

राष्ट्रीय हरित अधिकरण/ National Green Tribunal
प्रधान न्यायपीठ/ Principal Bench
फरीदकोट हाउस, कॉपरनिकस मार्ग/ Faridkot House, Copernicus Marg
नई दिल्ली/ New Delhi – 110001

No. NGT/PB/92/Admin/2014 (pt.I)/ 2787

22nd December, 2018

Sub: Advertisement for engagement of Office Assistant on contractual basis in the National Green Tribunal, Principal Bench at New Delhi – reg.

Applications are invited from eligible candidates for engagement as Office Assistant on contractual basis initially for a period of three months which may be further extended depending upon the performance / requirement or as may be decided by the Competent Authority as per the following criteria.

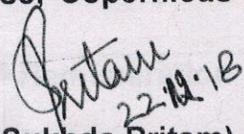
Sl. No	Name of the posts & Number	Eligibility	Age limit	Place of assignment	Remuneration
i.	Office Assistant- 04 (Four) Nos.	Bachelor Degree from a recognised University having Computer knowledge	Between 21 to 30 years (Age relaxation shall be given to OBC/SC/ST candidates as per Govt. rule)	National Green Tribunal Principal Bench, New Delhi	To be decided by the Competent Authority

1. The terms and conditions for the above engagement:
 - i. The person engaged shall perform the service as assigned by the controlling officer.
 - ii. One-day casual leave shall be given in a month which shall be availed with prior permission.
 - iii. In special circumstance, the duty of the Office Assistant can be called for service on holidays or duties can be assigned beyond normal working hours. The consultants are required to mark biometric attendance.
 - iv. The period of contractual engagement persons shall be decided by the Competent Authority, as per the requirement.
 - v. National Green Tribunal, Principal Bench shall have the right to examine/review the service rendered by him.

- vi. He shall perform his obligation with all necessary skills, diligence, efficiency and economy
- vii. During the term of service, he shall not engage in any private business of professional activity which could conflict with the interest of the Government.
- viii. He shall treat all the information as confidential and use the same only for the purpose of the performance of service.
- ix. The service can be terminated at any point of time, without assigning any reason and giving any notice.
- x. The engaged persons, if absent from duty for more than 7 (seven) days without intimation and approval of leave, shall be liable to be dismissed from engagement without giving any notice.

2. The Competent Authority reserves the right either to make engagement or may proceed for engagement without assigning any reason thereof.

3. Interested persons may submit their bio-data with the particulars in the enclosed format along with relevant photocopies of documents self certifying to the "Registrar General, National Green Tribunal, Principal Bench, Faridkot House, Copernicus Marg, New Delhi - 110001 on or before 7th January, 2019.


(Dr. Sukhda Pritam)
Deputy Registrar (Judicial)

Copy forwarded to:

1. PPS to Hon'ble Chairperson
2. PA to Hon'ble Judicial & Expert Members
3. PA to Ld. Registrar General
4. Ld. Registrar of all Zonal Bench (Bhopal/Chennai/Kolkata/Pune) for display in the notice Board
5. Deputy Registrar (Judl./ Admn.), PB
6. AAO cum DDO, NGT
7. Computer In-charge for uploading on the website
8. Guard file
9. Concerned Office File



National Green Tribunal/राष्ट्रीय हरित अधिकरण
Principal Bench/प्रधानन्यायपीठ
Faridkot House/Copernicus Marg/फरीदकोट हाउस, कॉपरनिकस मार्ग,
New Delhi/नई दिल्ली-110001

APPLICATION FORM FOR ENGAGEMENT OF OFFICE ASSISTANT ON CONTRACTUAL BASIS

POST APPLIED FOR : OFFICE ASSISTANT

1. Name :
(in block letters)
2. Father's/ Husband Name :
3. Sex :(Male/Female)
4. Category : GENERAL/ OBC/ SC/ ST
5. Postal Address :
(For correspondence)
.....
.....
Contact No. :
(Mobile & Landline)
6. Permanent Address :
.....
.....
(Alternative Contact No.) :
7. E-mail id :
8. Fax No. :
9. Date of Birth :
Years Months Days



10. Educational Qualification:

Exam Passed	Board/ University	Year of passing	Subjects	Division	Percentage

11. Professional Qualification:

Exam Passed	Board/ University	Years of Passing	Subjects	Division	Percentage

12. Experience:

Post held	From	To	Scale of Pay/ consolidate pay	Ministry/Department	Subject handled (in brief)

13 Any Other Information
(Please attach separate sheet, if required)

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DECLARATION

I solemnly do hereby affirm and declare that the information given above is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the interview/ selection/ engagement, my candidature may be treated as cancelled and, I shall be liable for any action as the Tribunal may deem fit and proper.

(Signature)

Date:.....

Place:.....

(Please enclose photocopies, self-certified documents in support of educational qualifications and experience etc.)