

National Green Tribunal
Southern Zone Bench
Kalas Mahal, Kamarajar Salai, PWD Estate
Chepauk, Chennai-600005

Date: 01st October, 2020

CIRCULAR

Sub: Advertisement for engagement of a Consultant (Stenographer) and Stenographers purely on contractual basis in the National Green Tribunal, Southern Zone Bench, Chennai - reg.

Applications are invited from the eligible candidates for engagement of a Consultant (Stenographer) and Stenographers purely on contractual basis, initially for a period of six 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:

Sl. No	Name of the posts & Number	Eligibility	Age Limit	Remuneration
1.	Consultant (Steno) - 01 (one)	Retired Stenographers from the Government of India, Attached & Subordinate offices, Courts, Tribunals etc.	Maximum 62 years at the time of engagement	Last Pay Drawn Minus Pension Plus DA or as decided by the competent authority.
2	Stenographers- 02 (two)	(a) Graduation from any stream from recognized University; (b) Proficiency in English Stenographer 80 w.p.m. and typing speed 40 w.p.m. <u>Desirable:</u> Candidates having experience in courts and Tribunals with computer knowledge	21 to 27 years (Age relaxation can be given to the deserving candidates)	Rs.35,000/- (Consolidated per month)

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 examine/review the service rendered by him.
- vii. He/She shall perform his obligation with all necessary skills, diligence, efficiency and economy.
- viii. During the term of service, he shall not engage himself in any private business or professional activity which could conflict with the interest of the Tribunal.
- 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 persons, 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. Interested person may submit their applications with the particulars in the enclosed/prescribed format along with relevant documents to the "Registrar, National Green Tribunal, Southern Zone Bench, Kalas Mahal, PWD Estate, Kamarajar Salai, Chepuak, Chennai-600 005 on or before 20.10.2020 (5:00 PM).


Registrar

Copy to:

Copy to:

1. PA to Hon'ble Judicial & Expert Members, NGT, SZB
2. Ld. Registrar General, NGT, PB, New Delhi – *with a request for doing the needful for placing the Advertisement on the website.*
3. Ld. Deputy Registrar, NGT,PB, New Delhi
4. Notice Board
5. Guard File
6. Concerned Office File

Sd/-
Registrar

राष्ट्रीय हरित अधिकरण / National Green Tribunal
दक्षिण क्षेत्र / Southern Zone
कलस महाल, चेपाक / Kalas Mahal, Chepauk
चेन्नई / Chennai- 600 005.

APPLICATION FORM FOR ENGAGEMENT OF CONSULTANT
(STENOGRAPHER)/STENOGRAPHERS ON CONTRACTUAL BASIS

NOTICE DATED: 01.10.2020

POST APPLIED FOR:

Paste recent
passport size
photo

1. Name
(in block letters) :
2. Father's/Husband Name :
3. Sex : (Male/Female)
4. Category GENERAL/OBC/SC/ST
5. Postal Address :
- (For correspondence)
- Contact No. :
- (Mobile & Landline) :
6. Permanent Address :
-
- (Alternative Contact No.) :
7. E-mail id :
8. Fax No. :
9. Date of Birth :

10. Educational Qualification:

Exam Passed	Board/ University	Year of passing	Subjects	Division	Percentage

11. Professional Qualification:

Exam passed	Board/ University	Year of passing	Subjects	Division	Percentage

12. Experience:

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

13. Any other information :

(Please attach separate sheet,

If required)

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)