

**National Green Tribunal/राष्ट्रीय हरित अधिकरण**  
**Western Zone Bench/पश्चिमी क्षेत्र न्यायपीठ**  
**New Administrative Building, B-Wing/नवीन प्रशासनिक इमारत, बी-विंग,**  
**1<sup>st</sup> floor, Opposite Council Hall /प्रथम मंज़िल, विधान भवन के सामने,**  
**Camp, Pune - 411 001/कैम्प, पुणे- 411 001.**  
**(E-mail- [ngt-pune@gov.in](mailto:ngt-pune@gov.in))**

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No. NGT/WZ/PUNE/ 527/2021

Dated : 09<sup>th</sup> September, 2021

**Sub:** Advertisement for engagement of Stenographer (s) purely on contractual basis in the National Green Tribunal, Western Zone Bench at Pune-reg.

Applications are invited from eligible candidates for engagement of Stenographer/s purely 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.

Sr. No.	Name of the post & Number	Eligibility	Age limit	Place of assignment	Remuneration
1.	<b>Stenographer (English)</b>  <b>No. of Post- 01</b>	(i) Bachelor degree with minimum 15 years of experience in the relevant field.  (ii) Preference will be given to Stenos who have dealt with dictation & typing of legal orders in central/State/Government offices/ Courts/ Tribunals.  <b>Skill Test Norms :</b>  (i) Dictation : 10 minutes @ 100 w.p.m.  (ii) Transcription : 50 minutes. (Eng.) on computer	45 to 62 years	<b>National Green Tribunal, Western Zone Bench, Pune</b>	To be decided by the competent authority depending upon the qualification, experience and knowledge

2. The terms and conditions for the above engagement shall be as follows:-

- (i) The person engaged shall perform the services as assigned by the Controlling Officer.
- (ii) The working hours of the NGT shall be from 09:30 A.M. to 05:00 P.M. with lunch break of 30 minutes from 01:30 p.m. to 02:00 p.m. 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 Stenographer can be called for service on holidays or duties can be assigned beyond normal working hours. The Stenographer is required to mark attendance as per prevailing practice in the NGT.
- (v) The period of contractual engagement shall be decided by the Competent Authority, as per the requirement.
- (vi) National Green Tribunal shall have the right to examine/review the service rendered by him.

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- (vii) He/she shall perform his/her obligation with all necessary skills, diligence, efficiency and economy.
- (viii) During the term of service, he/she shall not engage in any private business of professional activity which could conflict with the interest of the Government.
- (ix) He/she 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 and assigning any reasons thereof.

3. The Competent Authority reserves the right to either increase or decrease the number of post (s) at any stage and either to make engagement or may not proceed for engagement even though the candidates have applied for the post (s).

4. Interested persons may submit their bio-data with the particulars in the **enclosed format** along with relevant documents to the "**Registrar, National Green Tribunal, Western Zone Bench, New Administrative Building, B-Wing, 1<sup>st</sup> floor, opposite Council Hall, Camp, Pune- 411 001**" on or before **20<sup>th</sup> September, 2021 (5:00 P.M.)**. Scanned copy of duly filled application can be sent by e-mail to [ngt-pune@gov.in](mailto:ngt-pune@gov.in) by this date.

*SKM*  
*09.09.2021*  
(Suresh N. Rajurkar)  
Registrar  
NGT (WZB) PUNE

**Copy forwarded to:-**

1. PPS to Hon'ble Chairperson.
2. PA to Hon'ble Judicial and Hon'ble Expert Members
3. PA to Registrar General, NGT, P.B., New Delhi.
4. Registrar of all Zonal Bench.
5. The Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, Government of India, IPB, Jor Bagh, New Delhi.
6. DCA cum DDO, NGT, P.B., New Delhi.
7. Concerned file.
8. Guard file

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**UNDERTAKING**

(FOR THE POST OF \_\_\_\_\_)

Passport size  
photo

**Personal information**

1. Name in Full (In Block Letter):- \_\_\_\_\_
2. Date of Birth:- \_\_\_\_\_
3. Age:- \_\_\_\_\_
4. Gender: \_\_\_\_\_
5. Marital Status:- \_\_\_\_\_
6. Religion:- \_\_\_\_\_
7. Nationality:- \_\_\_\_\_
8. Category (Caste): - \_\_\_\_\_
9. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
11. Contact No. (mandatory):- \_\_\_\_\_
12. Email I.D.(mandatory):- \_\_\_\_\_

13. Educational Qualification:

Exam passed	Name of the Board/University	Class or Division	% of Marks	Subject taken	Year of passing

14. Professional Qualification:

Exam passed	Name of the Board/University	Class or Division	% of Marks	Subject taken	Year of passing

15. Language known:- \_\_\_\_\_

16. Computer knowledge (if any):- \_\_\_\_\_

17. Typing speed:- \_\_\_\_\_

18. Stenography Speed:- \_\_\_\_\_

\_\_\_\_\_

19. Experience (if any):- \_\_\_\_\_

\_\_\_\_\_

20. Have your any relative serving in the NGT:- \_\_\_\_\_

I, \_\_\_\_\_ hereby solemnly affirm and declare that the information furnished by me in the application and in the attached certificate is true and correct. If any information furnished by me is found to be false/incorrect, the Competent Authority may dis-engage me from the service immediately without any notice.

I, \_\_\_\_\_ know that the post for which I have applied is purely on contractual basis.

Date:-

Candidate's Signature

Place:-

(NAME \_\_\_\_\_)

**FOR OFFICE USE [NGT, WZB, PUNE]**

Remarks (if any):-

(Registrar)  
NGT (WZB), Pune