

## NATIONAL GREEN TRIBUNAL

(Principal Bench)

Faridkot House, Copernicus Marg, New Delhi-110001

Telephone: 23043508 & 23043500 Website: [www.greentribunal.gov.in](http://www.greentribunal.gov.in)

No. NGT(PB)/16/CIRCULAR/2015/852

Dated: 06.09.2016

## VACANCY CIRCULAR

In supersession to vacancy circular dated 20.08.2016 issued in this regard, it is proposed to fill up the under mentioned post in the National Green Tribunal (to be filled up at its Principal Bench at New Delhi and at Benches at Bhopal, Chennai, Pune and Kolkata) purely on deputation basis:

Sl. No.	Name of the post	No. of Posts		Pay Band	Grade Pay
		Principal Bench (New Delhi)	Regional Benches (Bhopal, Chennai, Pune & Kolkata)		
1.	Private Secretary	5	13 (4 at Chennai, 3 at Bhopal, 3 at Pune & 3 at Kolkata)	Pay Band-2 Rs. 9,300-34,800/-	Rs. 4,800/-

## 2. Education &amp; Other Qualification:

S.N.	Name of the post	Education & Other Qualification
1.	Private Secretary PB-2 Rs. 9,300-34,800/- (GP-4800)	In case of Deputation: Officers possessing Bachelor's degree from a recognized University holding – (a) Analogous posts on regular basis in Central Govt/ Courts/Tribunals, or (b) Post of Court Master or Stenographer Grade-II with five years regular service in pay band-2, Rs. 9300-34800/- with grade Rs. 4200/- and possessing a speed of 100 words per minute in shorthand and 40 words per minute in type writing (English) in Central Government or State Governments or Courts or Tribunals. Essential-Computer Training Course of at least 6 months' duration from a recognized institution. Desirable – Degree in Law

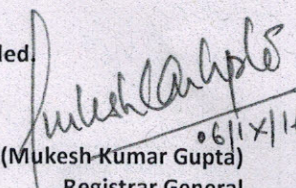
3. The details of the post along with eligibility criteria required for this post is also available on Tribunal's website [www.greentribunal.gov.in](http://www.greentribunal.gov.in) and Ministry of Environment & Forests' website [www.moef.nic.in](http://www.moef.nic.in). The appointment will be made on deputation basis. The appointment of the officials on deputation, will be regulated as per OM No. 6/8/2009-Estt(Pay II) dated 17.06.2010 issued by Department of Personnel and Training, as amended from time to time. The maximum age of the applicant should not be more than 56 years on the closing date of the application.

4. The application on the prescribed proforma, complete in all respects, accompanied by photocopies of ACRs for the last five years, Vigilance Clearance Certificate & Integrity Certificate, may be sent to "The Registrar General, National Green Tribunal, Faridkot House, Copernicus Marg, New Delhi-110001", through proper channel latest by **15.10.2016**.

5. The NGT reserves the right to increase/decrease the number of posts or withdraw all or any of the above mentioned post(s) at any time without assigning any reason.

6. No TA/DA will be payable for attending the interview.

With the issuance of this vacancy circular, earlier vacancy circular dated 20.08.2016, stands superseded.

  
(Mukesh-Kumar Gupta)  
06/11/16  
Registrar General  
National Green Tribunal  
Tel. -23043500

To,

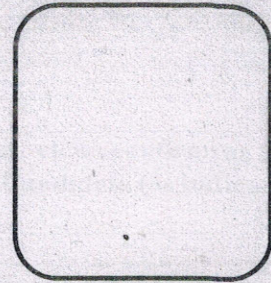
- All Ministries/Department of the Government of India
- Ld. Secretary General, Supreme Court of India
- Ld. Registrar General/Registrars, All the High Courts.
- Registrars of all Tribunals
- Chief Secretaries of all states/UTs
- Office of Controller General of Accounts/Controller General of Defence Accounts/Comptroller & Auditor General of India
- Ministry of Environment, Forests and Climate Change with requested to forward the same to to Deptt. of Personal and Training for display on DoPT website and also for the website of MoEF & CC.
- National Green Tribunal Website & Notice Board of NGT
- Ld. Registrars, All Zonal Benches of NGT, with a request to send the same to the respective District Courts and all the adjoining District Courts for circulation.
- The District & Session Judge, (HQ) Delhi, with a request to send the same to all District & Sessions Judges for circulation.
- The District & Sessions Judges (Noida/Gautam Buddha Nagar, Ghaziabad, Faridabad, Gurgaon)

Received in R&I Section on 7/9/16

NATIONAL GREEN TRIBUNAL (PRINCIPAL BENCH)  
FARIDKOT HOUSE, COPERNIUCS MARG, NEW DELHI

APPLICATION FORM FOR APPOINTMENT ON DEPUTATION BASIS

**(Proforma for application for the post of Private Secretary)**



Note: (i) The application should be forwarded through proper channel/ the concerned department, with copies of the ACRs and Vigilance Clearance Certificate, signed by the Competent Authority, given at the end of the application form.

(ii) Incomplete, unsigned, and the applications received not on prescribed proforma and after the last date of receipt of applications shall be rejected summarily, without any notice to the candidate.

1.	Name of Applicant (in Block Letters)	
2.	Postal Address:	
3.	Contact No.	
4.	E-mail id:	
5.	Date of Birth:	<b>Present Age:</b>
6.	(i) Date of entry into service	
	(ii) Date of retirement under Central/ State Government Rules	
7.	Educational Qualifications	
8.	Whether Educational and other qualifications required for the post are satisfied. (If any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement / vacancy circular		Qualifications/ experience possessed by the officer
<b>Essential</b>		<b>Essential</b>
A) Qualifications:		A) Qualification:
B) Experience :		B) Experience:
<b>Desirable</b>		<b>Desirable</b>
A) Qualifications:		A) Qualification:
B) Experience:		B) Experience:
8.1	<b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular.	

8.2	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.
9	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.
9.1	<b>Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualifications/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>

10. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in details) highlighting Experience required for the post applied for

**\*Important: Pay-band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;**

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme	From	To

11.	Nature of present employment			
12.	In case the present employment is held on deputation/ contract basis, please state-			
a)	The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/ organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
12.1	<b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
12.2	<b>Note:</b> Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

13.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
14.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
15.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
16.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
17.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation 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
18. (A)	<b>Additional Information</b> , if any, relevant to the post you applied for 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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		

18. (B)	Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information <b>Note: Enclose a separate sheet if the space is insufficient</b>	
19.	Whether belongs to SC/ST	

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 candidate)

Date :

Place:

**Certificate 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)**