

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/44/Admin/2015/88

Dated : 28th March, 2022

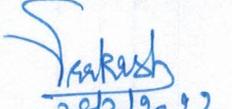
Sub: Advertisement for engagement of staff on following posts purely on contractual basis in the National Green Tribunal, Southern Zone Bench at Chennai

Applications are invited from eligible candidates for engagement of staff on following posts 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.	Stenographer (English) No. of Post - 01	Bachelor degree with minimum 15 years of experience in the relevant field. Preference will be given to Stenos who have dealt with dictation & typing of legal orders in Central / state Government Offices / Courts / Tribunals. Skill Test Norms : (i) Dictation : 10 mts. @ 100 w.p.m. (ii) Transcription : 50 mts. (Eng.) on computer.	45 to 62 years	National Green Tribunal, Southern Zone Bench, Chennai	To be decided by the Competent Authority depending upon the qualification, experience and knowledge
2.	Driver No. of Post - 01	(i) Matriculation or equivalent from a recognized Board. (ii) Possession of a valid driving licence for motor cars. (iii) Experience of driving a motor car for three years or more. (iv) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle).	Maximum of 30 years at the time of engagement		As per the Minimum Wages Act, as amended from time to time
3.	MTS No. of Post - 01	(i) Matriculation or equivalent from a recognized Board. (ii) Adequate knowledge of English language. (iii) Good communication skill (Courtesy in communication).	Maximum of 35 years at the time of engagement		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 his/her duties as assigned by the controlling officer from time to time.
 - ii. The working hours of the NGT are 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 leave shall be given in a month, to be availed with prior permission.
 - iv. In special circumstances, the person engaged can be called for service on holidays or duties can be assigned beyond normal working hours.
 - v. The period of contractual engagement shall be initially three months. Further extension shall be decided by the Competent Authority, as per the requirement, utility, performance and output.
 - vi. National Green Tribunal, Principal Bench shall have the right to examine/review the service rendered by him / her.
 - 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 himself/herself in any private business or 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 reason thereof.
 - xi. The engaged person, 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. Number of vacancies may vary. The Competent Authority reserves right to either increase or decrease the no. of posts at any stage and either to make recruitment or may not proceed for recruitment even though the Candidates have applied for the post.
4. The prescribed Educational Qualifications are minimum and mere possession of the same does not entitle the candidates to be called for evaluation. The applications may be shortlisted according to the criteria as may be prescribed by the Competent Authority for the purpose, including weightage to be given for experience of working in relevant field.
5. 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 **01st April, 2022 (5:00 PM)**. Applicants may send application through email on **rg.ngt@nic.in**.


 28/3/2022
(Vidya Prakash)
Registrar General

Encls : As above.

Copy to:

1. PPS to Hon'ble Chairperson
2. PA to Registrar General
3. Ld. Registrar of all Zonal Bench (Bhopal/Chennai/Kolkata/Pune) to notify in the Notice Board.
4. PA to Ld Deputy Registrar, NGT, PB, New Delhi
5. The Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, Government of India, IPB, Jor Bagh, New Delhi
6. Computer In-charge for uploading on the website
7. Guard file
8. Concerned Office 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

.....

(Mention 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/Instit./ 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)