



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA
KOLKATA

NOTIFICATION

Five (05) vacancies in the grade of Upper Division Clerk (Group 'C', Non-Gazetted, Ministerial) in the Level-4 in the Pay Matrix (Rs. 25500-81100) in Zoological Survey of India are to be filled up by promotion on the basis of Departmental Competitive Examination limited to Lower Division Clerk in ZSI at Hqrs' Office, ZSI, Kolkata.

2. All Five (05) vacancies in the grade of Upper Division Clerk are regular as on date of notification. Out of Five (05) vacancies, four (04) fall at Point No. 8 to 11 of 1st Cycle and are unreserved, while one (1) vacancy falls at Point No. 7 of the said Cycle and therefore, reserved for SC as per reservation roster register for less than 14 posts.

3. However, the Director, Zoological Survey of India reserves the right to decide the place of posting, considering the experience and location of the successful candidate(s); subject to availability of vacancy (ies) at that place.

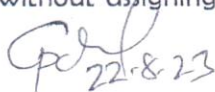
4. The aforesaid Examination will be held in the Hqrs' Office, New Alipur Building, ZSI, Kolkata. The date and venue will be notified in due course.

5. The instructions related to the Eligibility Criteria, Syllabus, Rules & Regulations and other Conditions governing the said examination are provided in Annexure- I attached with this notification.

6. Accordingly, applications in prescribed proforma attached herewith in Annexure-II alongwith with required documents/certificates in support of claims are invited through proper channel from eligible employees holding the post of Lower Division Clerk in ZSI on regular basis for admission in the Departmental Competitive Examination.

6. The closing date of receiving application is 22.09.2023 upto 06.15 pm. Application received after the closing date will not be considered and shall be rejected without assigning any reason thereof.

Date: 22.08.2023
23


(GURUPADA MANDAL)
SCIENTIST 'E'
&
HEAD OF OFFICE

Copy to:-

1. The Officer in Charge, NERC, ZSI, Shillong.
2. The Officer in Charge, APRC, ZSI, Itanagar.
3. The Officer in Charge, SRC, ZSI, Canning.
4. The Officer in Charge, MARC, ZSI, Digha.
5. The Officer in Charge, GPRC, ZSI, Patna.
6. The Officer in Charge, NRC, ZSI, Dehra Dun.
7. The Officer in Charge, HARC, ZSI, Solan.
8. The Officer in Charge, CZRC, ZSI, Jabalpur.
9. The Officer in Charge, DRC, ZSI, Jodhpur.
10. The Officer in Charge, WRC, ZSI, Pune.
11. The Officer in Charge, WGRC, ZSI, Kozhikode.
12. The Officer in Charge, SRC, ZSI, Chennai.
13. The Officer in Charge, MBRC, ZSI, Chennai.
14. The Officer in Charge, EBRC, ZSI, Gopalpur, Odisha.
15. The Officer in Charge, FBRC, ZSI, Hyderabad.
16. The Officer in Charge, ANRC, ZSI, Port Blair.
17. The Officer in Charge, Technical Section, ZSI, Kolkata.
18. The Officer in Charge, General Section, ZSI, Kolkata.
19. The Officer in Charge, Establishment Section, ZSI, Kolkata.
20. The Officer in Charge, Bill & Budget Section, ZSI, Kolkata
21. The Officer in Charge, Cash & Accounts Section, ZSI, Kolkata
22. The Officer in Charge, Store Section, ZSI, Kolkata
23. The Officer in Charge, Stationery Section, ZSI, Kolkata
24. The Officer in Charge, Library Section, ZSI, Kolkata
25. The Officer in Charge, Publication section, ZSI, Kolkata
26. The Officer in Charge, New Alipore Building, ZSI, Kolkata
27. The Officer in Charge, FPS, Building, ZSI, Kolkata.
28. Notice Board, New Alipore Building, ZSI, Kolkata.
29. Notice Board, FPS, Building, ZSI, Kolkata.
- 21712 ✓ 30. The Officer-in-Charge (ZSI website), ZSI, Kolkata for put up in the official website of this office.
31. The PS to the Director, ZSI for information please.
32. The President, ZSIES (N&G), ZSI, Kolkata.
33. The President, ZSIES(C&D), ZSI, Kolkata.

[ISSUED FROM FILE No. 117-01/2023-Estt./]

Instructions to Candidates:

1. The candidates in the grade of Lower Division Clerk in ZSI must carefully go through the Notification, the Rules, the Application Form and other papers related to the examination, to see his/her eligibility before filling in the application. The terms and conditions prescribed therein can in no case be relaxed.
2. The Application Form must be filled in & signed by candidate's own handwriting (in blue ball point pen). Candidates must submit his/her application to their controlling Officer-in-Charge well in time, who will, in course, forward the same to the Head of the Office, ZSI, Kolkata after putting his comments in the space provided at the end of the application.
3. Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling in the application form.
4. Candidates are warned that if an application is filled incomplete or wrongly or is not accompanied with any documents/certificates mentioned in the application concerned, the same is liable to be rejected and no appeal against its rejection will be entertained if not decided otherwise.
5. In case a candidate does not receive any communication regarding his/her eligibility or admission certificate two weeks before the date of examination, he/she should at once contact the undersigned alongwith documentary evidence that he/she applied for the said examination. Failure to comply this provision will deprive the candidate of any claim for consideration to appear in the said examination.
6. Out-station candidates who will get admission to the said examination are entitled to get Travelling Allowances as admissible on tour for their journey to the place of examination in accordance with the Travelling Allowances Rules in force in this respect.
7. Candidate(s) who is/are declared eligible to appear in the said examination should bring Departmental ID Card on the date of examination.

Condition of Eligibility:

8. Candidates belonging to Lower Division Clerk with five years' regular service in the grade thereto shall be eligible to appear in the said Examination.
9. The Crucial Date for considering eligibility is 22.09.2023 i.e. the closing date of receiving application.

The Plan of the Examination:

10. The evaluation of merit shall be based on written examination in order to prepare final select list.

12. The subject, the maximum marks, the duration and other details of the written examination are as follows:-

No of Paper	Subject	Maximum Marks	Duration of Examination
Paper-1	General Knowledge	100 Marks	10.30 hours to 13.30 hours
Paper-2	General English including Grammar	100 Marks	14.30 hours to 17.30 hours
Paper-3	Office Procedure	100 Marks	10.30 hours to 13.30 hours
Paper-4	Typing Test	Nil	14.30 hours to 17.30 hours

14. Paper-1 will be objective type question, carrying one (1) mark for each question. However, Paper-2 & 3 will be objective type as well as descriptive type and 10 question for each paper will be objective type, carrying one (1) mark for each question.
15. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer is mandatory for promotion to Upper Division Clerk. However, those who have already qualified typing test on Computer at the time of recruitment through Staff Selection Commission shall be exempted from typing test.
16. Entry to the examination hall will not be allowed after 10.15 in the morning shift and after 14.15 in the afternoon shift.
17. The qualifying marks for each paper will be thirty-five (35), except in Paper-4. The Director, Zoological Survey of India has discretion to fix qualifying marks below the above, if situation deserves so.

Syllabus of the Written Examination:

18. General Knowledge-

Question will be aimed at testing the candidate's General Knowledge of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politics and Scientific research.

19. General English including Grammar-

Questions will be designed to test the candidate's understanding and knowledge of English Language, Vocabulary, Spelling, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words etc. There will be Short Paragraph Writing, Letter Writing, Precise Writing, etc. in addition.

20. Office Procedure:

The questions will be designed to test candidates' basic knowledge in Noting, Drafting, File Management, Record Management, etc. It also includes the knowledge in the following:

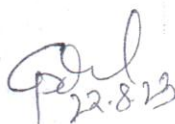
- a) Appointment, Promotion, Deputation and Resignation;
- b) Reservation and Concession in Appointments;
- c) Seniority on appointment on Direct Recruitment, Promotion, Deputation and reversion;
- d) Knowledge on Power delegated to the Head of the Central Government, Director, Head of Office and DDO;
- e) Application and Calculation of Leave, TA, GPF, Pension, DCRG, LTC, Leave Encashment, Pay Fixation, Income Tax, etc.;
- f) Maintenance of Service Book, Change of Name, Alteration of Date of Birth, Service Verification;
- g) Voluntary Retirement, Removal, Dismissal;
- h) Transfer, Admissibility of different allowances and facilities in both husband and wife are Central Government Servant; and
- i) Acts, conducts and commission which amount to misconduct, Activities requiring permission/sanction; Unauthorized absence from duty-action thereof, Property transaction required permission/sanction, Sexual Harassment of working women-action thereof;
- j) Warning, Admonition/Reprimand, Disciplinary Proceeding, Appeal, Revision, Review, Suspension, Subsistence Allowance, Reinstatement.

Candidates are advised to consider Swamy's Hand Book for reference.

Rules and Regulations and also other Conditions:

21. No candidate will be admitted to the examination unless he / she hold a certificate of admission in the examination.
22. A candidate who is or has been declared by the Director, ZSI to be guilty of:
 - (a) Obtaining support for his/her candidature by any means; or
 - (b) Impersonating; or
 - (c) Procuring impersonation by any mean; or
 - (d) Submitting fabricated documents or documents which have been tampered with; or
 - (e) Making statements which are incorrect or false or suppressing material information; or
 - (f) Resorting to any other irregular or improper means in connection with his / her candidates for examination; or
 - (g) Using unfair means and or misbehaving in the examination; or
 - (h) Writing irrelevant matter, including obscene language or pornographic matter in the script (s); or
 - (i) Found in possession of mobile / cellular phones / pagers and other unauthorized electronic gadget after commencement of examination inside the examination hall whether in use or not, will be deemed to have been using an unfair means; or
 - (j) Harassing or doing boldly harm to the staff employed by the ZSI for conduct of their examination; or

- (k) Violating any of the instruction issued to the candidates alongwith their Admission Certificate permitting them to take the examination; or
- (l) Taking away answer books / typing script with him / her from the examination hall.
23. Attempting to commit or, as the case may be abet the ZSI of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself/herself to criminal prosecution, be liable:
- (a) Will be disqualified by the ZSI from the examination for which he/she is a candidate; or
- (b) Debarred either permanently or for a specified period; or
- (c) To take disciplinary action under appropriate rules and/or to take other appropriate legal action against the accused.
24. Any attempt on the part of the candidate to obtain support to his/her candidature by any means would disqualify for admission to the examination.
25. Mere submission of application will not confer any right to the candidates to appear for the said examination. Only such candidates will be allowed to appear for the examination that is found eligible as per eligibility criteria in accordance with the revised recruitment rules. The decision of the Director, ZSI in this regard shall be final.
26. After examination, the merit list of the successful candidates will be disclosed with the final marks awarded to each candidate for inclusion in the select list for promotion to the post of Junior Zoological Assistant and also will be uploaded in Departmental Web-site simultaneously.
27. Success in the examination confers no right to selection unless the cadre controlling authority is satisfied, after such enquiry as may be considered necessary that the candidate having regard to his/her conduct in service is suitable in all respect for selection. Provide that the decision as to whether a particular candidate recommended for selection is not suitable shall be decided by the Director, ZSI.
28. A candidate, who after applying for admission to the examination or after appearing at it or after getting selection for promotion to the post of Upper Division Clerk , resigns from his/her appointment in the ZSI or quits the service or severs his/her connection with it, or whose service are terminated by the ZSI or who is appointed to an ex-cadre post without lien to the Lower Division Clerk will not be eligible for appointment on the basis of the result for this examination. However, this does not apply to a Lower Division Clerk who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.


22.8.23
(GURUPADA MANDAL)
SCIENTIST 'E'
&
HEAD OF OFFICE

PROFORMAPART-1

1.	NAME IN FULL (IN BLOCK LETTERS)	:-	
2.	PRESENT POSTAL ADDRESS (IN BLOCK LETTER):-	:-	
3.	MOBILE No.	:-	
4.	EMAIL ID	:-	
5.	DATE OF BIRTH	:-	
6.	NAME OF THE PRESENT POST	:-	
7.	DATE OF APPOINTMENT IN THE PRESENT POST	:-	
8.	DATE OF CONFIRMATION	:-	
9.	PRESENT LEVEL IN THE PAY MATRIX OF THE POST	:-	
10.	PAY IN THE LEVEL CONCERNED	:-	
11.	WHETHER BELONGS TO SC/ST, IF NO, THEN NEITHER	:-	
12.	GIVE PARTICULARS OF QUALIFICATIONS:-		

Examination or Degree	Class or Division	Year of Passing	Subjects taken	Name of the Board

15. GIVE COMPLETE DETAILS OF SERVICE RENDERED BY YOU UNDER GOVERNMENT IN DIFFERENT OFFICE IN DIFFERENT POSTS IN CHRONOLOGICAL ORDER:-

Name of the Office	Name of the Post with Pay Band/Pay Level with Basic Pay	Nature of Duties	Period of Service	
			From	To

Declaration:-

I do hereby declare that the statements furnished in my application are true to the best of my knowledge and belief and also with reference to the terms and conditions specified in the notice for conducting the departmental qualifying examination for promotion to the post of Lower Division Clerk in ZSI.

Date:-

Signature:-
Name :-

PART-2

The particular furnished by Mr. / Mrs. / Miss _____, (Name & Designation) have been verified from the office records and found correct. He is eligible to appear in the LDCE for promotion to the post of Upper Division Clerk. This is to certify that no vigilance case / disciplinary case are either pending or contemplated against his name concern to this office.

Date:-

Signature:-
Designation:- _____