

CIRCULAR

**Sub: Advertisement for engagement of Stenographers on contractual basis in the National Green Tribunal, Southern Zonal Bench at Chennai – reg.**

Applications are invited for the following posts as per the eligibility criteria mentioned below:-

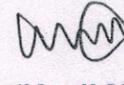
Sl. No	Name of the posts & Number	Eligibility	Place of assignment	Remuneration
I.	Stenographer-02	<p><b>Essential Qualification:</b>                      (a) Graduation in any stream                      (b) Proficiency in English stenography with experience in court work proceedings and legal terms with computer knowledge</p> <p>Knowledge of basic Hindi will be preferred.</p>	National Green Tribunal, Southern Zonal Bench, Chennai	Rs. 35,000/- depending upon merit

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 2<sup>nd</sup> 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, initially, will be for 3 months. Further continuance will depend on their performance to be decided by the Competent Authority.
- vi. National Green Tribunal, Principal Bench 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 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 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.

(2)

3. Interested person may submit their bio-data with the particulars in the enclosed format along with relevant documents to the "Registrar General, National Green Tribunal, Principal Bench, Faridkot House, Copernicus Marg, New Delhi – 110001 on or before 15/11/2019.

 31/10/19

(Kapil Mehta)  
Registrar General

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Copy to:

1. PPS to Hon'ble Chairperson
2. PA to Ld. Registrar General, NGT, PB, New Delhi
3. Ld. Registrar of SZB, Chennai, to notify on the Notice Board.
4. The Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, Government of India, IPB, Jor Bagh, New Delhi.
5. Deputy Registrar, NGT, PB, New Delhi
6. Consultant, Accounts Section/ Administration Section
7. All Section In-charge, NGT, PB
8. Computer In-charge for uploading on the website
9. Guard file
10. Concerned Office File

 31/10/19.

(Kapil Mehta)  
Registrar General

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**APPLICATION FORM FOR ENGAGEMENT OF STENOGRAPHERS IN NGT, SZB, CHENNAI  
ON CONTRACTUAL BASIS**

NOTICE DATED: 31 /10/2019

## POST APPLIED FOR :

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) : .....
6. Contact No. (Mobile & Landline) : .....
6. Permanent Address : .....
- (Alternative Contact No.) : .....
7. E-mail id : .....
8. Fax No. : .....
9. Date of Birth (as on 15-11-2019)
- Years Months Days
- 

Paste recent  
passport size photo

## 10. Educational Qualification:

Exam Passed	Board/ University	Year of passing	Subjects	Division	Percentage

11. Professional Qualification:

Exam Passed	Board/ University	Years 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)

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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.

(Signature)

Date:.....

Place:.....