

राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
फ़रीदकोट हाउस, कॉपरनिकस मार्ग / Faridkot House, Copernicus Marg
नई दिल्ली / New Delhi-110001
दूरभाष / Phone: 011-23435241, ईमेल / Email: rg.ngt@nic.in

Advt. No. NGT/PB/07/Admn/2023/387

Dated: 5th September 2023

Sub: Advertisement for recruitment of staff on regular posts, on direct recruitment basis in National Green Tribunal – reg.

Applications are invited from Indian Nationals in the prescribed proforma for direct recruitment to the following posts in the National Green Tribunal:-

Sr. No.	Name of the Post	Pay Level	No. of vacancies	Category wise vacancies						Age Limit
				UR	OBC	SC	ST	EWS	Ex-SM (Horizontal Reservation)	
1.	Stenographer Gr. II	Level 4 of 7 th CPC (Rs. 25500-81100)	05	03	01	-	-	01	01	Between 21 and 27 years*
2.	Staff Car Driver (Ordinary Grade)	Level 2 of 7 th CPC (Rs. 19900-63200)	06	04	01	-	-	01	-	Between 18 and 27 years*

*- Relaxable for Government servants upto forty years in accordance with instructions or orders issued by the Central Government. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Division of Jammu and Kashmir, Lahaul and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)

Note: The posts are transferable to all Benches of National Green Tribunal either existing as of today i.e. New Delhi, Bhopal, Chennai, Kolkata and Pune or established in future at any place in India.

2. Educational Qualification:

(a) Stenographer Grade II (Level 4 of 7th CPC)

Essential: (i) 12th Class pass from a recognized Board; and
(ii) **Skill Test Norms:**
Dictation 10 mts @ 80 w.p.m.
Transcription: 50 mts (English); 65 mts (Hindi) on computer

(b) Staff Car Driver (Ordinary Grade) (Level 2 of 7th CPC)

Essential: (i) Matriculation from a recognized Board;
(ii) Possession of a valid driving license 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)

Desirable: Knowledge of motor mechanism (the candidate should be able to rectify the minor defects in vehicles.

GENERAL INSTRUCTIONS

1. Number of vacancies may vary.
2. 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.
3. Selected candidates will get Pay at levels mentioned against each Post as per 7th CPC Pay matrix and other benefits as per the applicability of Government of India Rules. The selected candidates will be initially appointed on probation for 2 years as per NGT, Rules. The said period shall include successful completion of mandatory induction training of two weeks' duration.
4. For reservation, Model Reservation Roster (MRR) will be followed.
5. Upper age limit is relaxable for Govt. servants in accordance with instructions or orders issued by the Central Government from time to time. A candidate seeking reservation / relaxation benefits must ensure that he/she possesses a genuine case / community certificate in Central Govt. format on the date of eligibility. It may be noted that candidature will remain provisional till the veracity of the concerned documents are verified/re-verified by the appointing authority.
6. While applying for the post, the applicants should bear in mind that the selected candidates might be required to work even at odd hours and on holidays.
7. Candidates may be required to pay applicable fees to the Testing Agency at the time of conducting the skill test, if required.
8. Self attested copies of certificates pertaining to educational qualification (s) starting from matriculation or equivalent /Experience/NOC/Caste/EWS/EXSM, if applicable (issued by Competent Authority) must be enclosed with the application while applying for the post (s).
9. The crucial date for determining the age limit shall be closing date for receipt of applications.
10. Candidates already working in Government Departments/Autonomous Bodies/Statutory Bodies and fulfilling requirement of experience and eligibility are required to submit their applications through proper channel in the prescribed format alongwith (i) Vigilance clearance (ii) No Objection Certificate, to the effect that the candidate will be spared for joining NGT in the event of selection. Advance copy may be sent by the candidates in case the application is not forwarded through proper channel. In case the applicants are in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicants may submit an advance copy of the application along with all enclosures directly (with or without the employer's endorsement on the advance copy). If the original application through proper channel has not been received by the NGT by the last date mentioned in this advertisement, the applicants will have to submit a 'NO OBJECTION CERTIFICATE' along with Vigilance Clearance Certificate in a sealed cover from his/her employer to the NGT at the time of written examination/interview.
11. The prescribed Educational Qualification (s) is minimum and mere possession of the same does not entitle candidates to be called for screening test/skill test/interaction. 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 higher qualification, experience, knowledge of motor mechanics etc.
12. The decision of NGT in all matters related to eligibility, acceptance or rejection of the applications, mode of selection, conduct of examination and allotment of examination centre will be final and binding on the candidates and no request / representation will be entertained in this regard.
13. Incomplete/unsigned application/application without photograph/application not in prescribed proforma and those received in NGT after closing date, will be rejected without assigning any reason.
14. The candidate must fill their name, date of birth, father's name as given in matriculation Certificate; otherwise their candidature may be cancelled.
15. Candidates should give their own functional mobile number besides valid and active email id. NGT will not entertain any request for change of mobile number & email address after submission of application Contact



details such as email, mobile number, Correspondence & permanent address etc must be correct and active during the recruitment process. Post receipt of applications, no written communication with NGT will be entertained. All details will be uploaded on the website and the candidates must visit the website regularly to get an update of the events and activities related to recruitment process.

16. All columns must be filled in the application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable.
17. Candidate must ensure that their application must reach the NGT well in time through email. NGT will not be responsible for any delay.
18. The application, in the prescribed format, duly filled in, neatly typed, complete in all respects alongwith self- attested copies of the relevant certificates should be sent by email in **legible single pdf format at rectt-ngt@gov.in on or before 30.10.2023 (05:00 PM)** positively. Candidate should keep a scanned copy of application for record. Applications received through the above email id, will only be considered as valid receipt application.
19. In the event of applicant applying for more than one post, candidate should apply separately for each post.
20. **Legible copy will only be considered.**


(Ankit Singla)
Registrar General

Copy to:

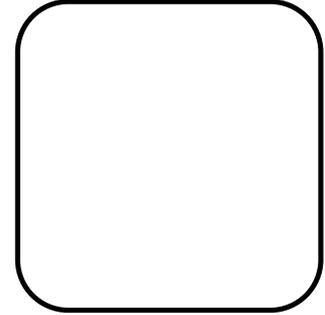
1. PS to Hon'ble Chairperson, NGT, PB, New Delhi
2. PA to Hon'ble Judicial and Hon'ble Expert Members of NGT
3. PA to Registrar General, NGT, PB, New Delhi
4. Ld. Registrar of all Zonal Benches (Bhopal/Chennai/Kolkata/Pune) with request to notify the same on the Notice Board
5. Deputy Registrar, NGT, PB, New Delhi
6. The Director, Policy & Law Division, Ministry of Environment, Forest & Climate Change, Government of India, IPB, Jor Bagh, New Delhi – with a request to upload on their website
7. The Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, Government of India, IPB, Jor Bagh, New Delhi
8. Computer In-charge for uploading on the website
9. Guard file

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**APPLICATION FORM FOR RECRUITMENT ON REGULAR BASIS IN
NATIONAL GREEN TRIBUNAL**

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

1. Name (in block letters) :
2. Father's Name/
Husband's Name :
3. Mother's Name :
4. Category (Along with certificate) Gen OBC/EWS SC/ST EXSM
5. Gender Male Female Other
6. Marital Status Married Unmarried
7. Correspondence Address :
:
:
:
Contact No. (Mobile & Landline) :
8. Permanent Address :
:
:
(Alternative Contact No.) :
9. E-mail id (compulsory) :
10. Date of Birth :
(Mention age as on last date of application i.e.....) Years Months Days
11. Nationality :



12. Whether Employed (YES or NO) :
13. If employed, Name of the Employer :
14. Whether Regular / Contractual / Adhoc :
15. Present Pay Matrix Level/ Grade Pay/ :
16. Date of applying /Issuance for NOC or Date of forwarding the application :

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

Exam Passed	Board/ University	Year of Passing	Duration	Subjects	Percentage (if CGPA, convert into %)

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

Exam Passed	Board/ University	Year of Passing	Duration	Subjects	Percentage

19. **Details of employment in chronological order with present post, listing the same in reverse order.** If required, 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*

Note: Experience certificates needs to be enclosed.

20. Any other information (attach separate sheet, if required).....

DECLARATION

21. I solemnly do hereby affirm and declare 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 shall be liable to be treated as cancelled and, I shall be liable for such action as the Tribunal may deem fit and proper.

22. That I fulfil the requisite conditions in terms of age, requisite qualification and experience as per advertisement for the post applied for i.e.

(Signature with date)

Name of the Candidate:.....

Date:.....

Place:.....