

Central Zoo Authority
Ministry of Environment, Forest & Climate Change
Advertisement of F.No. 5-1/2025-CZA (254476)

Call for application –Veterinary Consultant / Personal secretary / Conservation Intern Design

The Central Zoo Authority (CZA) has been established as a statutory body under MoEF&CC in the year 1992 (website <http://www.cza.nic.in>). The main function of the Central Zoo Authority is to complement and strengthen the national effort in the ex situ conservation of the rich biodiversity of the country, particularly the fauna as per the National Zoo Policy, 1998. Other objectives of the authority include, enforcing minimum standards and norms for upkeep and healthcare of animals in Indian Zoos and to control mushrooming of unplanned and ill-conceived zoos.


As part of its activities, the Central Zoo Authority invites application for engaging Evaluation & Monitoring Officer/ Veterinary Consultant / Personal secretary / Conservation Intern Design purely temporary on outsourced basis for an initial period of twelve months, with subject to renewal. The essential qualification & experience and other details of the posts are as under -

Sr. No	Post Name	Duration	Essential qualification	Description of job	Emoluments	Max. Age (as on 31.12.2025)
1	Veterinary Consultant (1 position)	One-year full time (extendable based on performance)	Master Degree in Veterinary Science from a recognized University. Minimum 5 years' experience in zoo/ex-situ/CZA or any wildlife health related facility / organization. Desirable Willingness to travel for supervisory roles in recognized zoos.	Task assigned for Recognition of zoos, conducting training & workshop for healthcare, disease, diagnosis management & willingness to travel anywhere in the zoos of the Country.	60,000/-	Not exceeding 56 years
2	Personal Secretary	One-year full time (extendable based on performance)	B.com (Hons) / CA Inter Desirable Minimum three years' experience in accounts and finance function in a	Noting and drafting to process the official matter. Day to day accounting matter. Calculation of Income Tax.	27,941/-	30 years

			reputed establishment and having good typing speed in MS-Word and Excel Software on computer and having knowledge of data entry work in latest tally software.	Bank Reconciliation , TDS etc., Prepare payment voucher, make payment voucher entry in bill register and cash book Miscellaneous clerical work and typing work in e-office. Proficiency with accounting software (e.g tally latest version)		
3	Conservation Intern Design (1 position)	One-year full time (extendable based on performance)	Master in Zoology	Knowledge of Social Media platforms & knowledge of computer applications	28,000/-	30 years

General conditions

1. The interested candidate with essential qualification and appropriate experience in relevant field as stated above may submit their application form (Annexure -1) is attached and can be downloaded from the website <http://www.cza.nic.in/> <http://moef.gov.in>. Completed application along with relevant annexure can be emailed / submitted in hardcopy to dig-cza@nic.in or submit in hard copy at Member Secretary, Central Zoo Authority, B-1 Wing, 6th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 latest by 29.12.2025.
2. Only shortlisted candidates will be hired on outsource basis through outsourcing agency initially for period of one year extendable on basis of satisfactory performance basis.
3. The Member Secretary CZA, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.
4. The other terms and conditions of appointment will be applicable according to the contract signed between CZA and service provider outsourced agency.


(Suresh Sharma)
Finance Officer (I/C)

Copy to:-

1. The Data Processing Assistant (DPA) to upload in CZA website and MoEF&CC website.
2. PA to MS for information
3. Guard File

Application form

Affix recent
passport size
photograph

1	Post applied for	
2	Name in Full (Block letters)	
3	Date of Birth	
4	Nationality	
5	Whether SC/ST/OBC/PH/GEN	
6	Name of Parent / Spouse	
7	Address for correspondence (in lock letters) including telephone, fax and email (if any)	
8	Permanent address with PIN Code (in Block Letters)	

9. Academic Qualification:

Examination Passed	Name of the University	Year of Passing	Subject	Divisions	Percentage of marks obtained
High School					
Higher Secondary					
Bachelor's Degree					
Master's Degree					
PhD					
Any other (pl specify)					

(b) Creative Achievement (State briefly your bio-data as research worker / giving details of research papers, participation in Seminar, Symposium, Conference etc.) Furnish this information in a separate sheet.

10. Details of employment, in chronological order starting from most recent position held (state clearly whether you possess minimum two years research experience);

Name of the Employer with full address	Post held	From	To	Salary drawn	Nature of duties

11. Candidate passed UGC / CSIR / ICAR NET / Relevant exam / membership should provide details.

12. Research publication, title of the publication, year of publications, journal etc. may be indicated (reprints enclosed or details may be given in a separate sheet).

13. Seminar / Symposium / Workshop / Conference attended.

14. Extracurricular activities. (Details may be given in a separate sheet and attach attested copy of the certificates, if any).

15. National Parks, Sanctuaries and Zoos visited, and a paragraph on self interest in the field of Wildlife Conservation and Research (Max 300 words)

16. Name, address and phone numbers of two refers should be given below:

(i)

(ii)

Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that may attempt has been made by me to will fully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

(Signature of the Candidate)

Place: _____

Dated: _____