



क्षेत्रीय कार्यालय
REGIONAL OFFICE
भारत सरकार

GOVERNMENT OF INDIA

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय

MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

Ground Floor, East Wing, New Secretariat Building

Civil Lines, Nagpur - 440001

E-mail: apccfcentral-ngp-mef@gov.in



F.No. Estt-235/RON/2023/NGP/14512

Date: 23/03.07.2025

CIRCULAR

It is proposed to fill-up the posts listed in Annexure-I in Regional Office, Ministry of Environment, Forests & Climate Change, Ground Floor, East Wing, New Secretariat Building, Civil Lines, Opp. VCA ground, Nagpur-440001 from officials of Central/State Governments Departments /Union territories /Public Sector Undertaking or Recognized Research Institutions or Universities of Statutory or Autonomous Organization on deputation basis. Qualifications required for the posts can be seen at Annexure-1 to 4.

The terms and conditions of the candidates selected for appointment on deputation basis will be governed as laid down in the Government of India, Deptt. Of Personnel & Training OM No. 6-8/2009-Estt dated 17.06.2010 & MoEF&CC File No.6-21/2010-ROHQ (Vol.I) dated 19.08.2016 as amended from time to time.

The period of deputation will be initially for three years and likely to be extended up to 5 years. The period of deputation including the period of deputation in the ex-cadre post held immediately preceding this appointment in the same office or other office/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not be exceeding 56 (Fifty-Six) years as on the closing date prescribed for receipt of application.

Applications of officials who are eligible and are willing to be considered for appointment on deputation basis and who can be relieved immediately after selection may be forwarded through proper channel along with the attached copies of ACR dossiers for the preceding five (5) years and vigilance clearance certificates so as to reach the Additional Director General (Central), Regional Office,(WCZ), Ministry of Environment, Forests & Climate Change, Ground Floor, East Wing, New Secretariat Building, Civil Lines, Opp. VCA ground, Nagpur-440001.

The receipt of complete application form in the prescribed format for deputation post should reach this office on or before completion of 55 (Fifty-Five) days from the date of publication of advertisement in the Employment News. Applications received without recommendation of parent department, incomplete, receiving after due date or without ACR dossiers/vigilance clearance will not be entertained by this office.

Head of Office
Regional Office, Nagpur

Copy to:-

1. The Inspector General of Forest, (ROHQ), Ministry of Environment, Forests & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhavan, Jor Babh Road, Aliganj, New Delhi-110 003.
2. Under Secretary to the Government of India, Ministry of Environment, Forests & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhavan, Jor Babh Road, Aliganj, New Delhi-110 003.
3. The Senior Technical Director, NIC, Ministry of Environment, Forests & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhavan, Jor Babh Road, Aliganj, New Delhi-110 003 with request to upload the said detailed advertisement in the website of MoEF&CC under caption of "Recruitment of various posts on deputation basis in RO, MoEF&CC, Nagpur"
4. All Regional Office of MoEF&CC. Government of India.
5. All Central Government offices located in Maharashtra.

BIO-DATA/CURRICULUM VITAE

Paste a Passport
size Photograph

1.	Post applied for	
2.	Name and Address (in Block Letters)	
3.	Date of Birth	
4.	Contact No. & Email Address	
5.	i) Date of entry into service	
	ii) Date of retirement under Central/State Government Rules	
6.	Educational Qualifications	
7.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification 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
	Essential	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	Desirable
	A) Qualification	A) Qualification
	B) Experience	B) Experience
7.1	In the case of Degree and Post Graduate Qualifications Elective / main subjects and subjects and subsidiary subjects may be indicated by the candidate	
8.	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.	
9.	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 Scale/Pay Band with Grade Pay/ Level in the pay matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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*** Important:** Pay Band with Grade Pay and Level in the pay matrix 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 with Grade Pay and Level in the pay matrix drawn under ACP/MACP Scheme	From	To

10.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent		
11.	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
11.1	Note: 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.		
11.2	Note: 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		
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
13.	Additional details about present employment: 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	
14.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
15.	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	
16. Total emoluments per month now drawn		

Basic Pay and Level of the Pay Matrix		Total Emoluments
17.	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
18.	Additional information, 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) (Note: Enclose a separate sheet, if the space is insufficient)	
19.	Please state whether you are applying for deputation/absorption basis	
20.	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 _____

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 is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank or 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)

Annexure-1

Section Officer (One Post)	General Central Service Group –B Gazetted Ministerial	Level-7 Rs.44900-142400/-	<p>By deputation Officers of the Central Government of State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Statutory or Autonomous Organizations</p> <p>1) (a) i. Holding analogous posts on regular posts on regular basis in the parent cadre or Department or</p> <p>il. With five years regular service in the level 6 (Rs.35400-112400) in the Pay Matrix or equivalent in the parent cadre or Department</p> <p>(b) Possessing the following educational qualifications:-</p> <p>iii. Bachelors Degree from a recognized University or Institute</p> <p>iv. Two years' experience in accounts, administration, vigilance establishment work in a Government Office or Public Sector Undertaking or Autonomous Body or Statutory Body.</p> <p>1) Note 1: The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>3). Note: 2. Period of deputation including the period (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>
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Assistant (Two Posts)	General Central Service Group-B Non- Gazetted Ministerial	Level-6 Rs.35400- 112400	<p>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognized Research Institution :-</p> <p>a. (i) Holding analogous post on a regular basis; or</p> <p>ii. With six years service in the grade rendered after appointment thereto on regular basis in the pay Level-5 Rs. 29200-92300/- in the Pay Matrix or equivalent in the parent cadre / department; or</p> <p>iii. With ten years' service in the grade rendered after appointment thereto on regular basis in the pay Level-4 , Rs. 25500-81100/- in the Pay Matrix or equivalent in the parent cadre/department and</p> <p>iv. Possessing the following educational qualification:-</p> <p>Essential qualification:</p> <p>Bachelor's degree from a recognized University/Institute.</p> <p>Note 1: 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>Note 2: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-care 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 not be exceeding 56 years as on the closing date or receipt of applications.</p>
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Annexure-3

Junior Hindi Translator	General Central Service Group –B non- gazetted non - Ministerial	Level-6 Rs.35400- 112400 Rs.4200/-	<p>Officers under the Central Government or State Government or Union territories or Recognized Research Institution or Universities of Public Sector undertaking or Semi-Government or statutory or autonomous organization :</p> <p>(A) (i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in PB-2, Rs.5200- 20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department; or</p> <p>i. With Ten years' in the grade rendered after appointment thereto on a regular basis in Level-2 , Rs. 5200-20200/- with grade pay of Rs. 2400/- or equivalent in the parent cadre or department; and</p> <p>(B) Possessing the following educational qualification and experience:</p> <p>Essential :</p> <p>Master's Degree of recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>Master degree of a recognized university in English with Hindi as a compulsory or elective subject of as the medium of examination at the degree level; or</p> <p>Master's Degree of recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>Master's Degree of recognized University in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; or</p> <p>Master's degree of recognized University in Any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and</p>
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		<p>other as a compulsory or elective subject at degree level;</p> <p>And</p> <p>Recognized diploma or certificate course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India undertaking.</p> <p>Note-1: Period of deputation (including short-term contract) including period of deputation (including short term contract) in another ex-cadre post immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceeding three years. The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications).</p> <p>Note-2: i) For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into the one grade with a common grade pay or pay scale, and where this benefit will extended only for the posts(s) for which that grade pay or pay scales is the normal replacement grade without any up gradation.</p> <p>ii) Studied more than one Indian language as a subject at senior secondary level.</p> <p>iii) Knowledge of Sanskrit or any other Indian language, other than main subject.</p> <p>Note :</p> <p>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 or department of the Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 58 years as on the closing date of receipt of applications.</p>
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Annexure-4

Upper Division Clark	General Central Service Group-C Non- Gazetted Ministerial	Level-4 Rs.25500- 81100	<p>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognized Research Institution.</p> <p>i. Holding analogous post on regular basis or</p> <p>ii. With eight years regular service in the grade of Lower Division Clark or equivalent.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note.2 : Period of deputation including the period of deputation in another ex-care post held immediately preceding this appointment in the same or some other organization of department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: The maximum ago limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 4 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have completed such qualifying or eligibility service.</p>
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