

**NATIONAL GREEN TRIBUNAL  
EASTERN ZONE BENCH, KOLKATA  
Finance Centre, 3<sup>rd</sup> Floor,  
New Town, Kolkata - 700 161  
(Phone: 033-2324 0094 / 2324 0089 Fax: 2324 0094)**

01/03/2014/NGT/EZB/KOL/DRIVERS/719

Date: 28.11.2023

**ADVERTISEMENT FOR THE POST OF DRIVER (CONTRACTUAL)**

**Sub: Advertisement for engagement of Driver purely on contractual basis in the National Green Tribunal, Eastern Zone Bench, Kolkata - reg.**

Applications are invited from the eligible candidates for engagement as "Driver", 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:

<b>Sl. No.</b>	<b>Name of the posts &amp; Number</b>	<b>Eligibility</b>	<b>Age Limit</b>	<b>Place of assignment</b>	<b>Remuneration</b>
1	Driver No. of Post - 2 (Two)	(i) Matriculation or equivalent from a recognised Board; (ii) Possession of a valid driving licence for motor cars (LMV); (iii) Experience of driving a motor car for five years or more; (iv) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle)	Up to 35 years	National Green Tribunal, Eastern Zone Bench, Kolkata	As per the minimum Wages Act, as amended from time to time

**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. In special circumstances, they can be called for service on holidays or duties can be assigned beyond normal working hours.
  - iii. The period of contractual engagement shall be decided by the Competent Authority, as per the requirement.
  - iv. National Green Tribunal shall have the right to examine/review the service rendered by him.
  - v. He/she shall perform his/her obligation with all necessary skills, diligence, efficiency and economy.
  - vi. 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.
  - vii. He/she shall treat all the information as confidential and use the same only for the purpose of the performance of service.
  - viii. The service can be terminated at any point of time, without giving any notice and assigning any reason thereof.
  - ix. 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.** The prescribed Educational Qualifications are minimum and mere possession of the same does not entitle the candidates to be called for evaluation. 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 experience of working in relevant field.
- 4.** Interested person may submit their applications with the particulars in the enclosed/prescribed 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 18.12.2023 (5:00 PM). Applicants may also send duly filled application through email on [registrarngt-kolkata@gov.in](mailto:registrarngt-kolkata@gov.in).

Copy to:

1. Concerned Office File
2. Guard File

*Raja Chattopadhyay*  
Registrar  
REGISTRAR  
NATIONAL GREEN TRIBUNAL  
EASTERN ZONE BENCH KOLKATA

*Raja Chattopadhyay*  
Registrar  
REGISTRAR  
NATIONAL GREEN TRIBUNAL  
EASTERN ZONE BENCH KOLKATA

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

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

(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