File. No. BSI-62/24/2026-Estt. 16700

भारत सरकार /GOVERNMENT OF INDIA

पर्यावरण,वन और जलवायु परिवर्तन मंत्रालय /MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

भारतीय वनस्पति सर्वेक्षण /BOTANICAL SURVEY OF INDIA

सीजीओ कॉम्प्लेक्स, तृतीय एमएसओ भवन / CGO COMPLEX, 3RD MSO BUILDING

ब्लॉक एफ, 5 वां एवं छठा तल / BLOCK F, 5TH& 6TH FLOOR

डीएफ ब्लॉक, सेक्टर- 1, साल्ट लेक / DF BLOCK, SECTOR 1, SALT LAKE

कोलकाता-700064, पश्चिम बंगाल, भारत / KOLKATA – 700064, WEST BENGAL, INDIA

भारतीय वनस्पति सर्वेक्षण
BOTANICAL SURVEY OF INDIA

Date: 20th November, 2026

To
The officer-in-charge (website)
Botanical Survey of India
Central National Herbarium
Howrah

Subject: Filling up of 06 (six) posts of Staff Car Driver (Ordinary Grade) on Deputation/ Absorption or Deputation/ Re-employment (for Armed Forces Personnel) basis in Botanical Survey of India – regarding

Sir,

With reference to the above mentioned subject, the undersigned is to inform that the advertisement for filling up of 06 posts of Staff Car Driver (Ordinary Grade) will be published in the next issue of Employment News/ Rozgar Samachar dated **21-27 November, 2026**- vide **EN No. 34/62.**

In this connection you are requested to upload the vacancy circular along with the proforma(s) (Annexure-I and Annexure-II) as attached herewith on the official website of BSI, which will remain active for the duration of 60 (sixty) days.

Thanking you.

Enclo: (i) Vacancy Circular
(ii) Proformas (Annexure-I & II)

Digitally signed by
Ranajit Kumar Roy
Date: 20-11-2026
12:27:10

Yours faithfully,

(Ranajit Kumar Roy)
Sr. Administrative Officer & Head of Office

File. No. BSI-62/24/2026-Estt.
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
BOTANICAL SURVEY OF INDIA
KOLKATA - 700064

VACANCY CIRCULAR

Subject: Filling up of 06 (six) posts of Staff Car Driver (Ordinary Grade) on Deputation/ Absorption or deputation/ re-employment (for Armed Forces Personnel) basis in Botanical Survey of India – regarding

The undersigned is directed to state that, this Directorate intends to fill up 06 (six) posts of Staff Car Driver (Ordinary Grade) in Botanical Survey of India on deputation/ absorption or deputation/ re-employment (for Armed Forces Personnel) basis. The particulars of the post, eligibility conditions etc. are as under:

1	Name of the post	Staff Car Driver (Ordinary Grade)
2	Classification	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial
3	Pay Scale	Level 2 in the pay matrix (Rs. 19900-63200/-)
4	No. of vacancy	06 (six) (BSI, SHRC, Gangtok-01; BSI, NRC, Dehradun-01; BSI, AZRC, Jodhpur-01; BSI, WRC, Pune-01; BSI, ERC, Shillong-01 & BSI, ANRC, Port Blair-01)
5	Method of Recruitment	By Deputation or Absorption basis. For Armed Forces Personnel: Deputation or Re-employment
6	Eligibility Criteria	Deputation or Absorption: From officials holding the post of MTS (Multi Tasking Staff) on regular basis or regular Group-C employees in the level-1 in the pay matrix (Rs. 18000-56900) in other Ministries or Departments of the Central Government who fulfill the necessary qualifications as mentioned below: Essential: (i) Possession of a valid driving license for motor cars; (ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle); (iii) Experience of driving a motor car for at least 3 (three) years; and (iv) Pass in 10th standard. Desirable: 3 (three) years service as Home Guard or Civil Volunteers. Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note 2: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them. Deputation or re-employment for Armed Forces Personnel: The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered, such persons would be give deputation terms upto the date on which they are due for release from Armed Forces, thereafter they may be continued on re-employment

7	Duties and Responsibility	Driving of station vehicle/ wagons for collection of flora and for carrying heavy equipments like herbarium, pressed, vasculums, drawing papers, chemicals, glassware etc. They are also required to do petty wayside repairs of the vehicles.

2. The period of deputation including the 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 exceed three years. The maximum age limit for appointment by deputation or absorption shall be not exceeding 56 (fifty six) years as on the closing date of receipt of applications.

3. The pay of the selected officer will be regulated in accordance with the DoPT's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

4. Applications are invited from the Interested and Eligible employees in the enclosed Proforma (Annexure-I) through proper channel within **60 (sixty) days** from the date of publication of the advertisement in the employment news at the following address:

THE DIRECTOR,
BOTANICAL SURVEY OF INDIA
CGO COMPLEX, 3RD MSO BUILDING
BLOCK-F, 5TH& 6TH FLOOR, DF BLOCK, SECTOR I,
SALT LAKE CITY, KOLKATA-700064

5. While forwarding the application, it may be ensured that, the particulars of the candidates are verified. The applications must be forwarded along with the following documents.

(i) Proof of educational qualifications and experience as mentioned above (self-attested.)
(ii) Original/ attested photocopies of the APARs for the last 5 years.
(iii) Vigilance clearance certificate.
(iv) Integrity Certificate
(v) No Major/ Minor penalty certificate for last 10 years.

6. It may be noted that the candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Applications received without aforesaid documents or after prescribed date shall not be considered.

Dated : 20th November, 2026

(Ranajit Kumar Roy)
Sr. Administrative Officer & Head of Office

Annexure-I

BIO-DATA/CURRICULAM VITAE PROFORMA
(STAFF CAR DRIVER (ORDINARY GRADE))

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	
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).	
	Qualification/ experience required as mentioned in the advertisement/ vacancy circular	Qualification/Experience possessed by the Officer
	Essential	**Essential**
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	**Desirable**
	A) Qualification	A) Qualification
	B) Experience	B) Experience
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	

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

Office/ Instt./ Organisation	Post held	From	To	Level in pay Matrix/Level of the post held on regular basis	Nature of duties experience (in detail)

8	Nature of present employment i.e. Ad-hoc or temporary 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 of Deputation/ Contract	c) Name of the parent office/ organization to which you belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization	
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details				

11	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Govt. b) State Governments c) Union Territories	
12	Are you in the revised scale or pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13	Total emoluments per month now drawn	Pay in the Cell
		Level of Pay Matrix
		Total Emoluments

14	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.		
Basic pay with scale of pay and rate of increment		Dearness pay / interim relief / other allowances etc. (with break-up details)	Total Emoluments
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated by applicant signature, if the space is insufficient.		
16	Whether belongs to SC/ ST		
17	Remarks (if any)		

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 been suppressed/ withheld.

Signature of the Applicant

Name_____

Address_____

_____

_____

Tel. No. _____

Date_____

Annexure-II

FOR THE USE OF THE PRESENT EMPLOYER OF THE APPLICANT

Office/Ministry/Department.....

F. No..... Date.....

1	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2. (a)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(b)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(c)	Whether cadre clearance for the officer by the competent authority has been granted	Yes/No
(d)	Whether integrity certificate enclosed	Yes/No
3.	Whether original APAR for the last 5 years/ clean photocopy of APAR Dossier attested on each page by an officer of the level of not lower than that of Under Secretary to the Govt. of India, is enclosed	Yes/No

CERTIFICATE TO BE PROVIDED BY THE EMPLOYER OF THE APPLICANT

1. The applicant, if selected, will be relieved immediately.
2. The applicant will not be allowed to withdraw this application subsequently.
3. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
4. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
5. Integrity of the officer is certified as 'Beyond Doubt'.
6. No vigilance case is pending/ contemplated against the Officer.
7. It is certified that no penalty has been imposed on the officer during the last 10 years (alternatively, penalty statement during the last 10 years may be enclosed).
8. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an Officer not below the rank of Under Secretary or equivalent.

Signature.....
Name, Designation & Tele No. of the forwarding officer

Date:
Place:

(Office Stamp)