

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

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No. NGT/SZ/02/2019

Date: 19.02.2020

CIRCULAR

Sub: Advertisement for engagement of Consultant and Office Assistant on contractual basis in the National Green Tribunal, Southern Zone Bench at Chennai – reg.

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

Sl. No	Name of the posts & Number	Eligibility	Age limit	Place of assignment	Remuneration
1.	Consultant (Filing and Scrutiny) -01	Essential: Retired Government Official having experience of working in Courts/Tribunals/ Central Govt./State Govt./as per the requirement of assignment  Desirable: Persons with Bachelor degree in Law with adequate Computer knowledge preferred.	Maximum 62 years at the time of engagement	National Green Tribunal, Southern Zone, Chennai	Last Pay Drawn - Pension+ Dearness Allowance
2.	Office Assistant-01	Essential: Bachelor Degree from a recognized University having Computer knowledge.	Between 18 to 35 years.	National Green Tribunal, Southern Zone, Chennai	Rs. 24,000/-

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 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) The engaged persons shall perform his obligation with all necessary skills, diligence, efficiency and economy.
- (viii) During the term of service, the engaged persons shall not engage themselves in any private business or professional activity which could conflict with the interest of the Government.
- (ix) The engaged persons 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 persons may submit their bio-data with the particulars in the enclosed 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 11.03.2020 (5:00 PM).

Sd/-  
Registrar

Copy to:

1. PA to Hon'ble Judicial & Expert Members, NGT, SZ
2. Registrar General, NGT, PB, New Delhi
3. Ld. Deputy Registrar (Judicial), NGT, PB
4. Consultant, Accounts Section
5. Computer In-charge for uploading on the website
6. Guard file
7. Concerned Office File
8. Notice Board.

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APPLICATION FORM FOR ENGAGEMENT OF CONSULTANT (Filing and Scrutiny)  
AND  
OFFICE ASSISTANT ON CONTRACTUAL BASIS

NOTICE DATED: 19.02.2020

POST APPLIED FOR:

1.Name

(in block letters)

: .....

Paste recent  
passport size  
photo

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 : .....

(Age as on 11.03.2020)

Years

Months

Days

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)

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)