

National Green Tribunal
Southern Zone Bench
Kalas Mahal, Chennai - 600 005

No.NGT/SZ/Estt/08/2015

14.10.2022

Notification

Sub: Advertisement for engagement of one Stenographer on contractual basis in the National Green Tribunal, Southern Zone Bench at Chennai -reg.

With the approval of Competent Authority vide Letter No. NGT/PB/44/Admin/2015/Vol.-IV/1704 dt. 16.09.2022, applications are invited from eligible candidates for engagement of one post of stenographer 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 eligibility criteria:

Sl. No.	Name of the posts & Number	Eligibility	Age Limit	Remuneration
1.	Stenographer -1 (one)	Bachelor degree with proficiency in English stenography with minimum 3 years of experience in the relevant field. Preference will be given to candidate 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.	Upto 35 years	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 their duties as assigned by the controlling officer from time to time.

- ii. The working hours of the NGT shall be 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 (except 2nd Saturday).
- iii. One casual leave shall be given in a month, to be availed with prior permission.
- iv. In special circumstances, they can be called for service on holidays or duties can be assigned beyond normal working hours. They are required to mark the biometric attendance.
- 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 examin/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 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.

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

4. Interested persons may submit their bio-data with particulars in the **enclosed format** along with relevant documents by post to the **“Registrar, National Green Tribunal, Southern Zone Bench, Kalas Mahal, PWD Estate, Chepauk, Chennai- 600005”** on or before 04.11.2022. Scanned copy of duly filled application can be sent by email to registrar-ngtsz@gov.in by this date.



(N. Vijayakanth)
Registrar
NGT (SZB), Chennai

Copy to:



14.10.22

1. PPS to Hon'ble Chairperson, NGT(PB), New Delhi
2. PA to Hon'ble Judicial Member & Hon'ble Expert Member, NGT(SZB)
3. Registrar General, NGT(PB), New Delhi
4. Registrar of all Zonal Benches
5. The Pay & Accounts Officer, Ministry of Environment, forest & Climate Change, Government of India, IPB, Jor Bagh, NEW Delhi.
6. DCA cum DDO, NGT, PB, New Delhi
7. For uploading on the NGT's website
8. Concerned File
9. Guard file



(N. Vijayakanth)
Registrar
NGT (SZB), Chennai



14.10.22

11. Educational Qualification:

Exam Passed	Board/ University	Year of passing	Subjects	Division	Percentage

12. Professional Qualification:

Exam passed	Board/ University	Year of passing	Subjects	Division	Percentage

13. Experience:

Post held	From	To	Scale of Pay/consolidate pay	Ministry/ Department	Nature of work (in brief)

14. Any other information :

(Please attach separate sheet,
if required)

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DECLARATION

I solemnly do hereby affirm and declare that the information given above is true and 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.

Date:

Place:

(Signature of the Candidate)