

No.A-35018/10/circular/2015/MF.CGA(A)/Gr.B/C/ 32  
**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF EXPENDITURE**  
**OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS**  
**LOK NAYAK BHAWAN, NEW DELHI**

Dated, the 05<sup>th</sup> January, 2016

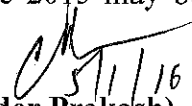
**CIRCULAR**

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

S. No	Letter No. & Organization	Date	Deputation with scale	post	Eligibility
1.	NGT(PB)/16/CIRCULAR/2015/1028 dated 02.12.2015.  National Green Tribunal (NGT), New Delhi		<b>Assistant Registrar</b> In the PB-3 (Rs. 15600-39100) with GP Rs. 6600.  <b>04 posts</b> (1 at Pune 1 at Chennai 1 at Bhopal & 1 at Kolkata)		<b>I. In case of Deputation:-</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  (b) Post in Central Government/State Government/Courts/Tribunals with 5 years regular service in PB-2 (Rs. 9300-34800) grade pay-Rs.5400
2.	1/2(2)/2015-NCW (A)-pt  National Commission for Women (NCW), New Delhi.		<b>Under Secretary</b> In the PB-3 (Rs. 15600-39100) with GP Rs. 6600.  <b>01 post</b>		(i) Holding analogous posts on regular basis in the parent Cadre or Department; or  (ii) With five years' service in the scale of pay of Rs. 15600-39100 with Grade pay 5400 OR with 6 years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 9300-34800 + GP Rs. 4800/- Possessing Graduate/Post Graduate degree in any discipline from a recognized University and Possessing knowledge of administrative/publicity matters.

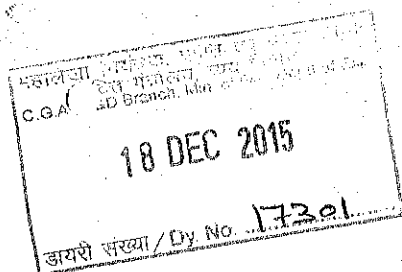
The applications of willing and eligible officers may please be forwarded to this office latest by **14.01.2016** along with Vigilance Clearance Certificate/Integrity Certificate.

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.

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

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

**NGT (PB)/ 16 /CIRCULAR/ 2015 / 1028**  
**National Green Tribunal**  
**Principal Bench, New Delhi.**



**Faridkot House,**  
**Copernicus Marg,**  
**New Delhi-110001**  
*21/12/15*  
**December 2, 2015**

**VACANCY CIRCULAR**

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

S.N. No.	Name of the post	No. of Posts and Place of Posting		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.	Hindi Officer	1	-----	Pay Band-2 Rs. 9,300-34,800/-	Rs. 5,400/-
4.	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/-
5.	Section Officer	1	2 (1 at Chennai 1 at Bhopal)	Pay Band-2 Rs. 9,300-34,800/-	Rs. 4,800/-
6.	PA(Stenographer Grade 'C'/ Court Master)	--	5 (2 at Chennai, 1 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.	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.
4.	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

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		Governments/Courts/Tribunals. Essential-Computer Training Course of at least 6 months' duration from a recognized institution. Desirable - Degree in Law
5.	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, <b>OR</b> (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.
6.	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 **14.01.2016**.

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

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

*Chandra Gupta*  
(Chandra Gupta)  
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
9. ~~The Dist. Judge (H.A.) Tris Hazari, The Dist. Judge Rohini Courts, Saket Courts, Patila House Courts, Kakadpura Courts, Dwarka Courts~~
10. ~~The Dist. and Session Judge Faridkot, Gurgaon, Noida, Ghaziabad, Rohtak and Sonapat.~~

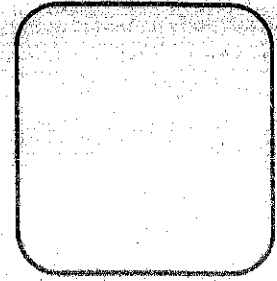
**NATIONAL GREEN TRIBUNAL (PRINCIPAL BENCH)  
FARIDKOT HOUSE, COPERNIUS MARG, NEW DELHI**

Bio-Data/ Curriculum Vitae Proforma

APPLICATION FORM FOR APPOINTMENT ON DEPUTATION BASIS

(Proforma for application for the post of

.....)



(i) 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.

(ii) 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.

1.	Name of Address (in Block Letters)		
2.	Date of Birth:	Present Age (as on 14.01.2016):	
3.	(i) Date of entry into service		
	(ii) Date of retirement under Central/ State Government Rules		
4.	Educational Qualifications		
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement / vacancy circular		Qualifications/ experience possessed by the officer	
<b>Essential</b>		<b>Essential</b>	
A) Qualifications:		A) Qualification:	
B) Experience :		B) Experience:	
<b>Desirable</b>		<b>Desirable</b>	
A) Qualifications:		A) Qualification:	
B) Experience:		B) Experience:	
5.1	<b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular.		
5.2	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.		
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
6.1	<b>Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualifications/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in details) highlighting Experience required for the post applied for

**\*Important: Pay-band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:**

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme	From	To

8.	Nature of present employment			
9.	In case the present employment is held on deputation/ contract basis, please state-			
a)	The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/ organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1	<b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2	<b>Note:</b> Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)	Total Emoluments
16. (A)	<b>Additional Information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		

16.	Achievements:	
17.	<p>The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects.</p> <p>(ii) Awards/ Scholarships/ Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ Institutions/ societies and.</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) Any other information</p> <p><b>Note: Enclose a separate sheet if the space is insufficient</b></p>	
17.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address: .....

.....

Contact No. ....

Date :

**Certificate by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

**2 Also certified that;**

- (i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. ....
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

**(Employer/ Cadre Controlling Authority with Seal)**



No. 1/2(2)/2015-NCW(A)-Pt.  
National Commission for Women  
4 Deen Dayal Upadhyaya Marg  
New Delhi - 110 002.

**Sub: Filling up of vacant posts in the National Commission for Women by deputation on 'Foreign service terms' basis.**

Applications are invited to fill up the following posts by deputation on 'foreign service terms' basis from amongst officers of Central/State Govts./UTs/PSUs/Universities/Financial Institutions/Autonomous/Semi-Government/Statutory Bodies etc. Period of deputation including the period of deputation immediately preceding the appointment in the same or any other organization/department of Central Government should ordinarily not exceed 3 years. The maximum age limit is 56 years as on the closing date of receipt of application. Application as per the proforma may be sent to Under Secretary National Commission for Women, 4 Deen Dayal Upadhyaya Marg, New Delhi 110 002. Last date for receiving application is one month from the date of publication in Employment News.

Sl No.	Name of the post	No of post	Eligibility conditions
1.	Under Secretary (Rs.15,600-39,100 + 6600 (GP)	01 (One)	Qualifications and Experience: (i) Holding analogous posts on regular basis in the parent Cadre or Department; or (ii) with five years' service in the scale of pay of Rs.15,600-39,100+Grade Pay 5400/- OR with six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800+ GP Rs.4800/- Possessing Graduate/Post Graduate degree in any discipline from a recognised University; and Possessing knowledge of administrative/publicity matters.
2.	Section Officer (Rs.9300-34800+ 4800 GP (PB-2)	01 (One)	(c) (i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With three years' service in the scale of pay of Rs.9,300-34,800+4600 GP (iii) With six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9,300-34,800+4200 GP or equivalent in the parent cadre or department. (b) (i) Possessing bachelor's degree from recognized University or Institute or equivalent; and (ii) two years experience in administrative matters.
3.	Private Secretary Rs.9300-34800+ GP 4800/- (PB-2)	01 (One)	Essential :- (e) (i) holding analogous posts on regular basis in the parent Cadre/Department; or (ii) With three years' service in the scale of pay of Rs.9,300-34,800+4600 GP; or (iii) six years' regular service as Stenographer Grade 'C' in the old scale of pay of Rs.5500-175-9000 (pre-revised) Revised pay-scale of Rs.9,300-34800+ 4200 GP.

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4.	Assistant Law Officer Rs.9300-34800+GP Rs.4800/- (PB-2)	01 (One)	(a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With three years' service in the scale of pay of Rs.9,300-34,800+4600 GP or (iii) With six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9,300-34,800 + 4200/- GP or equivalent in the parent cadre or department. (b) (i) Possessing Law degree from recognized University; and (ii) three years experience in handling service and other legal matters including those in the Courts or Tribunal.
5.	Research Assistant Rs.9,300-34,800+GP Rs.4200/- (PB-2)	04 (Four)	(i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With eight years regular service in posts in the scale of pay of Rs.5,200-20,200 with Rs.2800 GP or equivalent in the parent cadre or department (f) (i) Possessing master degree in sociology/MSW of a recognized university or equivalent. (ii) Having three years experience of Research on Women issues. (iii) Having sound knowledge of computer.
6.	Assistant Rs. 9300-34800 + Rs.4200/- (GP) (PB-2)	03 (Three)	(a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5,200-20,200+2800 GP or equivalent in the parent cadre or department or With ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5,200-20,200+2400 GP or equivalent in the parent cadre or department (b) (i) Possessing bachelor's degree from recognized University or Institute or equivalent; and (ii) five years experience in administrative matters.
7.	Jr. Accountant (Rs.5200-20200+ 2400 GP)	02 (Two)	Essential: Officers of the Central Government: (i) holding analogous posts on regular basis or (ii) Lower Division Clerk with 5 years of service in the grade with experience in cash. Having knowledge of Tally.
8.	Lower Division Clerk Rs.5200-20200+ Rs.1900 (GP)	07 (seven)	Essential: Holding analogous posts on regular basis OR At least 3 years regular service in the Rs. 5200-20200+1800 GP (Old Scale of pay of Rs. 2750-70-2800-75-4400) and possessing educational qualifications as below: (i) Intermediate or equivalent (ii) Should possess a typing speed of 30/25 words per minute in English.
9.	Personal Assistant Rs.9300-34,800+ Rs.4200 (GP)	01 (One)	Essential: Holding analogous posts or having six year's regular service as Steno Grade 'D' in the Scale of pay of Rs. 5200-20200+ Rs. 2400 GP (Old scale Rs.4000-100-6000) 2) Intermediate or equivalent 3) Should possess a speed of 100 words per minute in English Shorthand and 40 words per minute in English Typewriting.

10.	Stenographer Grade 'D' Rs.5200-20200+ Rs.2400 (GP)	04 (Four)	Essential: (i) Holding analogous posts on regular basis in the parent cadre/Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5200-20200+GP 1900/- or equivalent in the parent cadre or Department; or (b) and have passed skill test on computer with 10 minutes having a speed of 80 w.p.m. in stenography and transcription 50 minutes English/65 minutes Hindi.
11.	Hindi Typist Rs.5200- 20200+Rs.1900 (GP)	01 (One)	Essential: Holding analogous post on regular basis OR Group 'D' employees of the Central Secretariat having atleast 6 years regular service in the scale of Rs 4440-7440-1650 (GP) (old scale of pay of Rs. 2650-65-3300-70-4000) OR Atleast 3 years of service in the Rs5200-20200+1800 GP (old scale of pay of Rs 2750-70-2800-75-4400) and possessing educational qualification as follows: (i) matriculation or equivalent (ii) possess a Hindi Typing speed of 30/25 words per minute

Note:

3. Advance copy can be sent by the candidates in the prescribed proforma. The department is required to forward the application of the candidate alongwith attested copies of ACRs for the last 5 years and vigilance clearance certificate.
4. The Commission reserves the right to reject any of the application or all the applications without assigning any reason whatsoever.

  
 (V.V.B. Raju) 20/11/2015  
 Deputy Secretary