

National Green Tribunal/राष्ट्रीय हरित अधिकरण
Western Zone Bench/पश्चिमी क्षेत्र न्यायपीठ
New Administrative Building, D-Wing/नवीन प्रशासनिक इमारत, डी-विंग,
1st floor, Opposite Council Hall /प्रथम मंज़िल, विधान भवन के सामने,
Camp, Pune - 411 001/कैम्प, पुणे- 411 001.

No. NGT/WZ/PUNE/258/2020

Dated : 19th March, 2020

Sub: Advertisement for engagement of Office Assistant, Librarian, Stenographers and Multi-Tasking Staff purely on contractual basis in the National Green Tribunal, Western Zone Bench at Pune-reg.

Application are invited from eligible candidates for engagement of Office Assistant, Librarian, Stenographer and Multi-Tasking Staff purely on contractual basis initially for a period of **one year** 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.	Office Assistant (Post- 02)	Bachelor Degree from a recognised University having Computer knowledge	Between 21 to 40 years	National Green Tribunal, Western Zone Bench, Pune.	Rs. 24,000 /-
2.	Librarian Post- 01	(i) Bachelor's Degree in Library Science or Library and information Science of a recognized University/ Institute. (ii) One year professional experience in Library under Central/State Government/ Autonomous or statutory organization/PSU/University or recognized research or Educational Institution. (iii) Candidates having diploma in Computer Application from a recognised University or Institute will be given preference.	21 to 40 years		Rs. 24,000 /-
3.	Stenographer (English) Posts- 02	(i) Graduate in any stream. (ii) 05 years of experience. (iii) Preference will be given to Stenos who have dealt with dictation & typing of legal orders.	NIL		To be decided by the competent authority depending upon the qualification, experience and knowledge

19-3-2020

Sr. No.	Name of the post & Number	Eligibility	Age limit	Place of assignment	Remuneration
4.	Multi-Tasking Staff Post- 04	(i) Matriculation or equivalent from recognised board but qualification can be relaxed, if candidate is found exceptionally suitable. (ii) Candidates having the skill of driving of Light Motor Vehicle will be given preference.	Between 21 to 40 years	National Green Tribunal, Western Zone Bench, Pune.	As per the Minimum Wages Act as amended from time to time

2. The terms and conditions for the above engagement :-

- (a) The person engaged shall perform the service as assigned by the Controlling Officer.
 - (b) One day casual leave shall be given in a month which shall be availed with prior permission.
 - (c) In special circumstance, anyone can be called for service on holidays or duty can be assigned beyond normal working hours.
 - (d) The person engaged shall mark his biometric attendance.
 - (e) The period of contractual engagement shall be decided by the Competent Authority, as per the requirement.
 - (f) National Green Tribunal, Principal Bench shall have the right to examine/review the service rendered by him.
 - (g) The working hours to 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).
 - (h) In spite of working hours MTS shall attend on duty as per the requirement.
 - (j) Engaged persons shall perform his obligation with all necessary skills, diligence, efficiency and economy.
 - (j) During the term of service, engaged persons shall not engage in any private business of professional activity which could conflict with the interest of the Government.
 - (k) Engaged persons shall treat all the information as confidential and use the same only for the purpose of the performance of service.
 - (l) The service can be terminated at any point of time, without assigning any reason and giving any notice.
 - (m) 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 not proceed for engagement without assigning any reason thereof.
3. At the discretion of the Competent Authority, the No. of posts may be increased / decreased.

4. Interested persons may submit their bio-data with the particulars in the enclosed format along with relevant photocopies of documents with self-certifying to the "Registrar, National Green Tribunal, Western Zone Bench, New Administrative Building, D-Wing, 1st floor, opposite Council Hall, Camp, Pune- 411 001" on or before 31st March, 2020.

SKM
19-03-2020
(Suresh N. Rajurkar)
Registrar
NGT (WZB) PUNE

Copy forwarded to:-

1. The Hon'ble Registrar General, National Green Tribunal (P.B.), New Delhi.
2. The Deputy Registrar (Judicial), National Green Tribunal (P.B.), New Delhi.
3. Concerned office file.
4. Computer In-charge, NGT(P.B.), New Delhi for uploading on the website.
5. The Principal District and Sessions Judge, District Court Pune to publish on the notice board.
6. All Judicial Tribunals/Institutions of Pune to publish on the notice board.
7. Notice Board

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Camp, Pune - 411 001/कैम्प, पुणे- 411 001.

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.:- _____
12. Email I.D.(if any):- _____
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 (if any) _____

18. Stenography Speed (for the post mentioned at serial no.3):- _____

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:-

Place:-

Candidate's Signature

(NAME _____)

FOR OFFICE USE [NGT, WZB, PUNE]

Remarks (if any):-

(Registrar)
NGT (WZB), Pune