

National Green Tribunal
Eastern Zone Bench
Finance Centre, New Town,
Kolkata – 700 161

No.01/04/2017/NGT/EZB/Kol/Law Clerk & Tech. Asst/ Job Date: 08.07.2024

Notification

Sub: Advertisement for engagement of one Law Clerk on contractual basis in National Green Tribunal, Eastern Zone Bench at Kolkata - reg.

With approval of the Competent Authority vide No. NGT/PB/65/Admn./2014/Vol.III/894 dt. 17.05.2024, applications are invited from eligible candidates for engagement of one post of Law Clerk 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 post & number	Eligibility/Qualification	Age limit	Place of assignment	Remuneration
1.	Law Clerk (1)	Bachelor degree in Law with knowledge of :- 1. Legal Research 2. Environmental Laws 3. Court Procedures. Preferably, candidate who have studied Environmental Laws.	30 years	National Green Tribunal, Eastern Zone Bench, Kolkata.	To be decided by the Competent Authority depending upon merit of the candidate.

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, Law Clerk 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/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.
- xi. The engaged person, 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. 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 application in the **prescribed format** along with copy of relevant documents by post to the “**Registrar, National Green Tribunal, Eastern Zone Bench, Third Floor, Finance Centre, Block III, New Town, Kolkata – 700 161**” on or before **31.07.2024 (05:00 PM)**. Applicants may send advance copy through email on **registrarngt-kolkata@gov.in**. The applications which are not in prescribed format will be summarily rejected.

Raja Chatterjee
(Raja Chatterjee)

Registrar
REGISTRAR
NATIONAL GREEN TRIBUNAL
EASTERN ZONE BENCH KOLKATA

Copy to:

1. PPS to Hon`ble Chairperson, NGT(PB), New Delhi
2. Registrar General, NGT(PB), New Delhi
3. Registrar of all Zonal Benches
4. DCA cum DDO, NGT, PB, New Delhi
5. Computer in-charge, NGT (EZB), for uploading on the NGT's website.
6. Concerned File
7. Guard file

राष्ट्रीयहरितअधिकरण / National Green Tribunal
 पूर्व क्षेत्र / Eastern Zone Bench
 फाइनेंस सेंटर, नई टाउन / Finance Centre, New Town
 कोलकाता /Kolkata -700 161.

**APPLICATION FORM FOR ENGAGEMENT OF LAW CLERK
 ON CONTRACTUAL BASIS**

DATE:

POST APPLIED FOR: _____

1. Name
(IN BLOCK LETTERS) :
2. Father's/Husband Name :
3. Date of Birth :
4. Age (as on 31.07.2024) :
5. Gender :
6. Marital Status :
7. Nationality :
9. Postal Address :
- (For correspondence) :
- Contact No. :
- (Mobile & Landline) :
10. Permanent Address :
- (Alternate Contact No.) :
11. E-mail id :
12. Whether Employed :
- (Yes or No)
13. If employed, :
- Name of the Employer
14. Present Pay :

Paste recent
 passport size
 photo

15. **Educational Qualification** from 10th Std. onwards: (enclose self attested photocopies of certificates)

Exam Passed	Board/ University	Mode (Regular/ others)	Year of passing	Subjects	Division	Percentage

16. **Experience:**

Post held	Period		Pay	Ministry/ Department/ Name of the Organisation	Nature of work (in brief)
	From	To			

17. 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 of the Candidate)