

National Green Tribunal/राष्ट्रीय हरित अधिकरण
Western Zone Bench/पश्चिमी क्षेत्र न्यायपीठ
New Administrative Building, B-Wing/नवीन प्रशासनिक इमारत, बी-विंग,
1st floor, Opposite Council Hall /प्रथम मंज़िल, विधान भवन के पीछे,
Camp, Pune - 411 001/कैम्प, पुणे- 411 001.
E-mail:- ngt-pune@gov.in / Phone:- 020-26056030

No. NGT/WZ/Pune/512/2022

Dated: 29th August, 2022

Sub: Advertisement for engagement of one Stenographer and one Office Assistant on contractual basis in National Green Tribunal, Western Zone Bench at Pune-reg.

Applications are invited from eligible candidates for engagement of **one** Stenographer and **one** Office Assistant 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 Hon'ble Competent Authority as per the following criteria;

Sr. No.	Name of the post & Number	Eligibility	Age limit	Place of assignment	Remuneration
1.	Stenographer (English) Post- 01	1. Graduate in any stream from recognized University. 2. Proficiency in English Stenography. 3. Experience of 05 years. 4. Preference will be given to the Stenographer who has dealt with dictation & typing of legal orders in Central/State Government Offices/ Courts/ Tribunals 5. Skill Test Norms (i) Dictation: 10 Minutes @ 100 w.p.m. (shorthand) (ii) Transcription: 50 Minutes (Eng.) on computer	Upto 58 years	National Green Tribunal, Western Zone Bench, Pune	To be decided by the Competent Authority depending upon the qualification, experience and knowledge
2.	Office Assistant Post- 01	1. Graduate or equivalent from a recognised University. 2. English typing speed : 40 wpm	Between 21 to 40 years		

		<p>3. Knowledge of computer i.e. Certified Course from the recognized Govt. institution.</p> <p><i>(Preference will be given to the candidate who has past working experience and having LL.B degree)</i></p>			
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1. *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). *One casual leave shall be given in a month, to be availed with prior permission.*
- (iii). *In special circumstance, he/she may be called for service on holidays or duties may be assigned beyond normal working hours.*
- (iv). *The person engaged will be required to mark the biometric attendance.*
- (v). *The period of contractual engagement shall be decided by the Hon'ble Competent Authority, as per the requirement.*
- (vi). *National Green Tribunal shall have the right to examine/review the service rendered by him/her.*
- (vii). *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).*
- (viii). *Engaged person shall perform his/her obligation with all necessary skills, diligence, efficiency and economy.*
- (ix). *During the term of service, he/she shall not engage himself/herself in any private business of professional activity which would conflict with the interest of the Tribunal.*
- (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.*
- (xii). *If the engaged person remains absent from duty for more than 7 (seven) days without intimation and approval of leave, shall be liable to be dismissed from contractual engagement without giving any notice.*

2. *The Competent Authority reserves the right either to make engagement or may not proceed with engagement without assigning any reason thereof.*

3. *At the discretion of the Hon'ble Competent Authority, the number of post may be increased / decreased.*

3. *The prescribed educational qualifications are minimum and mere possession of the same does not entitle the candidate to be called for evaluation. The applications may be shortlisted according to the criteria as may be prescribed by the Hon'ble Competent Authority for the purpose, including weightage to be given for experience of working in relevant field.*

4. *Interested person may submit his/her application with the particulars in the enclosed/prescribed proforma along with relevant photocopies of documents with self-attestation*

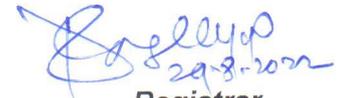
to the "Registrar, National Green Tribunal, Western Zone Bench, New Administrative Building, B-Wing, 1st floor, opposite Council Hall, Camp, Pune- 411 001" on or before 05th September, 2022 mentioning the post on the envelope for which he/she has applied. Applicant may send duly filled application through e-mail on ngt-pune@gov.in.

5. All communication will be made through office e-mail id.


Registrar
NGT (WZB) PUNE

Copy forwarded to :-

1. The Hon'ble Registrar General, National Green Tribunal (P.B.), New Delhi.
2. Ld. Registrars of all Zonal Benches to notify on the Notice Board.
3. The Hon'ble Principal District & Sessions Judge, District Court, Pune to publish on the notice board.
4. PA to Registrar, Pune for uploading on the website of NGT.
5. Notice board.
6. Concerned file.
7. Guard file.


Registrar
NGT(WZB) PUNE

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PROFORMA

(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.(compulsory):- _____

13. Education 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 (if applicable):- _____

19. Experience (if any):- _____

20. Relative serving in the NGT, if any:- _____

I, _____ hereby solemnly affirm and declare that the information furnished by me in the proforma application and in the attached certificates is true and correct. If any information furnished by me is found to be false/ incorrect, the Hon'ble Competent Authority may dis-engage me from the service immediately without assigning any reason.

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