

**NATIONAL GREEN TRIBUNAL
EASTERN ZONE BENCH
FINANCE CENTRE, 3RD FLOOR BLOCK III B
NEW TOWN, KOLKATA – 700 161

(E-mail- registrarngt-kolkata@gov.in)

No. 01/01/2014/NGT/EZB/Kol/Appt./ 43

Dated: 25.01.2022

Subject: Advertisement for engagement of Consultant (IT) and Stenographer (English) purely on contractual basis the National Green Tribunal, Eastern Zone Bench at Kolkata-reg.

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.	Consultant (IT) No. of Post -01	Masters in Computer Application with minimum 03 years of experience, OR Bachelor's degree in Science with Math and Physics as subjects, with minimum 08 years of experience in handling IT infrastructure / IT head in Central / State Government Offices/ Courts / Tribunals. Candidate with more experience in relevant field will be given preference. Must have exposure in handling network related matters, router management, resolving software related matters in computer systems. Must be proficient in MS Office.	Maximum 50 years at the time of engagement	National Green Tribunal, Eastern Zone Bench, Kolkata	Rs. 40,000/- (Negotiable depending upon the qualification, experience and knowledge)

2.	Stenographer (English) No. of Post - 02	Essential qualification: Graduation with proficiency in English stenography with minimum 03 years' experience in court work proceedings and legal terms. 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: a. Dictation: 10 mts. @ 100 w.p.m. b. Transcription: 50 mts. (English) on computer.	26 to 62 years	National Green Tribunal, Eastern Zone Bench, Kolkata.	Rs. 40,000/- (Negotiable depending upon the qualification, experience and knowledge)
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2. The terms and conditions for the above engagement shall be as follows:
- i. The person engaged shall perform their service as assigned by the controlling officer.
 - ii. The working hours of the NGT from 9:30 AM to 5:00 PM with lunch break of 30 minutes from 1:30 PM to 2:00 PM with Saturday being working day (except 2nd Saturday).
 - iii. One casual leave shall be given in a month, to be availed with prior permission.
 - iv. In special circumstance, the person engaged can be called for service on holidays or duties can be assigned beyond normal working hours. The person engaged is required to mark attendance as per prevailing practice in the NGT.
 - 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 examine/review the service rendered by him.
 - 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 No. 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 the particulars in the enclosed format along with relevant documents to the “Registrar, National Green Tribunal, Eastern Zone Bench, Finance Centre, 3rd Floor, New Town, Kolkata – 700 161” on or before 21.02.2022 (5:00 PM). Scanned copy of duly filled application can be sent by email to registrarngt-kolkata@gov.in by this date.

Subhayu Banerjee
 (Subhayu Banerjee)
 Registrar
 NGT, EZB, KOLKATA
 Registrar
 NATIONAL GREEN TRIBUNAL
 EASTERN ZONE BENCH, KOLKATA

Copy forwarded to:-

1. PPS to Hon'ble Chairperson
2. PA to Hon'ble Judicial & Hon'ble Expert Members
3. PA to Registrar General, NGT, PB, New Delhi
4. Registrar of all Zonal Bench
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. Computer In-charge, NGT, PB for uploading on the website
8. Concerned File
9. Guard file

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(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.(mandatory):- _____
12. Email I.D.(mandatory):- _____

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:- _____

18. Stenography Speed:- _____

19. Experience (if any):- _____

20. Have your any relative serving in the NGT:- _____

UNDERTAKING

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, EZB, KOLKATA]

Remarks (if any):-

(Registrar)
NGT (EZB), Kolkata