

**No.A-35018/10/circular/2015/MF.CGA(A)/Gr.B/398-**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF EXPENDITURE**  
**OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS**  
**LOK NAYAK BHAWAN, NEW DELHI**

Dated, the 7<sup>th</sup> August 2015

**CIRCULAR**


Please find enclosed herewith the following vacancy circular regarding filling up of post as detailed below:-

S. No	Letter No. & Date Organization	Deputation post with scale	Posts	Eligibility
1.	No.NGT (PB)/02/CIRCULAR/2015/603 dated 15.07.2015 National Green Tribunal, Principal Branch, New Delhi.	Assistant Registrar in the PB-3 (Rs.15,600-39,100) with GP Rs.6600/-	04(1 at Pune, 1 at Chennai, 1 at Bhopal. & 1 at Kolkata)	Officers possessing degree in law from a recognized University and holding (a) Analogous post on regular basis in Central/State Government/Court/Tribunals, or (b) Post in Central/State Government/Court/Tribunals, with 5 years regular service in PB-2 (Rs.9300-34800), Grade Pay Rs.5400/-

The applications of willing and eligible officers may please be forwarded to this office along with Vigilance Clearance Certificate & Integrity Certificate.

While forwarding applications for deputation, this office instruction contained in O.M. No. A.32018/1/2015/MF.CGA (A)/GR.B/243 dated 26th June 2015 may be kept in view.

Encl: As above

  
(Chander Prakash)  
Account Officer (Gr 'B')

To,  
Sr. AO (ITD)-For website.

July 15, 2015

VACANCY CIRCULAR

It is proposed to fill up the under mentioned post in the National Green Tribunal on deputation.

Sl. No.	Name of the post	No. of Posts		Pay Band	Grade Pay
		Principal Bench (New Delhi)	Regional Benches (Bhopal, Chennai, Pune & Kolkata)		
1.	Deputy Registrar	-----	1 (at Bhopal)	Pay Band-3 Rs. 15,600-39,100/-	Rs. 7,600/-
2.	Assistant Registrar	-----	4 (1 at Pune ✓ 1 at Chennai ✓ 1 at Bhopal & 1 at Kolkata)	Pay Band-3 Rs. 15,600-39,100/-	Rs. 6,600/-
3.	Principal Private Secretary	1	-----	Pay Band-3 Rs. 15,600-39,100/-	Rs. 6,600/-
4.	Hindi Officer	1	-----	Pay Band-2 Rs. 9,300-34,800/-	Rs. 5,400/-
5.	Private Secretary	3	7 (2 at Chennai, 2 at Bhopal, 2 at Pune & 1 at Kolkata)	Pay Band-2 Rs. 9,300-34,800/-	Rs. 4,800/-
6.	Section Officer	1	2 (1 at Chennai 1 at Bhopal)	Pay Band-2 Rs. 9,300-34,800/-	Rs. 4,800/-
7.	PA(Stenographer Grade 'C'/ Court Master)	-----	6 (2 at Chennai, 2 at Bhopal, 1 at Pune, & 1 at Kolkata)	Pay Band-2 Rs. 9,300-34,800/-	Rs. 4,200/-

**2. Education & Other Qualification:**

S.N.	Name of the post	Education & Other Qualification
1.	Deputy Registrar PB-3 Rs. 15,600-39,100/- (GP- 7600)	In case of Deputation:- Officers possessing degree in law from a recognized University and holding (a) Analogous post on regular basis in Central Government/ State Government/Courts/Tribunals, or (b) Post in Central Government or State Government/Courts/Tribunals, with 5 years regular service in PB-3 (Rs. 15600-39100), Grade Pay – Rs. 6600/-
2.	Assistant Registrar PB-3 Rs. 15,600-39,100/- (GP- 6600)	In case of Deputation:- Officers possessing degree in law from a recognized University and holding (a) Analogous post on regular basis in Central Government/State Government/Courts/ Tribunals, or (b) Post in Central Government or State Government/Courts/Tribunals, with 5 years regular service in PB-2 (Rs. 9300-34800), Grade Pay – Rs. 5400/-
3.	Principal Private Secretary PB-3 Rs. 15,600-39,100/-	In case of Deputation:- <b>A.</b> Officers possessing degree in law from a recognized University and holding (a) Analogous post on regular basis in Central Government/State Government/Courts/ Tribunals, or Post in Central Government or State Government or Courts/Tribunals, with 6 years regular service in PB-2 (Rs. 9300-34800), Grade Pay – Rs. 4800/- <b>B.</b> Possessing speed of 100 words per minute in short hand (GP-4800) <b>C.</b> Essential- Working knowledge of Computer Operation

महालेख (ग्रेड 6600) वि एवं प्रेषण विस्त मंत्रालय, व्यय विभाग  
C.G.A. R&D Branch, Min of Fin. Deptt of Exp.

30 JUL 2015

आयुक्ती संख्या / Dy. No. 1908

4.	Hindi Officer PB-2 Rs. 9,300-34,800/- (GP-5400)	In case of Deputation: Officers holding – (a) Analogous posts on regular basis in Central Govt/ Courts/Tribunals, or (b) Post in PB-2(Rs. 9300-34800);GP-4800 with 8 years regular service in the respective grade pay in the Central/State Governments/Courts/Tribunals.
5.	Private Secretary PB-2 Rs. 9,300-34,800/- (GP-4800)	In case of Deputation: Officers possessing Bachelor's degree from a recognized University holding – (a) Analogous posts on regular basis in Central Govt/ Courts/Tribunals, or (b) Post of Court Master/Stenographer Grade 'C' with at least two years regular service in the grade of PB-2; GP-Rs.4600 (Rs.9300-34800) [ pre-revised 6500-200-10500] and possessing a speed of 100 words per minute in shorthand and 40 words per minute in typewriting (English) in Central/State Governments/Courts/Tribunals. Essential-Computer Training Course of at least 6 months' duration from a recognized institution. Desirable – Degree in Law
6.	Section Officer PB-2 Rs. 9,300-34,800/- (GP-4800)	In case of deputation:- Officers holding (a) Analogous post on regular basis in Central Government/State Government/Courts/Tribunals, OR (b) Post in Central Government or State Government/Courts/Tribunals, with 6 years regular service in PB-2 (Rs. 9300-34800), Grade Pay – Rs. 4200/-. Essential – Knowledge in Computer operation.
7.	PA(Stenographer Grade 'C'/ Court Master PB-2 Rs. 9,300-34,800/- (GP-4200)	In Case of Deputation: Officers possessing a Bachelor's degree from a recognized university and holding: a) analogous post on regular basis in Central Government/ State Government/ Courts/Tribunals, or (b) Stenographer Grade 'D' or equivalent Post in Central Government or State Government or Courts/Tribunals, with Ten years regular service in PB-1 of Rs. 5200-20200(GP-2400) Essential- Computer Training Course of at least 6 months duration from a recognized institution. Possessing speed of 80 words per minute in short hand (English), Knowledge in Computer operation.

3. The details of the posts along with eligibility criteria required for each category of posts are available on Tribunal's website [www.greentribunal.gov.in](http://www.greentribunal.gov.in) and Ministry of Environment & Forests' website [www.moef.nic.in](http://www.moef.nic.in) and are enclosed herewith. The appointment will be made on deputation basis. The appointment of the officials on deputation, will be regulated as per OM No. 6/8/2009-Estt(Pay II) dated 17.06.2010 issued by Department of Personnel and Training, as amended from time to time. The maximum age of the applicant should not be more than 56 years on the closing date of the application.

4. The application on the prescribed proforma, complete in all respects, accompanied by photocopies of ACRs for the last five years, Vigilance Clearance Certificate & Integrity Certificate, may be sent to "The Registrar General, National Green Tribunal, Faridkot House, Copernicus Marg, New Delhi-110001", through proper channel latest by **30.09.2015**.

5. The reserves the right to increase/decrease the number of posts or withdraw all or any of the above mentioned post(s) at any time without assigning any reason.

6. No TA/DA will be payable for attending the interview.

  
(Sanjay Kumar)  
Registrar General

- To,
1. All Ministries/Department of the Government of India
  2. Registrars of Supreme Court and All the High Courts
  3. Registrars of all Tribunals
  4. Chief Secretaries of all state
  5. Office of Controller General of Accounts/Controller General of Defence Accounts/Comptroller of & Auditor General of India
  6. Ministry of Environment, Forests and Climate Change with requested to forward to Deptt. of Personal and Training for display on DoPT website and also for the website of MoEF.
  7. National Green Tribunal Website & Notice Board
  8. All Zonal Benches NGT
- 17/07/15*

NATIONAL GREEN TRIBUNAL(PRINCIPAL BENCH)

Faridkot House, Copernicus Marg, New Delhi-110001

APPLICATION FORM FOR APPOINTMENT ON DEPUTATION BASIS

(Proforma for application for the post of Deputy Registrar, Assistant Registrar, Principal Private Secretary, Hindi Officer, Private Secretary, Section Officer & PA/Stenographer Grade- 'C'/Court Master)

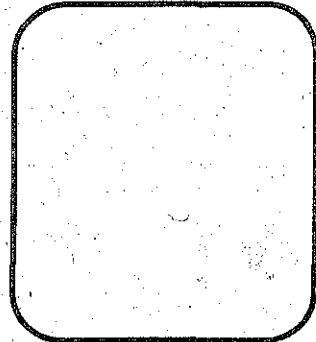
Note: (i) Separate application should be submitted for each post applied for.

(ii) Joint application submitted for more than one post shall be rejected.

(iii) The application should be forwarded through proper channel/ the concerned department, with copies of the ACRs and Vigilance Clearance Certificate, signed by the Competent Authority, given at the end of the application form.

(iv) Incomplete, unsigned, and the applications received not on prescribed proforma and after the last date of receipt of applications shall be rejected summarily, without any notice to the candidate.

Post Applied For.....



1. Name (in block letters) : .....

2. Fathers Name : .....

3. Bench : .....  
(Please state your preference for Benches viz. Delhi, Bhopal, Chennai, Pune, Kolkata)

4. Postal Address : .....  
.....  
.....

Contact No. (Mobile & Landline) : .....

5. Permanent Address : .....  
.....  
.....

(Alternative Contact No.)

6. E-mail id : .....

7. Fax No. : .....

8. Date of Birth : .....

(Mention age as on

~~30.09.2015~~  
30.09.2015.

Years

Months

Days

9. Date of Superannuation : .....

10. Present Post : .....

11. Present Pay Band/Grade Pay : .....

**12. Educational Qualification:**

Exam Passed	Board/ University	Year of Passing	Duration	Subjects	Percentage

**13. Professional Qualification:**

Exam Passed	Board/ University	Years of Passing	Duration	Subjects	Percentage

**14. Details of employment in chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format given below):**

Office/Instt./ Organisation	Post held	Period		Nature of appointment (Regular/Ad hoc/Deputation)	Scale of Pay/Basic Pay/Pay Band with	Nature of Duties
		From	To			

					Grade Pay*	

***\*Applicants not holding the posts in Pay Band/Grade Pay as per Central Government pay scale should indicate the equivalent pay scale vis-à-vis Central Government pay scales (with proof)***

15. In case the present employment is held on deputation, please state

a) the date of initial employment : .....

b) period of appointment on deputation with address: .....

.....

.....

c) Name of parent office/organization to which you belong

.....

.....

16. Details of proficiency in computer (Please enclose Certificate for Computer Training Course of at least 6 months duration from a recognized institution) .....

.....

17. Shorthand Speed : .....(w.p.m.) 18. Typing Speed on Computer :..... (w.p.m.)

19. Whether belong to SC/  
ST/ OBC/ PH/ Ex-  
Serviceman : .....

20. Any Other Information .....

.....

21. Please state briefly how you find yourself eligible and suitable for the appointment as ..... in the  
NGT .....

.....

.....

**DECLARATION**

22. I solemnly declare and affirm that the information given above is 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.

23. That I fulfill the requisite conditions in terms of age, Pay Band & GP, regular service, and other qualification for the post applied for i.e. ....

Date:.....

(Signature)

Place:.....

**Recommendation of competent authority**

- (i) Service particulars furnished by the applicant are verified from service records and are found correct. Attested copies of ACRs for the past five years are annexed.
- (ii) There is no vigilance case pending or contemplated against the officer.
- (iii) If the officer is selected, he/she shall be relieved within 15 days of receipt of offer.

(Signature of competent authority)