

राष्ट्रीयहरितअधिकरण / National Green Tribunal
प्रधानन्यायपीठ / Principal Bench
फरीदकोटहाउस, कॉपरनिकसमार्ग/ Faridkot House, Copernicus Marg
नईदिल्ली / New Delhi – 110001

NGT/PB/04/Admin/2014/110

Dated : 07th April, 2022

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

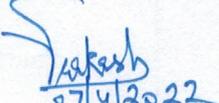
Applications are invited from eligible candidates for engagement as **Multi Tasking Staff** on contractual basis initially for a period of three months, which may be further extended depending upon the performance / requirement or as may be decided by the Competent Authority, as per the following criteria.

Name of the posts & Number	Eligibility	Age limit	Place of assignment	Remuneration
Multi Tasking Staff (01 Post)	(i) Matriculation or equivalent from a recognized Board. (ii) Having Computer knowledge preferably MS Office and Internet (iii) Adequate knowledge of English language. (iv) Good communication skill (Courtesy in communication).	Maximum of 25 years at the time of engagement	National Green Tribunal Principal Bench, New Delhi	As per the Minimum Wages Act, as amended from time to time.

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.
- 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 (except 2nd Saturday).
- iii. One casual leave shall be given in a month, to be availed with prior permission.
- iv. In special circumstance, the duty of the person engaged can be called for service on holidays or duties can be assigned beyond normal working hours.
- v. The person engaged shall require to mark his / her attendance as per prevailing practice in NGT.
- vi. The period of contractual engagement persons shall be decided by the Competent Authority, as per the requirement.
- vii. National Green Tribunal shall have the right to examine/review the service rendered by him.
- viii. He / She shall perform his/her obligation with all necessary skills, diligence, efficiency and economy.
- ix. During the term of service, he/she shall not engage in any private business or professional activity which could conflict with the interest of the Government.
- x. He / She shall treat all the information as confidential and use the same only for the purpose of the performance of service.
- xi. The service can be terminated at any point of time, without giving any notice and assigning any reason thereof.

3. The prescribed Educational Qualifications are minimum and more possession of the same does not entitle the candidates to be called for interview/ interaction. Where the number of applications received in response to Advertisement is large and not convenient or possible for NGT to call all those candidates, the NGT may restrict the number of candidates for interview for a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the Advertisement.
4. Only the shortlisted candidates will be called for interview/ interaction as decided by the Competent Authority.
5. The Competent Authority reserves the right to either increase or decrease the No. of posts at any stage and either to make engagement or may not proceed for engagement even though the candidates have applied for the posts.
6. Interested persons 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 **12.04.2022**. **Scanned copy of duly filled application can be sent by email to rg.ngt@nic.in by this date.**


8/4/2022
(Vidya Prakash)
Registrar General

Copy to :

1. PPS to Hon'ble Chairperson
2. PA to Hon'ble Judicial & Hon'ble Expert Members
3. PA to Registrar General
4. Ld Registrar of all Zonal Bench
5. PA to Deputy Registrar, NGT, PB
6. The Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, Government of India, IPB, Jor Bagh, New Delhi.
7. DCA cum DDO, NGT
8. Computer In-charge for uploading on the website
9. Concerned File
10. Guard file

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APPLICATION FORM FOR ENGAGEMENT ON CONTRACTUAL BASIS

POST APPLIED FOR..... Date of Advertisement _____

1. Name
(in block letters)

:

Recent Passport
size photo of
candidate

2. Father's Name/
Husband's Name

:

3. Category

Gen

OBC

SC

ST

4. Postal Address

:

.....

.....

Contact No.
(Mobile & Landline)

:

5. Permanent Address

:

.....

.....

(Alternative Contact No.)

:

6. E-mail id (compulsory)

:

7. Date of Birth

:

(Age as on last date of
application)

Years

Months

Days

8. Whether Employed
(YES or NO)

:

9. If employed, Name of the
Employer

:

10. Present Pay

:

11. **Educational Qualification:** (From Matriculation/ 10th onwards) (Enclose self attested photocopy of certificates) :

Exam Passed	Board/ University	Year of Passing	Duration	Subjects	Percentage

12. **Professional Qualification:** (Enclose self attested photocopies)

Exam Passed	Board/ University	Years of Passing	Duration	Subjects	Percentage

13. **Details of employment in chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format given below):**

Office/Instt./ Organisation	Post held	Period		Nature of appointment (Regular/Ad hoc)	Scale of Pay/Basic Pay/Pay Band with Grade Pay*	Nature of Duties
		From	To			

**Applicants not holding the posts in Pay Band/Grade Pay as per Central Government pay scale should indicate the equivalent pay scale vis-à-vis Central Government pay scales*

DECLARATION

14. 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.

15. That I fulfil the requisite conditions in terms of age and other qualification for the post applied for i.e.

Date:.....

Place:.....

(Signature of the candidate)