



**Central Zoo Authority**  
**(A statutory body under the Ministry of Environment, Forest & Climate Change)**  
**F. No. 3-3/2022-CZA**



**VACANCY CIRCULAR**

Central Zoo Authority a statutory body under Ministry of Environment, Forest & Climate Change invite online applications for one post of Lower Division Clerk (LDC) in Pay Level-2 (19900-63200) from General Category on regular basis to be presently posted at New Delhi from the Indian National as per details mentioned below:-

| Sl. No | Name of post         | Number of post       | Essential Qualification and Experience  | Pay level and Minimum Pay   | Age Limit   |
|--------|----------------------|----------------------|---|---|---|
| 1.     | Lower Division Clerk | 1(one)<br>Unreserved | (i)12 <sup>th</sup> Class pass or equivalent qualification from a recognised University or Board.<br><br>(ii) Should pass type writing in English with a minimum speed of 35 words per minute or in Hindi with a minimum speed of 30 words per minute correspondence to 10500 KDPH on an average of 5 Key depression for each work. | Pay Level -2<br>(19900-63200)<br>in Pay Matrix<br>(7CPC)<br>Equivalent to<br>Group 'C' officer<br>of the Central<br>Government. | Upto 27 years (relaxable for Government servants upto 40 years in the case of the candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from the time to time ).<br><br>Note : The crucial date for determining the age limit shall be the closing date for receipts of applications from the candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladhakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar islands or Lakshadweep. |



The following documents should be attached with the application form:

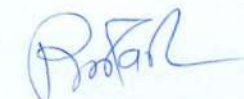
- i) Two copies of recent passport size photographs duly attested by a Group "A" with one pasted on the application form.
- ii) Attested copies of certificate and testimonials in proof of age/date of birth/educational qualification/caste/experience etc.
- iii) Attested copy of community/status certificate in the prescribed form in case of candidate belonging to SC/ST/OBC/Ex-service categories. Candidates claiming reservation/age relaxation on grounds of belonging to the OBC, should submit the community certificate in Annexure 'A' prescribed vide Govt. of India Department of personnel and Training OM No. 36012/22/93-Estt(SCT) dated 08-09-1993 and modified vide G.O.I DOPT's OM No. 36033/3/2004-EST(Res) dated 09.03.2004, failing which the benefits of reservation or age relaxation will not be given.
- iv) One self-addressed envelope of size 23 cms x 10 cms with fixed postal stamped worth Rs.10/-.

*Those candidates who are employed in Govt./Semi-Govt./Autonomous Bodies etc. should send their application through "proper channel".*

General Conditions: -

1. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
2. More submission of the application does not confer any right on the applicant to be called for written test.
3. Online application is to be submitted strictly in the prescribed format with all columns filled up to the email: fo-cza@nic.in.
4. Application should be sent in a cover superscribed as "Application for the post of LDC" by Registered post/speed post, so as to reach the Member Secretary, Central Zoo Authority, B-1 Wing, 6<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 through proper channel latest by 31-10-2024.
5. Incomplete/unsigned applications received without photographs certified copies of required certificates such as educational qualification, caste/community etc. and those received after the prescribed last date for receipts of application will summarily be rejected without any communication to the candidates.
6. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
7. Wrong declaration and false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
8. No interim correspondence will be entertained.
9. For eligibility criteria, desirable qualification, experience & application form etc. please visit our website <http://www.cza.nic.in> and <http://envfor.nic.in>

**Caution: Canvassing in any form will be disqualification and shall lead to cancellation of the candidate.**

  
Finance Officer

**Central Zoo Authority**  
**Format of Application for the post of LDC**

1. Name in Full (in block letters) :
2. Sex : Male/Female
3. Date of Birth : \_\_\_\_/\_\_\_\_/\_\_\_\_  
DAY/MONTH/YEAR
4. Name of the Father/Husband :
5. Address for correspondence  
( in block letters with Pin code) :
6. Permanent Address  
( in block letters with Pin code) :
7. Whether belong to : GEN/SC/ST/OBC
8. Educational Qualifications  
(attach attested copy of the certificate):

Affixed the  
passport  
size photo of  
the candidate

| Sr. No | Exam passed | Name of Board | Year of passing | % of mark secured | Subject |
|--------|-------------|---------------|-----------------|-------------------|---------|
|        |             |               |                 |                   |         |
|        |             |               |                 |                   |         |
|        |             |               |                 |                   |         |
|        |             |               |                 |                   |         |

9. Experience (if any) :-
10. Indicate the list of self-attested :  
(Documents enclosed with application i.e.  
Educational Certificates, SC/ST/OBC Certificate,  
Date of Birth Certificate etc..)

Signature of the Candidate  
Address.....  
.....



**DECLARATION**

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdraw.

Place:

Date:

(Signature of candidate)

**CERTIFICATE BY HEAD OF DEPARTMENT  
(For use of Government Servants only)**

Certified that Mr/Mrs/Miss \_\_\_\_\_ holds a temporary/permanent post under the Central/State Government. His/her character so far as known to me is good and I am not aware of any circumstances which show that he would be unsuitable for any appointment to any post if successful in the examination.

Date:

Signature : \_\_\_\_\_  
Designation : \_\_\_\_\_  
(Office Seal)