

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

NGT/SZ/Estt/08/2015

Date: 21.07.2022

CIRCULAR

Sub: Advertisement for engagement of Stenographer 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 Stenographer 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:

Sl. No	Name of the posts & Number	Eligibility	Age Limit	Remuneration
1	Stenographer - 1 (One)	(a) Graduation from any stream from recognized University; (b) Proficiency in English Stenographer (Preference will be given to steno who have dealt with dictation & typing of legal orders in Central/State Government Offices/Courts/Tribunal) Skill Test Norms (i) Dictation :10 Mts. @ 100 w.p.m (ii) Transcription: 50 Mts. (Eng.) on computer.	Upto 35 years	To be decided by the Competent Authority depending upon the qualification, experience and knowledge.

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.

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- 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. 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, Southern Zone Bench, Kalas Mahal, PWD Estate, Kamarajar Salai, Chepuak, Chennai-600 005 on or before 31.07.2022 (5:00 PM). Applicants may send duly filled application through email on registrar-ngtsh@gov.in.



Registrar

Copy to:

1. PPS to the Hon'ble Chairperson, NGT (PB), New Delhi
2. PA to the Hon'ble Judicial & Expert Members, NGT, SZB
3. PA to Ld. Registrar General, NGT, PB, New Delhi.
4. Ld. Registrars of all Zonal Benches – to notify in the Notice Board
5. The Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, Government of India, IPB, Jor Bagh, New Delhi
6. Computer in-charge, NGT for uploading on the website
7. Concerned Office File
8. Guard File



Registrar

राष्ट्रीयहरितअधिकरण / National Green Tribunal

दक्षिणक्षेत्र / Southern Zone

कलसमहाल, चेपाक / Kalas Mahal, Chepauk

चेन्नई / Chennai- 600 005.

APPLICATION FORM FOR ENGAGEMENT ON CONTRACTUAL BASIS

NOTICE DATED:

POST APPLIED FOR: _____

1. Name
(in block letters) :
2. Father's/Husband Name :
3. Category
GENERAL/OBC/SC/ST
4. Postal Address
(For correspondence) :
- Contact No.
(Mobile & Landline) :
5. Permanent Address :
- (Alternative Contact No.) :
6. E-mail id :
7. Date of Birth :
8. Whether Employed
(Yes or No) :
9. If employed,
Name of the Employer :
10. Present Pay :

Paste recent
passport size
photo

11. Educational Qualification:

Exam Passed	Board/ University	Year of passing	Subjects	Division	Percentage

12. Professional Qualification:

Exam passed	Board/ University	Year of passing	Subjects	Division	Percentage

13. Experience:

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

14. Any other information

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(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.

Date:

Place:

(Signature of the Candidate)