 02 Post at Delhi and 01 post at Jabalpur

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**2. Lower Division Clerk**

- |                            |   |   |
|----------------------------|---|---|
| (i) Number of Posts        | : | Two post  |
| (ii) Classification        | : | General Central Service Group 'C' Non-Gazetted, Ministerial |
| (iii) Pay Scale            | : | PB-I, Rs. 5200-20200/- Grade Pay Rs. 1900/- (Pre-revised)   |
| (iv) Method of Recruitment | : | Deputation  |

Officers of the Central Government or State Government or Union Territories

**Eligibility Criteria**

Officers of the Central or State Government or Union Territories holding analogous posts on regular basis with five years of regular service in the scale of pay of PB-I Rs.5200-20200 with Grade Pay 1900 (Pre-revised) or equivalent in the parent cadre or Department.

period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some of other organization or department of the Central Government shall not exceed five years. The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of receipt of applications.

**Location:** at Chennai.

**Advertisement No. 04-2022**

Wildlife Crime Control Bureau (WCCB), a body established under Section 38(Y) of the Wild Life (Protection) Act, 1972, with an objective to combat organized wildlife crime, would like to recruit suitable officers on deputation for the following posts, against the existing/future vacancies:

**1. Stenographer Grade-I**

- (i) Number of Posts : Three post
- (ii) Classification : General Central Service, Group 'B' Non-Gazetted, Non- Ministerial
- (iii) Pay Scale : PB-2, Rs. 9300-34800/-, with Grade Pay Rs. 4200/- (Pre- revised)
- (iv) Method of Recruitment : Deputation

Stenographers of the Central Government or State Governments or Union Territories

**Eligibility Criteria:**

- (i) Holding analogous posts in the parent Cadre or Department; or
- (ii) With six years service in the grade rendered after appointment thereto on regular basis in pay band – 1, Rs. 5200-20200, with grade pay of Rs. 2800 (Pre-revised) or equivalent in the parent cadre or Department; or
- (iii) With ten years' service in the grade rendered after appointment thereto on regular basis in pay band – 1, Rs. 5200-20200, with grade pay of Rs. 2400 (Pre-revised) or equivalent in the parent cadre or Department;

The Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years, as on the closing date of receipt of applications.

**Location:** 02 post at Delhi and 01 post at Jabalpur.



## 2. Lower Division Clerk

- (i) Number of Posts : One post
- (ii) Classification : General Central Service, Group 'C', Non-Gazetted, Ministerial
- (iii) Pay Scale : PB-I, Rs. 5200-20200/- Grade Pay Rs. 1900/- (Pre-revised)
- (iv) Method of Recruitment : Deputation

Officers of the Central Government or State Government or Union Territories:

**Eligibility Criteria:** Officers of the Central or State Government or Union Territories holding analogous posts on regular basis with five years of regular service in the scale of pay of PB-I Rs.5200-20200 with Grade Pay 1900 (Pre-revised) or equivalent in the parent cadre or Department.

Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some of other organization or department of the Central Government shall not exceed five years. The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of receipt of applications.

**Location:** at Chennai.

For the application format the eligible candidates may please refer to the vacancy circular and advertisement available in [wccb.gov.in](http://wccb.gov.in). Application in the prescribed format duly completed and signed by the candidate and countersigned by the competent Authority should be submitted along with copies of the ACRs or its equivalent document for the last 5 years duly attested on each page with seal, Vigilance Clearance Certificate and Integrity Certificate duly issued by the competent authority in original and Major / Minor Penalty statement for past 10 years duly issued by the competent authority in original.

Application not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining eligibility of the candidates for selection.

**List of enclosures to be accompanied with the application:**

- (i) Application in the prescribed format duly completed signed by the candidate and countersigned by the Appointing Authority.
- (ii) Attested copies of the ACRs or its equivalent document for the last 5 years duly attested on each page with seal.
- (iii) Cadre clearance certificate.
- (iv) No Major / Minor penalty Certificate for past 10 years.
- (v) Integrity Certificate.

**Last date for receipt of completed application form in the prescribed format is 30 days from the date of publication of this advertisement in Employment News. The application be sent to the following address:-**

**The Additional Director,  
Wildlife Crime Control Bureau,  
Trikoote-1, Bhikaji Cama Place,  
New Delhi – 110066.**



**BIO – DATA CURRICULUM VITAE PROFORMA FOR THE POST OF Stenographer and LDC**

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	
5. 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)	
Qualifications / Experience required as mentioned in the advertisement / vacancy circular	Qualifications /experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>5.1</b> Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the <b>RRs by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News. <b>5.2</b> In the case of Degree and post Graduate Qualifications Elective / main subjects and subsidiary subject may be indicated <b>by the candidate</b> .	
6. 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.	
<b>6.1</b> Note. Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of employment, in chronological order. **Enclosed a separate sheet duly authenticated by your signature, if the space, below is insufficient.**

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 detail) 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 ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state.			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent 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
9.1 Note: 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.			
9.2 Note: Information under column 9© & (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 this parent cadre / organization			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			



<b>11. Additional details about present employment:</b>  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			
<b>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</b>			
<b>13. 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</b>			
<b>14. Total emoluments per month now drawn</b>			
Basis Pay in the PB	Grade Pay	Total Emoluments	
<b>15. 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.</b>			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc. (with break –up details	Total Emoluments	
<b>16.A Additional Information</b> , 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 qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular /Advertisement) <b>(Note: enclose a separate sheet, if the space is insufficient)</b>			
<b>16. B. Achievements</b> The candidates are requested to indicate information with regard to:			
I. Research publications and reports and special projects II. Awards/Scholarships/Official appreciation Affiliation with the professional bodies / institutions /societies and; III. Affiliation with the professional bodies/institutions/ societies and; IV. Patents registered in own name or achieved for the organization V. Any research /innovative measure involving official			

recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officer under Central/State Governments are only eligible only for Short Term contract)	
# (the option of 'STC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or Absorption" or "Re-employment")	
18. Whether belongs to SC/ST	

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 qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has suppressed/withheld.

**(Signature of the candidates)**

Address \_\_\_\_\_

\_\_\_\_\_

Contact details -----

Date \_\_\_\_\_



### **Certification by the employer /Cadre Controlling Authority**

This information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualification 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 duty 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 Seal)**

**Points to be noted by the Borrowing / Parent Department/ office to be highlighted in DOP&T Circular for compliance by the Ministry / Departments**

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt(A) 14/12/2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No. 2/1/2012-Estt(Pay.II) dated 04/01/2013 may be strictly adhered to.
3. A copy of the application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/advertisement that the application /CB not accompanied by supporting certificates /documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy /post in the Employment News.
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.