

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

NGT/PB/92/Admin/2014 (pt.I) / 770

1, September, 2018

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

Applications are invited from eligible candidates/retired government officials (Central/State/PSU) for engagement in the following posts on contractual basis 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.	Consultant - 04	Retd. From the office of Central / state Government / as per the requirement of assignment	Maximum of 62 years at the time of engagement	National Green Tribunal Principal Bench, New Delhi	To be decided by the Competent Authority
II.	Private Secretary - 05	Bachelor Degree from a recognised university * Dictation @100 wpm in English	-		
III.	Stenographer -05	Bachelor Degree from a recognised university * Dictation @100 wpm in English	-		-do-
IV.	Sr. Accountant - 02	(i) Bachelor Degree in Commerce (B.Com) from recognised university with (ii) three years experience in cash, account and budget work in a Government office or public sector undertaking or autonomous body or statutory body	-		-do-

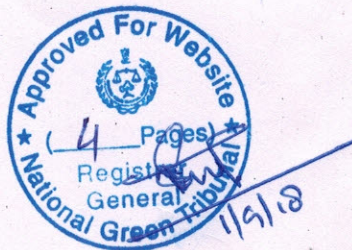
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11/9/18

2. The terms and conditions for the above engagement shall be as follows:
- i. The person engaged shall perform their service as assigned by the controlling officer from time to time.
 - ii. The working hours of the NGT from 9:30 AM to 5:00 PM with lunch break of 30 minutes from 1:30 PM to 2:00 PM with Saturday working.
 - iii. One casual leave shall be given in a month, to be availed with prior permission.
 - iv. In special circumstance, the duty of the consultant can be called for service on holidays or duties can be assigned beyond normal working hours. The consultants are required to mark biometric attendance.
 - v. The period of contractual engagement persons shall be decided by the Competent Authority, as per the requirement.
 - vi. National Green Tribunal, Principal Bench shall have the right to examine/review the service rendered by him.
 - vii. He shall perform his obligation with all necessary skills, diligence, efficiency and economy
 - viii. 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.
 - ix. He shall treat all the information as confidential and use the same only for the purpose of the performance of service.
 - x. The service can be terminated at any point of time, without giving any notice.
 - xi. The engaged persons, if absent from duty for more than seven days without intimation and approval of leave, shall be liable to be dismissed from engagement without giving any notice.
3. The Competent Authority reserves the right either to make engagement or may proceed for engagement even though the candidates have applied for the posts.
4. Interested person may submit their bio-data with the particulars in the enclosed format along with relevant documents to the "Registrar General, National Green Tribunal, Principal Bench, Faridkot House, Copernicus Marg, New Delhi – 110001 on or before 10th September, 2018 (5:00 PM)."


(Dr. Saurabh Kulshreshtha)
Registrar General

Copy 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)
5. Ld. Deputy Registrar, PB
6. AAO cum DDO, NGT
7. All Section In-charge, NGT, PB
8. Computer In-charge for uploading on the website
9. Guard file
10. Concerned Office File



10. Professional Qualification:

Exam Passed	Board/ University	Years of Passing	Duration	Subjects	Percentage

11. Experience:

Post held	From	To	Ministry/Department	Subject handled (in brief)

12. Shorthand Speed:

13. Any Other Information :

DECLARATION

I solemnly declare and affirm that the information given above is 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:.....