File. No. BSI-62/99/2026-Estt. 16701

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 02 (two) posts of Publication Assistant on Deputation 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 02 posts of Publication Assistant will be published in the next issue of Employment News/ Rozgar Samachar dated **21-27 November, 2026-** vide **EN No. 34/38.**

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,

Digitally signed by
Ranajit Kumar Roy
Date: 20-11-2026
12:30:21

Yours faithfully,

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

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

File. No. BSI –62/99/2026-Estt.
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
BOTANICAL SURVEY OF INDIA
KOLKATA

VACANCY CIRCULAR

Botanical Survey of India, Ministry or Environment, Forest and Climate Change requires service of suitable officer by Deputation basis to fill up 02 (two) posts of Publication Assistant in the pay scale of Rs. 35400 – 112400/- (Level-06) at Botanical Survey of India, Kolkata, a sub-ordinate office under the Ministry of Environment, Forest and Climate Change.

1. The details of the post are as under:-

1	Name of the post	Publication Assistant
2	Classification	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.
3	Pay Scale	Level-06 (Pay Scale of Rs. 35400 – 112400/-)
4	No. of vacancy	2 (two)
5	Method of Recruitment	By Promotion failing which by Deputation, failing both by Direct Recruitment
6	Eligibility Criteria	Officers of the Central Government: (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) With six years' regular service in the post in pay level-05 (Rs. 29200 – 92300/-) or equivalent in the parent cadre or Department; or (iii) With ten years' regular service in the post in pay level-04 (Rs. 25500 – 81100/-) or equivalent in the parent cadre or Department. (b) Possessing the following qualification and experience:- (i) Graduate from a recognised University with Botany as one of the subjects. (ii) Two years' experience of publication work including proof reading in a Government or Semi Government organization or a private organization recognized or registered under any law for the time being in force. Desirable: Matriculation with Hindi as a subject.
7	Duties and Responsibility	a) He will undertake the work of printing and publication of Bulletin, Records, Reports and other publications brought out by the Department and the work of the subordinate staff of the Section. b) He will help and assist the Editor of Publications in the sale, printing and publication works, maintenance of up-to-date records and the smooth and efficient functioning of the Publication Section. c) He will be the Supervisor of work in Proof reading, printing etc. of the subordinate staff and discipline. d) Any other duties that may be assigned from time to time.

Contd…

2. Only such applications which are accompanied by the requisite personal data (in triplicate) in the Bio-Data pro-forma given in Annexure-II will be considered.

3. Eligible officer, who are willing and can be spared immediately in the event of selection, may send their applications (Bio-data/ curriculum vitae as per Annexure – I as well as a certificate as per Annexure-II and required documents as envisaged in Annexure-II) through proper channel within two months 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

4. 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 organisation or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date or receipt of applications.

5. The Pay & Allowances, leave, further tenure of deputation, etc. of the deputationists should be governed by the provision as envisaged in the DoPT OM vice No. 6/08/2009-Estt./(Pay.II) dated 17.06.2010, as amended from time to time.

6. Further, the crucial date for determining the eligibility of the applicant will be in accordance with instruction of the DoPT as laid down in the Office Memorandum vide F. No. AB.14017/28/2017-Estt.(RR), dated 02.07.2015.

7. The candidate who apply for the post will not be allowed to withdraw their candidature subsequently.

8. It may be noted that application(s) received after last date or without the ACRs/ APARs and other certificate as mentioned above or otherwise found incomplete shall not be considered.

Dated: 20th November, 2026

(Ranajit Kumar Roy)
Sr. Administrative Officer, BSI

ANNEXURE-I

Curriculum Vitae Proforma

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 Govt. rules.	:	
4	Educational qualifications		:	
5	Name of the post applied for		:	
6	Present post held with pay scale, Pay band and Grade Pay		:	
7	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		Qualification/ Experience possessed by the officer
	Essential	(i)		
		(ii)		
		(iii)		
	Desirable	(i)		
		(ii)		
8	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post		:	
9	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.			

Office/ Instt./ Orgn.	Post Held	From	To	Scale of pay/ Present Basic Pay and Grade Pay	Nature of duties

10	Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent.		:	
11	In case the present employment is held on deputation basis, please state-		:	
	(a)	The date of initial appointment	:	
	(b)	Period of appointment on deputation	:	
	(c)	Name of the parent office/ organization to which you belong.	:	
12	Additional details about present employment.		:	

	Please state whether working under – (indicate the name of your employer against the relevant column)		
	(a) Central Government	:	
	(b) State Government	:	
	(c) Union Territory	:	
	(d) Statutory Organization	:	
	(e) Universities	:	
	(f) Others	:	
13	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	:	
14	Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised pay scale.	:	
15	Total emoluments per month now drawn	:	
16	Additional information, if any, which you would like to mention 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) (Note: Enclose a separate sheet, if the space is insufficient).	:	
17	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment basis. (Officers under Central/ State Governments are only eligible for "Absorption".)	:	
18	Whether belongs to SC/ ST	:	
19	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects, (ii) Awards/ Scholarship/ Official Appreciation, (iii) Affiliation with the Professional bodies/ institutions/ societies and (iv) Any other information. (Note: Enclose a separate sheet if the space is insufficient any.)	:	
20	Whether the present post held is on substantive basis or on officiating basis or on officiating basis or on deputation/ short term contract.	:	
21	If Pay scale/ Pay Band with Grade Pay in Sl. No. 6 above is not that of the substantive post held (i.e., that on deputation/ short term contract/ ACP Scheme up-gradation/ MACP up-gradation), then the substantive pay (with Pay Scale/ Pay Band with Grade Pay)	:	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents 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 Candidate

Address

Phone No./ Mobile No.:

Counter signed (Employer Seal and date)

Strike out whichever is not applicable.

Annexure-II

Certification by the Employer/ Cadre Controlling Authority

The 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 qualifications 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 duly 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)

Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issued of Circular and issue of Advertisement in the Employment News.

Note: In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.