

Government of India
National Green Tribunal
 (Ministry of Environment & Forests)
 Van Vigyan Bhawan, Sector V, R K Puram, New Delhi-110022
 Telephone 2617 0503, 2617 5109 & 2617 5950, Website: greentribunal.in

**FILLING UP THE POSTS IN THE NATIONAL GREEN TRIBUNAL
 ON DEPUTATION BASIS**

National Green Tribunal, Ministry of Environment & Forests, invites applications for filling up the following posts (to be filled up at its Principal Bench at New Delhi and Regional Benches at Bhopal, Chennai, Pune and Kolkata) purely on deputation basis:

S. 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	0	2*	Pay Band-3 Rs. 15600-39100/-	Rs. 7600/-
2	Assistant Registrar	1	4 (1 each)	Pay Band-3 Rs. 15600-39100/-	Rs. 6600/-
3	Section Officer	1	2**	Pay Band-2 Rs. 9300-34800/-	Rs. 4800/-
4	Principal Private Secretary	1	0	Pay Band-3 Rs. 15600-39100/-	Rs. 6600/-
6	Private Secretary	5	15 (4 each at Bhopal, Chennai & Pune and 3 at Kolkata)	Pay Band-2 Rs. 9300-34800/-	Rs. 4800/-
7	PA (Steno Grade C/ Court Master)	2	7 (2 each at Bhopal, Chennai & Kolkata and 1 at Pune)	Pay Band-2 Rs. 9300-34800/-	Rs. 4200/-

* At Pune & Kolkata.

** One each at Chennai & Pune.

2. The details of the posts along with eligibility criteria required for each category of post are available on Tribunal's website www.greentribunal.in and Ministry of Environment & Forests' website www.moef.nic.in. The appointment will be made on deputation basis. The maximum age of the applicant should not be more than 56 years on the closing date of the application.

3. The application in prescribed Proforma, complete in all respects may be sent to National Green Tribunal at the aforesaid address **through proper channel** latest **by 7th December, 2012.**

Registrar
National Green Tribunal
Tel. 26170503

National Green Tribunal
(Ministry of Environment & Forests)
Van Vigyan Bhawan, Sector V, R K Puram, New Delhi-110022
Telephone 2617 0503, 2617 5109 & 2617 5950, Website: greentribunal.in

**NOTICE INVITING APPLICATIONS FOR APPOINTMENT TO VARIOUS POSTS IN
NATIONAL GREEN TRIBUNAL ON DEPUTATION BASIS**

The National Green Tribunal was established on 18.10.2010 under the National Green Tribunal Act 2010 for effective and expeditious disposal of cases relating to environmental protection and conservation of forests and other natural resources including enforcement of any legal right relating to environment and giving relief and compensation for damages to persons and property and for matters connected therewith or incidental thereto. It is a specialized body equipped with the necessary expertise to handle environmental disputes involving multi-disciplinary issues. Initially, NGT is proposed to be set up at five places with New Delhi as the Principal Place of Sitting and Bhopal, Pune, Kolkata and Chennai shall be the other four places of sitting of the Tribunal. The Institute intends to fill the following posts on deputation at its Principal Bench (New Delhi) and Regional Benches at Bhopal, Chennai, Pune and Kolkata:

S.No. 01

- Name of Post : Deputy Registrar
- No. of Posts : 02 (At Pune & Kolkata)
- Pay Band + Grade Pay (Rs.) : Pay Band-3 (15600-39100)
Grade Pay-7600
- Eligibility Criteria : 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/-.

S.No. 02

- Name of Post : Assistant Registrar
- No. of Posts : 05 (1 at Principal Bench, Delhi and 1 each at Regional Benches)
- Pay Band + Grade Pay (Rs.) : Pay Band-3 (15600-39100)
Grade Pay-6600
- Eligibility Criteria : 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/-.

S.No. 03

- Name of Post : Section Officer
No. of Posts : 03 (1 at Principal Bench, Delhi and 1 each at Chennai and Pune)
Pay Band + Grade Pay (Rs.) : Pay Band-2 (9300-34800)
Grade Pay-4800
Eligibility Criteria : 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

S.No. 04

- Name of Post : Principal Private Secretary
No. of Posts : 01 (At Principal Bench, Delhi)
Pay Band + Grade Pay (Rs.) : Pay Band-3 (15600-39100)
Grade Pay-6600
Eligibility Criteria : **A.** Officers possessing Bachelor's Degree 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 or Courts/Tribunals, with 6 years regular service in PB-2 (Rs. 9300-34800), Grade Pay – Rs. 4800/-.

B. Possessing speed of 100 words per minute in short hand (English/Hindi).

C. Essential – Working knowledge of Computer Operation.

Desirable – Computer Training Course of at least 6 months duration from a recognized institution.

S.No. 05

- Name of Post : Private Secretary
No. of Posts : 20 (5 at Principal Bench, Delhi; 4 each at Bhopal, Chennai and Pune and 3 at Kolkata)

- Pay Band + Grade Pay (Rs.) : Pay Band-2 (9300-34800)
Grade Pay-4800
- Eligibility Criteria : Officers possessing Bachelor's Degree from a recognized University and holding
- i. Analogous post on regular basis in Central Government/State Government/Courts/ Tribunals,
- OR**
- ii. Post of Court Master/Stenographer Grade C with at least 2 years regular service in the grade of PB-2 (Rs. 9300-34800), Grade Pay – Rs. 4600/- [pre-revised 6500-200-10500] and possessing a speed of 100 words per minute in shorthand and 40 words per minute in type writing (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.

S.No. 07

- Name of Post : PA (Stenographer Grade-C/Court Master)
- No. of Posts : 9 (2 at Principal Bench, Delhi; 2 each at Bhopal, Chennai and Kolkata and 1 at Pune)
- Pay Band + Grade Pay (Rs.) : Pay Band-2 (9300-34800)
Grade Pay-4200
- Eligibility Criteria : Officers possessing 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 10 years regular service in PB-1 (Rs. 5200-20200), Grade Pay – Rs. 2400/-.
- Essential** – Computer Training Course of at least 6 months duration from a recognized institution.
Possessing speed of 80 words per minute in shorthand (English/Hindi), Knowledge in Computer operation.

GENERAL CONDITIONS/INSTRUCTIONS

1. Candidates fulfilling eligibility criteria may submit their application on the prescribed application form along with attested copies of testimonials. The completed application forms should be sent to:

The Registrar,
National Green Tribunal,
Van Vigyan Bhawan,
Sector V, R K Puram, Olof Palme Marg,
New Delhi-110022
2. The applicant should specifically indicate the order of preference of Bench(es) for which he/she is applying.
3. Separate application form is to be submitted for each post.
4. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
5. The maximum age limit shall be 56 years as on closing date for receipt of applications.
6. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall be 3 years from the date of beginning of the deputation, which may be extended or curtailed. The terms and conditions of deputation will be in accordance with the instructions contained in DOPT O.M. No.6/8/2009-Estt. (Pay II) dated 17 June 2010, as amended from time to time.
7. Service conditions of the employees will be governed by the National Green Tribunal Act, 2010 and Rules made there under, as amended from time to time.
8. Mere eligibility will not entitle any candidate for being called for interview. The Tribunal reserves the right to place reasonable limit on the total number of candidates to be called for interview.
9. The Tribunal reserves the right to withdraw advertised post(s) at any time without assigning any reason. The Tribunal also reserves the right to increase or decrease the vacancies as well as fill or not to fill any post(s) and its decision in this regard shall be final.
10. The process of selection may include presentation/seminar/test/interview or a combination thereof.
11. In case of large number of applicants, Tribunal reserves the right for short listing applicants in any manner as may be considered appropriate. No reason for rejection shall be communicated.
12. Selected candidates may be posted anywhere in India having NGT benches.

13. Envelope containing the application form must be super scribed with 'Application for the post of _____ (whichever is applicable)'.
14. Applicant(s) must send their application on prescribed format '**Through proper channel**', failing which the same will not be considered.
15. The parent institutions are required to enclose photocopies of the ACRs of the individuals for the last five (5) years, duly attested by an officer not below the rank of Under Secretary to the Government of India and also the no-objection certificate, while forwarding the application.
16. Incomplete application or without relevant supporting enclosures (self-attested copies of degree /certificates / marks sheets / experience certificate, etc.) will be out rightly rejected.
17. Candidates shall have to produce original testimonials at the time of interview, failing which the interview will not be allowed.
18. CANVASSING IN ANY FORM MAY LEAD TO CANCELLATION OF CANDIDATURE.
19. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
- 20. The last date for receipt of application form is 7th December, 2012.**
21. While forwarding the applications, certificate to the effect that the Officer is clear from vigilance angle and there is no disciplinary case pending/contemplated against him/her is to be given.
22. The Tribunal will not be responsible for non-receipt of application(s) within the stipulated date due to any postal delay / loss of application / document sent in transit. Late applications will not be considered.
23. Applications received after expiry of the last date or otherwise found incomplete for want of ACRs/No objection Certificate/Vigilance Clearance Certificate will not be entertained.
24. No TA/DA shall be payable to applicant for any journey performed for attending the Interview.

PROFORMA FOR APPLICATION

**NATIONAL GREEN TRIBUNAL
VAN VIGYAN BHAWAN, SECTOR V, R K PURAM, NEW DELHI-110 022**

(Candidate should read instructions before filling up the form)

Note 1: Please type or write in block letters.

Note 2: Incomplete application form will be rejected.

1. Post applied for: _____

2. Order of Preference of Bench(es):
(New Delhi, Bhopal, Pune, Chennai & Kolkata)

3. Full Name of the Applicant: _____

4. Father/Husband's Name: _____

5. Sex: M F 6: Category: SC ST OBC OTHERS

7. Nationality: _____

8. Address for Correspondence _____

Telephone Nos. (Off) _____

(Mobile/Landline) _____

(Fax) _____ Email: _____

9. Date of Birth: _____

[Attested copy of the School Certificate to be attached]

10. Date of Retirement under Central/State Government Rules: _____

11. Educational Qualifications (in descending order)

S. No.	Name of Examination	Name of Board/University	Year of Passing	Percentage of Marks

[Attested copies of relevant certificates/degrees to be attached]

*Space for coloured
Photograph duly
signed by the
Candidate on the
front*

12. Details of employment in chronological order starting with present post, listing in reverse (you may enclose a separate self-authenticated sheet):

Name & Address of Employer	Post held	Whether on regular/ deputation/ Ad hoc	Scale* of Pay	Period of Service		Nature of work/ experience	Reasons for leaving
				From	To		

* Clearly indicate Pay Band and Grade Pay (in the absence of which application is liable to be rejected).

13. Please clearly state whether the present employment is under Central Government/State Government/Courts/Tribunals:

14. Total emoluments drawn per month both prior and after revision of scale of pay in respect of present post: _____

15. Additional information, if any: _____

I hereby declare that the information given above is correct and true to the best of my knowledge and belief and nothing has been concealed/distorted. I undertake that if at any stage any of the information given above is found false or incorrect my candidature/appointment may be cancelled. I further undertake that if at any stage I am found guilty of using unfair means in the recruitment process or violating any of the Rules/Regulations governing the recruitment my candidature/appointment may be cancelled.

Signature of applicant

Certificate from the HOD of Concerned Department

The information furnished by the candidate has been verified from the service records of the officer and is found correct.

Signature _____

Name _____

Designation _____

Office Seal _____