



भारत सरकार  
GOVERNMENT OF INDIA  
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय  
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE  
क्षेत्रीय कार्यालय, चंडीगढ़ / Regional Office, Chandigarh



F.NO. A-12024/1/2014-NRO



Dated: As per e-signature

**CIRCULAR**

It is proposed to fill up the posts of Private Secretary, Section Officer & Assistant as per details listed in Annexure-I in the Regional Office, Ministry of Environment, Forest & Climate Change at Chandigarh from amongst officials of Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research Institution on deputation basis. The eligibility criteria required for each of the posts can be seen at Annexure-II.

The terms & conditions of the candidates selected for appointment on deputation basis will be governed as per the conditions laid down in the Government of India, Department of Personnel and Training O.M. No. 6/8/2009-Estt. dated 17.6.2010 as amended from time to time.

The period of deputation will be initially for two years and is likely to be extended further. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other office/department of the Central Government shall ordinarily not to exceed three (3) years. The maximum age limit for appointment on deputation shall not exceed 56(fifty six) years as on the closing date of receipt of applications.

Applications of officials who are eligible and are willing to be considered for appointment on deputation basis who can be relieved immediately after selection may be forwarded through proper channel along with their self attested copies of ACRs for the preceding five (5) years, cadre clearance, vigilance clearance, integrity certificate and certificate to the effect that no minor/major penalty has been imposed on the officer during the last ten years, so as to reach the Head of Office, Ministry of Environment, Forest & Climate Change, Regional Office, Bays No. 24-25, Sector-31A, Chandigarh-160030.

The receipt of complete application form in the prescribed format for deputation posts should reach this office within 45 days from the date of publication in the Employment News. Applications without the recommendation of the parent Office/Department, incomplete applications or applications received after the prescribed date or without ACR dossiers/Vigilance Clearance will not be entertained.

Only candidature of those employees who can be spared on deputation for the specified period shall be forwarded by their parent department.

**(Dr. Raja Ram Singh)**  
**Dy. Inspector General of Forests (Central) & Head of Office**

**Copy to:**

1. The AIG (ROHQ), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003.
2. The Deputy Secretary (ROHQ), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003.
3. The Deputy Secretary (Admn.), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003.
4. The Senior Technical Director, NIC, Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003 with a request that the circular may kindly be uploaded in the website of MoEF&CC.
5. All Regional Offices, MoEF&CC, Govt. of India.
6. Chief Secretary, State Governments of Punjab/Haryana/Himachal Pradesh/Uttarakhand & UTs of J&K/Ladakh/Chandigarh/NCT of Delhi.
7. All Central/State Government/UT Offices of Chandigarh.
8. Notice Board.

**(Dr. Raja Ram Singh)**

**Dy. Inspector General of Forests (Central) & Head of Office**

**Annexure-I****Posts which are to be filled up on deputation/promotion basis in Regional Office, Chandigarh**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Scale of Pay &amp; Level</b>	<b>Number of vacant posts</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Private Secretary	Rs. 44900-142400 (Level-7)	1
2	Section Officer	Rs. 44900-142400 (Level-7)	1
3	Assistant	Rs. 35400-112400 (Level-6)	1

**Annexure-II**

Sl.No.	Name of the Post	Classification	Pay Band	Eligibility Conditions
1.	Private Secretary	General Central Service Group 'B' Gazetted Ministerial	Rs.44900-142400 (Level-7)	<p><b>Composite method [deputation (including short-term contract) plus promotion]:</b>  <b>Deputation (including short-term contract):</b>  Officers under the Central Government or State Government or Union territories or recognized research institutions or universities or public sector undertakings or semi-Government or statutory or autonomous organizations:-</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or  (ii) Stenographers Grade-I in Level-6, Rs. 35400-112400/- in the Pay Matrix with five years of regular service in the grade.</p> <p><b>Note-1.</b> - Departmental Stenographers Grade-I holding the post of Personal Assistant in Level-6, Rs. 35400-112400/- in the Pay Matrix having the experience prescribed for deputation shall also be considered for the post, and if he or she is selected to the post, he or she shall be deemed to be appointed by promotion.</p> <p><b>Note-2.-</b> The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note-3.-</b> Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p>

2.	Section Officer	General Central Service Group 'B' Gazetted Ministerial	Rs.44900-142400 (Level-7)	<p><b>Composite method [deputation (including short-term contract) plus promotion]:</b>  <b>Deputation (including short-term contract):</b>  Officers of the Central Government or State Government or Union territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution,-  (a) (i) holding analogous posts on a regular basis in the parent cadre or Department; or  (ii) with five years regular service in the level-6 (Rs. 35400-112400/-) in the pay matrix or equivalent in the parent cadre or Department; and  (b) possessing the following educational qualifications:-  (i) Bachelor's degree from a recognized University or Institute;  (ii) two years experience in accounts, administration, establishment work in a Government office or Public Sector Undertaking or Autonomous Body or Statutory Body.</p> <p><b>Note-1:</b> The Departmental Assistant in level 6 in pay matrix (Rs. 35,400-1,12,400/-) with five years regular service in the grade shall also be considered along-with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled up by promotion.</p> <p><b>Note-2:</b> Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note-3:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
3.	Assistant	General Central Service Group-'B' Non-Gazetted Ministerial	Rs.35400-112400 (Level-6)	<p><b>Composite method [deputation (ISTC) plus promotion]:</b>  Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research Institution.</p>

				<p>a) i) Holding analogous post on regular basis; or</p> <p>ii) With six (6) years' service in Level-5, Rs.29200-92300/- in the Pay Matrix or equivalent after appointment thereto on a regular basis in the parent cadre/department; or</p> <p>iii) With ten (10) years service in Level-4, Rs. 25500-81100/- in the Pay Matrix or equivalent after appointment thereto on a regular basis in the parent cadre/department; and</p> <p>b) Possessing the following educational qualification:-</p> <p><b>Essential qualification:</b> Bachelor's degree from a recognized University/Institute.</p> <p><b>Note-1:</b> The departmental Upper Division Clerk in level-4, Rs. 25500-81100/- in Pay Matrix with 10 years regular service in grade will also be considered along with outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled-up by promotion.</p> <p><b>Note-2:</b> Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
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**Annexure-III**

APPLICATION FOR THE POST OF \_\_\_\_\_

Sl. No.	Particulars					
1.	Name & address (IN BLOCK LETTERS)					
2.	Date of Birth					
3.	Date of retirement under Central Govt. Rules					
4.	Educational Qualifications					
5.	Date of employment in chronological order					
	Office/Institution	Post held	From	To	Scale of pay & existing basic pay	Nature of duties Experience (in detail)
6.	Are you in revised scale of pay? If yes, give the date from which the revision took place and indicate the pre-revised scale.					
7.	Total emoluments per month drawn in the actual scale of pay attached to the post					
8.	Additional information, if any, which you would like to mention in support of your suitability for the post i) Additional academic qualifications ii) Professional training iii) Working experience over and above prescribed in the vacancy circular					

I do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

Candidate's Signature

Place:

Date:

**Certification 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/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)**